

Guidebook for Applicants

1. About Usec International School (UIS)

UIS is the Japanese language school which foreigners who want to enter university/graduate school/specialist school study Japanese.

- Founder: Mr. Masakazu KAZAOKA (USEC Co., Ltd.)
- Principal: Yasutomo ENOMOTO

2. Telephone/Fax/Email/Website

Usec International School

Telephone : +81-(0)567-69-5908
 Fax : +81-(0)567-69-5877
 Email : info@usec-is.com
 URL : <http://www.usec-is.com>

3. Address

〒497-0048 Funairi2-193, KANIE-CHO, AMAGUN, AICHI, JAPAN

(From UIS, you can go to NAGOYA, one of largest cities, by train in 10 minutes.)

4. About UIS's course

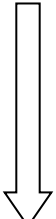
- 2 Years' course for entering university (Admission in April)
 Start from beginners' level to Advanced level which you have to master to enter national university/graduate school or first-rate private university.
 beginners' level 1&2 ⇒ Intermediate1&2 ⇒ Upper-Intermediate1&2 ⇒ Advanced1&2
- 1 Year and 6 month course for entering university (Admission in October)
 Start from beginners' level to Upper-Intermediate level which you have to master to enter private university.
 beginners' level 1&2 ⇒ Intermediate1&2 ⇒ Upper-Intermediate1&2

5. Qualifications for admission

- 12 years' school education
 - Age : 18 years' old ~ 27 years' old
- (Applicants should not have spent more than 5 years since he/she graduated from last school.)

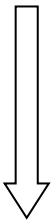
6. Entrance procedures

- (1) Get a UIS's application forms



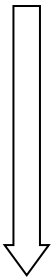
Those who live in Nepal or China, Please contact our branch schools, UIS's partner schools, companies/offices in partnership. For others, please contact with UIS (Usec International School) directly. All necessary forms can be downloaded in our website (<http://www.usec-is.com/admission.html>).

(2) Submit all necessary documents (including some certificates and photoes)



Those who live in Nepal or China, please follow the direction which our counterpart(our branch schools/partner schools/companies & offices in partnership) gives you. For others, after you contacted with UIS, please send all necessary documents to UIS by
※Please take a look at the following page about necessary documents (Application Forms).

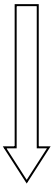
(3) Screening of documents/interview/writing test in Japanese



① UIS will inform you after the screening of documents. Those who passed the screening of documents will have an interview and a writing test later. <UIS inform you the result of our screening.>

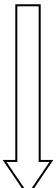
② UIS prepares "APPLICATION FOR CERTIFICATE OF ELIGIBILITY" for VISA.
<Then UIS submits all important documents to Nagoya Immigration Office.>

(4) Result of inspection in Nagoya Immigration Office



UIS will inform you the result through related schools, when "Certificate of Eligibility" is issued. And UIS will send a copy of "certificate of Eligibility" by PDF and a notice about payment to you through related schools by internet.

(5) Applicant pays his/her educational fee and cost for accommodation.



Applicant remitted his/her tuition fee to the account of UIS in Japan. After UIS confirmed receipt of all the payment, we will send the original copy of "Certificate of Eligibility" and "Admission Letter".

(6) Applicant obtains a VISA.



After you get a visa, you starts preparing for new life in Japan.

(7) Students come to Japan and enter UIS.

7. Application forms

《Important points》

※In case you use copy documents (ex. A copy of Student Card), this copy should have the date you copied, the person's name who made the copy, relationship with the applicant are should be written in the blanks.

(example: 2013.12.02 John Obama, Father)

※ All copies should be very clear.

※All certificates should have ①name of publisher & title of his/her position, ②address of the office of a

notary public, ③telephone & fax number should be written.

※Any translation or comments should be written in an attached paper. Do not write in the original certificates.



※In case you can not submit some of the documents by deadline, let us know.

APPLICATION FORMS & DOCUMENTS

※Application forms & documents related applicant

Documents	Notes
①Application of certificate of eligibility	UIS will arrange this form.
②Application for admission (Resume) : Form1	The form is available at website. ※ All address should be written completely.
②Purpose for studying in Japan : Form2	The form is available at website.
②Pledge : Form3	The form is available at website.
③Original copy of diploma certificate	Certificate which you received at a graduation ceremony Original copy will be returned after verification
④Original copy of grades for each year of schooling (Transcript)	published within 6 months
⑤The copy of certificate of JLPT N5 (or one of the following tests: J-TEST "F", NAT-TEST "N5", EJU "Japanese as a foreign language", BJT business Japanese Proficiency Test, TOPJ (PJPT) Test.	(Certificate and Score sheet)
⑥Photoes (3cm × 4cm 8pieces)	Taken within last 3 months ※Please,write country, your name, birthday in the other side.
⑦A copy of your passport ⑧A copy of personal identification, household register	Only for passport holders Including birth location,latest address, the list of family members as well as their occupation. Citizenship certificate for Nepalese.

※Additional documents

I . Enrolled students	 <ul style="list-style-type: none"> ①Student registration certificate or a copy of student Card ②Original copy of grades for each year of schooling (Transcript) <p>※ issued within 6 months</p>
II . Salaried workers	 <ul style="list-style-type: none"> ①Certificate of employment <p>※ issued by the company which s/he is working for. should be written with "working period""position" and "in charge (details about his/her job)"</p>

※The following person should submit additional documents.

