

出願書類の手引き Guidance for Application documents

入学希望者は、以下に記載の出願書類を提出してください。

If you want to apply to our school, please submit following documents and certificates.

I 注意事項 General Notices

- 出願書類は、本人および経費支弁者が自筆で丁寧に記入してください。
記入ミスがあった場合は、新しい用紙に書き直してください。訂正・修正液の使用や鉛筆書きは不可です。
Application documents must be **written in handwriting carefully by applicant and financial supporter**.
In the cases of miswriting, please **re-write in another paper**. Corrections or using of correction fluid or using a pencil are prohibited.
- 出願書類をパソコンで作成する場合、正しく印字されていることを確認してください。
出力した書類に署名したものを提出してください。なお、入力したデータも必ず提出してください。
If you write with a PC, check your output documents carefully to print your data perfectly.
Please submit the output documents which you have signed. In addition, please submit your excel data to us.
- 出願書類は、提出する各種の証明書の内容と一致するよう正確に記入してください。
Please fill in the application documents **precisely** to agree with the contents of various certificates to submit.
- 証明書は、出入国在留管理局提出日の3か月以内のものがが必要です。4月入学生は9月10日以降、10月入学生は3月10日以降に発行された証明書です。新しく発行できない場合は、そのことの説明書も提出してください。
Certificates must be issued within 3 months before the submitting day to the immigration bureau.
April Intake: from September 10, October Intake: from March 10. If it is impossible to reissue, please submit your explanation letter.
- 複数の証明書の記載内容・記載方法に相違がある場合や適切な証明書がない場合、本人署名の説明書を提出してください。
Please submit your explanation letter with handwritten signature, in case of having difference among some certificates or not having an appropriate certificate.
- 返却を必要とする証明書類は、**要返却**と記載した付箋をつけてください。ただし、再発行困難な証明書に限ります。
When submit documents certificates that require to be returned, please note "return document" by a post-it note.
However, it is limited to the certificates that difficult to reissue.
- 日本語以外で作成された全ての書類は、**日本語訳文**を添付してください。
Please attach **Japanese language translations**, if the documents and certificates are written in other languages.
- 申請者の事情によって、下記の要綱と異なる出願書類が必要な場合があります。
By the condition of the applicant, you may need to submit another documents or certificates different from following summary.
- その他必要に応じて、さらに**証明書類の追加提出**を求めることがあります。
Further documents or certificates may be required to submit, after checking your documents and certificates.

II 申請者関係の書類 Applicant's documents and certificates

申請者記入書類 Documents written by the applicant		備考 Explanation
①	入学願書 Application for Admission	日本への申請歴・渡航歴がある場合はその資料を添付 Attach the documents which show application history, travel history to Japan if have.
②	履歴書 Resume	就学理由は、申請者本人の理由を分かりやすく母国語か英語で記入。 For the purpose of study, write the applicant's original and simple reason to study in Japan. Please write in your native language or English. 進学希望の学校名は未定でも可 If you have no idea about the college name of higher education, please write "undecided" or "not decided yet".
③	誓約書 Pledge	専攻は記入が必須 You must write your major of study, if you want a higher education.

申請者の証明書類	Certificates of the applicant	備考 Explanation
④ 学歴証明書 Educational background certificate	卒業証書 Certificate of graduation	最終学歴の証書原本提出 Submit the certificate of your last school that graduated.
	成績証明書 Certificate of academic transcript	
	学歴認証文書 Education certification of the government	ベトナム・中国などの国で必要 Vietnam, China and some countries are required.
	卒業見込証明書 Certificate of expected graduation	卒業証書を交付され次第提出 Submit the graduation certificate soon after being issued
	在学証明書 certificate of student status 成績証明書 certificate of academic transcript	現在在学中の学校分 If the case that student is currently enrolled in a school
⑤ 職歴証明書 Occupation certificate	在職証明書 certificate of employment 退職証明書 certificate of leaving	全ての職歴について提出 Submit all of your occupation record
⑥ その他の経歴立証文書 Certificate for other carriers	早期入学、飛び級、留年などの証明書 Certificate of early age entrance, accelerated class, repeating the same grade, and others	原則として学校からの証明書 Certificate must be issued by the school or the education board as a general rule
	最終学歴後の講座受講、履歴の空白期間などの証明書 Certificate of lecture attendance, explanation of blank period etc...	最終学歴後の職歴期間以外の活動を証明するもの。 Certificate of activities which except for work experience period after the last educational background
⑦ 家族関係と住所の証明 Certificate of applicant's family relationship and address	申請者・父母等の身元と家族関係および住所の証明書 Certificates to prove birth, relationship and residence of applicant and family	戸籍簿・住民票・出生証明書・身分証明書・一時居住証明書 など Family register, Resident register, Birth certificate, Relationship certificate, Identification card, Temporary residence certificate,
⑧ 日本語能力証明書 Certificate of Japanese language ability	日本語能力試験 N5 以上合格証 Over N5 level of "Certificate of Result and Scores" of JLPT or other Language Test authorized	合格証書原本を期日までに提出 Must submit the original of Certificate before applying to the Immigration. 受験予定の場合は受験票コピー提出 Submit copy of the admission ticket if planning.
	日本語学習証明書 Certificate of studying Japanese language	証明書には、コース名・期間・時間数・目標・内容・使用教材・出席率などを記載。 Next items must be listed on the certificate. The course name, Period, The number of hours, Target, Contents, Teaching materials, Attendance
⑨ パスポートの写し Copy of passport	写真氏名等記載ページコピー Copy of the page of photo, name and details in your passport.	渡航歴ある場合、全ての記載ページのコピー提出 Submit copy of all pages of visa and travel record if have.
⑩ 写真8枚 Photos (8 pieces)	3 cm×4 cm、無帽・無背景の証明書用写真、3 か月以内のもの、裏面に氏名記入 3 cm x 4 cm size photo Write applicant's name on the back side of each photos.	Your photos: must be taken within 3 months must be a close-up of your full head and upper shoulders must close your mouth must contain no other objects or people must be taken against a plain cream or light grey background

