Student Admission Guidebook

Humanitas Japanese Language School

1. Contact Information

Humanitas Japanese Language School
Adress: Jonan 2-11-15, Mito, Ibaraki, Japan 310-0803
Phone: +81)29-297-6809
Email: info@humanitas-japan.com

2. Enrolment Period and Program Duration

Enrollment period	Program Duration	Application Deadline
April	2 years	November of the previous year
October	1 year and 6 months	May

※The selection process begins approximately 5 months before the start of the school program. Please contact us for more information.

3. Applicant Eligibility

(1) Applicants must have completed at least 12 years of formal education or an equivalent level of education.
(2) Applicants must be at least 18 years old.
(3) Applicants must enter Japan through legal procedures or be expected to do so.
(4) Applicants must have a reliable financial sponsor.
(5) Applicants must have a level of Japanese language proficiency appropriate for their intended program at the time of enrollment.
・For the 2-year course: Applicants must have a JLPT N5 certificate or an official test score demonstrating Japanese language proficiency equivalent to JLPT N5.
・For the 1.5-year course: Applicants must have a JLPT N4 certificate or an official test score demonstrating Japanese language proficiency equivalent to JLPT N4. Otherwise, applicants must pass the Japanese Language test administered by the school and demonstrate Japanese language proficiency equivalent to JLPT N4.

4. Selection Process

(1) Document Review
(2) Online interview
(3) Japanese Language Proficiency test administered by the school

5. Required Documents

Please prepare the required documents for both the applicant and the sponsor and submit them by mail by the deadline. Please refer to the final section of this brochure for the required documents checklist.

[Notes]

Please submit original documents issued within three months of the submission date.

Please ensure that both the applicant and the sponsor complete and sign the documents.

Please notify the school at the time of submission if there are any documents the applicant would like to have returned. Please note that the Tokyo Regional Immigration Bureau will not return any documents after reception of the application.

Please attach a Japanese translation to the documents.

6. Timeline from Application to Enrolment

(1) If the applicant's application passes the school's preliminary review, the applicant will be requested to submit the required documents by the deadline.

(2) Upon receipt of the documents, the school will review them and issue a Letter of Admission.

(3) The school will apply for the applicant's COE (Certificate of Eligibility) at the Tokyo Regional Immigration Bureau on the applicant's behalf.

(4) The Tokyo Regional Immigration Bureau scrutinizes the applicant's application and issues a COE upon approval.

(5) Upon receipt of the notice of approval, the school will inform the applicant of the result and send an invoice.

(6) The applicant is to transfer the payment to the school's bank account upon receipt of the invoice.

(7) After confirming the payment, the school will send the applicant their Certificate of Admission and the COE.

(8) The applicant is to apply for a student visa at the Japanese Embassy or Consulate in their country of residence, arrange a travel schedule, and book a flight to Japan.

7. Payment of Tuition and Other Fees

・After accepting the application, the school will issue a Certificate of Admission and an invoice. The applicant is to transfer the payment to the school's bank account. The applicant is to pay the first-year tuition fees (excluding the examination fee) in full upon enrolment. The school requests that students pay the second-year tuition fees in a lump sum at a later date.

・The school will send the invoice to the applicant's agent or school, or directly to the applicant's address. The applicant is responsible for receiving the invoice.

・If payment is not completed by the deadline, the school may cancel the applicant's enrolment.

◆ Tuitions (Tax Included)

First year payment for the 2-year course students & 1.5- year course students

Type of Fee	Amount (JPY)
Entrance Examination Fee	20,000
Admission Fee	70,000
Tuition Fee	720,000
Textbook Fee	30,000
Student Insurance Premium	4,000
Health Management Fee	5,000
Total	**849,000**

Second year payment for the 2-year course students

Type of Fee	Amount (JPY)
Tuition Fee	720,000
Textbook Fee	30,000
Student Insurance Premium	4,000
Health Management Fee	5,000
Total	**759,000**

Second year payment for the 1.5-year course students

Type of Fees	Amount (JPY)
Tuition Fee	360,000
Textbook Fee	15,000
Student Insurance Premium	4,000
Health Management Fee	5,000
Total	**384,000**

[Notes]

The entrance examination fee must be paid at the time of application. All charges and fees incurred both in the applicant's home country and in Japan are the responsibility of the applicant.

[Refund Policy]

The fees the applicant has paid will be refunded if the principal approves the cancellation of the applicant's admission for the reasons listed below.

To begin the cancellation process, the applicant must notify the school of their intention to cancel the admission.

The applicant must then provide the required information, including their examinee number, name, address and bank account details using the form provided by the school. After submitting the form, the applicant will receive an email from the school confirming receipt of the request.

The applicant is responsible for all fees incurred during the cancellation process.

1. Cancellation Before Entry to Japan

(1) If the applicant cancels their admission after the submission of their application for a COE to the Tokyo Regional Immigration Bureau but before the approval or denial of their COE, the school will refund the admission fee and tuition fees regardless of the applicant's COE approval.