<p>Ⅲ. Those who have experience to have failed to get any kind of visa for entering to Japan</p>	<p>① Notice from Immigration office which shows Non-issue of "Eligibility" with the reason If you don't have the notice, submit a document which you write the reason.</p> <p>② A document which shows you have solved the above reason.</p>
<p>Ⅳ. Those who entered an elementary school at the age of below 5 years old or over 7 years old.</p>	<p>Graduation certificate of elementary school and a statement which explains why you entered the elementary school at that age.</p>
<p>Ⅴ. Those who have studied in Japan with a student visa.</p>	<p>① " Purpose of studying abroad" A paper which you explain the reason why you have studied in Japan.</p> <p>② " Transcript and a document which shows how often you attended the class"</p>

※Documents related **financial supporter who does not lives in Japan.**

Documents	Notes
① Certificate of family registration	Certificate of family registration which proves <u>all family members</u> of the financial supporter.
② Expense Support Oath Form4	The form is available at website.
③ Bank statement (Balance certificate)	The financial supporter's bank statement (Balance certificate), which proves that they have the assets to cover the tuition and all living expenses during the student's stay in Japan.
④ Colour copy of the deposit passbook/bankbook or original copy of Bank Statement (Statement of the bank account) in the latest 3 years	Colour copy of the deposit passbook/bankbook or original copy of Bank Statement (Statement of the bank account) in the latest 3 years. Or certificate/documents which explain how the financial supporter could have deposit/save money or assets. (S/he can explain how s/he could have assets in her/his own format.)

⑤ Certificate which is related job	Certificate of business license (self-employed)/Document proving registered business matters (for members of the board of directors) /Certificate of employment (for salaried workers)/varification of business(for farmers)
⑥ Income statement	Income statement/certificate <u>in the latest 3 years</u>
⑦ Income tax certificate	Income tax certificate showing his/her annual income amount issued by the regional authority in the latest 3 years . <u>(The annual income must be written in the</u>

※Documents related **financial supporter who lives in Japan.**

Documents	Notes
① Certificate of family registration	Certificate of family registration which proves <u>all family members</u> of the financial supporter. ("KOSEKI" or "JUMINHYO" issued at a ward office.)
②Expense Support Oath Form4	The form is available at website.
③Bank statement (Balance certificate)	The financial supporter's bank statement (Balance certificate), which proves that they have the assets to cover the tuition and all living expenses during the student's stay in Japan. Currency should be Japanese
④Colour copy of the deposit passbook/bankbook or original copy of Bank Statement (Statement of the bank account) in the latest 3 years	Colour copy of the deposit passbook/bankbook or original copy of Bank Statement (Statement of the bank account) in the latest 3 years . Or certificate/documents which explain how the financial supporter could have deposit/save money or assets. (S/he can explain how s/he could have assets in her/his own format.)
⑤ Certificate which is related job	Certificate of business license (self-employed)/Document proving registered business matters (for members of the board of directors) /Certificate of employment (for salaried workers)/varification of business(for farmers)
⑥ Income statement	Income statement/certificate <u>in the latest 3 years</u>
⑦ Income tax certificate	(For a company worker)" Income certificate " issued at a ward office or "Gensenchoushuu-hyo(withholding form) from company. (For an executive officer / an entrepreneur) "Income statement/certificate" issued at tax office, or a copy of "Final declaration".

8. Tuition Fee

(Without Tax)	Examination Fee	Admission Fee	Tuition Fee	Other Fee	Total
2 years course	¥20,000	¥100,000	¥1,152,000	¥48,000	¥1,320,000
1.5 years course	¥20,000	¥100,000	¥864,000	¥36,000	¥1,040,000

9. Tuition Fee Refund Policy

Pre-arrival

1. If a student fail the school examination, the examination fee will be refunded.
2. If the Certificate of Eligibility could not be issued, fees other than the examination fee will be refunded.
3. If a student did not apply for the VISA, and did not come to Japan after receiving the Certificate of Eligibility, fees other than the examination fee and the admission fee will be refunded, when returning the admission letter and the Certificate of Eligibility.
4. If a student decided not to enter UIS and to come to Japan, after receiving the VISA, fees other than the examination fee and admission fee will be refunded. This is only the case, when we can confirm that the VISA is unused and it is expired, and the student returns the admission letter.

Post-arrival

1. If a student leaves the school after entering UIS, there will be no refund of examination fee and admission fee. No matter what the reason is, the tuition fee and the other expenses will not be returned, for the first six months after coming to Japan. This is also the case when a student changes his residency status within six months after arriving in Japan.
2. If a student gets expelled from school, all the payment he made will not be returned. This fee includes, medical checkup fee, tuition fee, equipment maintenance fee, and insurance fee.

10. USEC's Bank Account

Bank Name	: San ju San Bank, Ltd.	Branch Name	: TODA Branch
Account No.	: 3351892	Remittee Recipient	: Usec Co., LTD.
SWIFT code	: MIEBJPJT		