III 経費支弁者の書類 Documents and Certificates of the financial supporter

経費支弁者記入書類 Documents written by the Financial Supporter			
①	経費支弁書 Certificate of Payment	経費支弁引受経緯 申請者の経費支弁を引き受けた経緯及び申請者との関係について具体的に記載して下さい。 Relationship with the applicant and the reasons of being applicant's payer. Please write in concrete terms	経費支弁内容は実際の支弁額と方法を書いてください。ビザ更新時に重要です。 In "The detail of payment", please write actual amount of payment and the way of payment. When renewal of applicant's visa, it will be checked by Immigration.
②	経費支弁者の家族一覧表 Family list of Financial Supporter	経費支弁者の「同居親族」を記入。 配偶者と子供は非同居でも、全員記入。 Write details of Financial Supporter's relatives who live together. Spouse and children's detail must be written even if they don't live together with financial supporter.	
③	身元保証書 Letter of Guarantee	経費支弁者が身元保証してください。 Financial supporter must guarantee your applicant	
経費支弁者の証明書類 Certificates of the Financial Supporter			
④	申請者と経費支弁者の関係を証明する書類 Certificate of family member relationship of applicant and financial supporter	戸籍簿 Family record 身分証明書 Identification card 出生証明書 Birth certificate 親族関係公証書 Certificate of family member relationship	各証明書の記載事項に相違がある場合、その証明書か説明書が必要です。 When the items mentioned of each certificate have some difference, please submit the explanation letter or certificates.
⑤	預金残高証明書 Certificate of bank balance account	経費支弁に必要な預金残高の証明。 Certificate showing enough amount of savings to support studying in Japan.	約 \$ 30,000 必要 Must be about \$30,000
⑥	資産形成過程立証資料 The document which proves income process	通帳の写しまたは 出入金明細書 (原本) (3年分) Copy of bankbook or the bank account statement (for 3 years)	定期預金口座の場合は、資金形成過程立証資料 In case of a fixed deposit, submit document which proves process of your deposit.
⑦	経費支弁者の職業立証書類 Certificate of Occupation of financial supporter	a. 在職証明書 Certificate of Employ b. 営業許可証 Business License c. 登記簿謄本 Company Registration ☆その他の職業証明・説明書 Other Certificate or Document of Occupation	a. 会社員などの場合 Employee b. 個人営業の場合 Self-employed c. 会社経営の場合 Company Owner ☆職業・収入・預金等の補足説明や証明書 Additional explanation letter or certificate about Occupation, Income and Savings.
⑧	経費支弁者の家族構成を立証する文書 Certificate for family member of financial supporter	戸籍簿・親族関係公証書等 Family record, Certificate of family member relationship, etc... 公的機関から発行された文書 Document must be issued by the official organization	「経費支弁者の家族一覧表」に記載した人と経費支弁者との関係の証明書類 The certificates which prove the relations with financial supporter about persons listed on "Family list of Financial Supporter"
⑨	経費支弁者の納税証明書 Tax payment certificate of financial supporter	収入金額が記載された個人所得税証明書 (過去3年分) Income tax certificate for 3years including amount of income	公的機関からの証明文書 Document must be issued by the official organization