(2) If the applicant cancels their admission after the approval for a COE but before the first day of their school program,

The school will refund the admission fee and tuition fees upon the return of the applicant's COE and Certificate of Admission. If the applicant initiates the cancellation process after their student visa has been issued, the refund will be processed only after the school has confirmed that the student visa has not been used.

(3) If the applicant's student visa application is denied by the Japanese Embassy or Consulate, the school will refund the admission fee and tuition fees in return for the COE and the Certificate of Admission.

2. Cancellation After Entering Japan

(1) If the applicant cancels their admission before the first day of their school program, the school will refund the tuition fees minus all expenses incurred during the admission process, to a maximum of 15,000 yen.

(2) If the applicant cancels their admission after the first day of their school program, the school will retain 20% of the tuition fees for the remaining period of the program, to a maximum of 50,000 yen. The school will refund the rest after confirming that the applicant's student visa has been invalidated.

(3) If the applicant is expelled from the school due to a violation of Japanese laws or school rules, the school cannot provide any refund.

3. Refund Policy for Non-Refundable Fees

The entrance examination fee, textbook fees, student insurance premiums, and health management fees are non-refundable once paid to the relevant organizations, regardless of the timing of the cancellation. However, if the school receives financial benefits by not providing the applicant's textbooks or part or all the educational services reserved for the applicant, refunds will be processed in accordance with the Act on Specified Commercial Transactions and the school's refund policy.

8. School Bank Account Information

Name of bank	MIZUHO(0001)
Branch	OKU(497)
Account number	Savings: 3004501
Account holder's name	Ogino Kikaku Kanri
Bank Adress	Tabatashinmachi 2-26-1, Tokyo, 114-0012, Japan

9. List of Documents

● Applicant Details

	Type of Document	Notes	
1	Application for Humanitas Language School	School-provided forms	Please provide your name exactly as it appears on your passport. Please provide your educational and employment history without any gaps. Please provide the full addresses of all the schools you have attended. Please clearly explain your commitment to studying at Humanitas.
3	Diploma or Graduation Certificate from the Last School Attended	Original	An original diploma or graduation certificate
4	Academic Transcript from the Last School Attended	Original	The transcript must cover the entire period from admission to graduation.
(5)	Certificate of Enrolment	Original	If the applicant is currently enrolled in school, they must provide an original certificate of enrolment.
(6)	Academic Transcript	Original	If the applicant is currently enrolled in school, they must provide an original academic transcript.
7	Proof of the Applicant's Japanese Language Proficiency	Original	An original certificate of Japanese language proficiency is requested.
8	Passport	A copy	If the applicant has previously visited Japan, they must also include please also include copies of the passport pages showing the entry and exit records.
9	Portrait photos	Eight copies	The photographs must measure 4 cm × 3 cm and must be taken within three months of the date of application. Please write the applicant's name, nationality, and date of birth on the back of each photograph.

● Sponsor Details

1. For Sponsors Residing in the Applicant's Home Country

	Type of Document	Notes
1	Sponsor Certificate	This is a form provided by the school
2	Bank Balance Certificate	Original
3	A copy of the sponsor's bankbook	Must include account statements for the past three years
4	Proof of Sponsor's Employment or Business	If the sponsor is employed: a Certificate of Employment If the sponsor is self-employed: a Certificate of Occupation or business license If the sponsor owns or operates a company: a Certificate of Corporate Registration
5	Certificate of Income	Original Must be a Certificate of Taxation or Tax Payment for the Past Three Years (including information on annual income)
6	Certificate of Tax Payment	Original copies for the past three years indicating income information are required.
7	Proof of the relationship between the applicant and the sponsor	Must be either Family Certificate or Birth Certificate

2. For Sponsors Residing in Japan:

	Type of Document	Notes
1	Sponsor Certificate	This is a form provided by the school
2	Bank Balance Certificate	Original
3	A copy of the sponsor's bankbook	Must include account statements for the past three years
4	Proof of the Sponsor's Employment or Business	If the sponsor is employed: a Certificate of Employment If the sponsor is self-employed: a Certificate of Business Registration If the sponsor owns or operates a company: a Certificate of Corporate Registration
5	Certificate of Income	Original Must be a Certificate of Taxation and Tax Payment for the Past Three Years (including information on annual income)
6	Certificate of	Must include information on all members of the household

	Residence:	
7	Proof of the relationship between the applicant and the sponsor	Must be either a Family Certificate or Birth Certificate

3. For Self-Supporting Applicants

	Type of document	Notes
1	Sponsor Certificate	This is a form provided by the school
2	Bank Balance Certificate	Original
3	A copy of the sponsor’s bankbook	Must include account statements for the past three years
4	Proof of Sponsor's Employment or Business	If the sponsor is employed: a Certificate of Employment If the sponsor is self-employed: a Certificate of Business Registration If the sponsor owns or operates a company: a Certificate of Corporate Registration
5	Certificate of Income	Original Must be a Certificate of Taxation and Tax Payment for the Past Three Years (including information on annual income)
6	Emergency Contacts	Please provide, in a free format, the names, relationships, addresses, phone numbers, and email addresses of the applicant’s family members.