経費支弁者が在日の場合 If financial supporter is residing in Japan 次の書類も必要です。The next certificates are necessary, too.			
⑩	経費支弁者の住民票 Resident's certification of financial supporter	世帯全員分（マイナンバー不要） Residence certification of all family members. (without my-number)	⑧の代わりですが、状況により⑧も必要です
⑪	所得・課税証明書 Certificate of income, tax payment	「収入と所得金額」、「所得税課税額と納付済み額」、「被扶養者」の記載が必要（過去3年分） Certificate for 3 years showing dependents, tax paid amount, income tax ratable value, income amount, gross income	⑨は不要です
父母以外の方が経費支弁をする場合 In case the financial supporters is not the applicant's parent. 次の書類も必要です。The next certificates and documents are necessary, too.			
⑫	事情説明書 letter of circumstances explanation	1 経費支弁を受諾した具体的経緯と事情 Please explain the concrete reasons and circumstances you want to support applicant financially in place of applicant's parent. 2 申請人の両親が経費支弁できない具体的経緯と事情 Please explain the concrete reasons and circumstances why applicant's parent cannot support applicant financially.	経費支弁者の署名が必要 The signature of the financial supporter is necessary.
⑬	申請者の父母についての証明書類 Certificates and documents about the parents of the applicant	1. 在職証明書 Certificate of Employ 2. 収入証明書 Certificate of income 3. 納税（免税）証明書 Certificate of income tax / Tax-free certificate 4. 預金残高証明書 Certificate of bank balance account 5. 通帳の写しまたは出入金明細書 Copy of bankbook or the bank account statement	

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◆ 学費に関する注意事項 Notices of payment

1. 学費の納期 Deadline for tuition

入学前に学費等1年分の納付が必要 Must pay one-year amount of tuition and fees before enrollment

4月入学生 Student for April intake : 2月末まで Till end of February

10月入学生 Student for October intake : 8月末まで Till end of August

☆ 学校の寮に入寮する場合は、寮費半年分も同時に納付

If you wish to stay in our dormitory, must pay a half year amount of accommodation fee at the same time.

☆ 寮費は、その後は6か月ごとに納付が必要 Accommodation fee is requested to pay every 6-months.

2. 入学後の学費納期 Deadline for tuition after enrollment

2年時になる前に、2年時学費全額納付 Must pay all of 2nd year tuition and fees before the 2nd year begins

4月入学生 Student for April intake : 1年時の2月末まで till end of February on 1st year

10月入学生 Student for October intake : 1年時の8月末まで till end of August on 1st year

3. 学費の返金 Refund of tuition and fees

納付した学費等は、次に定める場合を除いて、返金できません。Tuition and fees you had paid are not refunded except for the following cases.

① 大使館でビザが交付されなかった場合 In case that your visa is not granted at Japanese embassy

<返金額 The amount of refund> 納入された学費等全額（入学選考料を除く）を返金。All amount you had paid will be refunded except for application fee.

<返金時期 The date of the refund> 査証不交付の書面を提出後に返金。Refund will be done after submitting "the letter of the visa non-grant" to us.

② 来日前に入学を辞退した場合 In case that withdraw from our school before coming to Japan

<返金額 The amount of refund>

(A. 来日前かつ入学月の前月末までに入学辞退の意思表示をした場合

In case that you had informed us until "end of March" or "end of September" staying in your country)

納入された学費等全額（入学選考料を除く）を返金 All amount you had paid will be refunded except for application fee.

(B. 入学月以降において入学辞退の意思表示をした場合

In case that you had informed us after "end of March" or "end of September" staying in your country)

納入された学費等全額（入学金・入学選考料を除く）を返金

All amount you had paid will be refunded except for admission fee and application fee.

<返金時期 The date of the refund>

入学辞退の申し出書提出及び在留資格認定証明書と入学許可証の返却後に返金

Refund will be done after submitting "Letter of withdrawal from our school" and giving back "Certificate of Admission" and "COE".

(査証発給済みのときは査証失効の確認後に返金 In case that the visa had issued, refund will be done after visa lapsed.)

③ 入学後の自己都合退学で、所定の手続きを行った場合 In case if you withdraw from our school according to your own convenience after enrollment, and you have completed all the required procedures

<返金額 The amount of refund>

既納付額のうち退学月の翌月以降分の授業料の月割り額ならびにその他の費用の未使用額を返金

Monthly amount of tuition after the month withdrawal from school was approved will be refunded, if you had paid all amount of tuition already. The unused amount of other fees will be also refunded.

<返金時期 The date of the refund>

退学願および離脱届け等の提出ならびに以下の書類提出後に返金

Refund will be done after submitting "Letter of request for withdrawal from school", "notification of left the school" and also the following documents

a. 本人帰国のとき when return to your home country . . . 帰国の完了と再入国しないことを証明するパスポート該当ページのコピーの提出 submit a copy of passport that show information about completing your return and not enter back to Japan

b. 他校への進学するとき when enter to a higher education . . . 学生証等入学を証明する書類 document prove that you are admitted to a school (Student card for example)

c. 在留資格変更のとき when change your residence status . . . 新しい在留カード等在留資格変更の完了を証明する書面 document prove that the change of your residence status are completed (New residence card for example)