



Sato Gakuen

Osaka Bio-Medical College

Japanese language department

Application handbook

<< English edition >>



Japanese regular course curriculum

Course guide and time of application

1. Course application period

Course	Time of joining	Application period
University entry level course for 2 years	April	1st October - 30th November
University entry level course for 1 year 6 months	October	1st February - 31st May

* If the maximum number of applications has been reached, we may stop accepting applications even before the deadline.

Further, there may be changes in the acceptance period due to changes in the procedure for application for authorization of resident status.

2. Teaching hours

Day of the week	Morning classes	Afternoon classes
Monday - Friday	9:05 AM - 1:20 PM	1:40 PM - 5:55 PM

* There are 5 periods per day. There are 25 periods in a week.

*Teaching hours are organized into 2 sessions: Morning classes and Afternoon classes. The classes a student attends will be determined based on their Japanese proficiency.

* Applicants are allowed to attend classes in examination subjects other than Japanese (Physics, Chemistry, Biology, Mathematics, English and Integrated subjects. (Attendance of classes is subject to terms and conditions, and some classes require fees to be paid separately)

3. Method of application

The application form must be submitted by the applicant or their representative either by post or in person.

If the applicant is bringing the application documents in person, we request you to give us prior information of the date of your arrival at the school.

4. Expenses

① Screening fee ¥20,000-

(This must be paid along with the application form when it is submitted. **And the screening fee paid will not be refunded for any reason.**)

② Payment

[University entry level course]

Time of joining	Breakdown	First year	Next year	Total
April <2 year course>	Admission fee	¥60,000	—	¥60,000
	Tuition fee	¥570,000	¥570,000	¥1,140,000
	Expenses	¥85,500	¥66,000	¥151,500
	Total	¥715,500	¥636,000	¥1,351,500
October <1 year 6 month course>	Admission fee	¥60,000	—	¥60,000
	Tuition fee	¥570,000	¥285,000	¥855,000
	Expenses	¥82,600	¥33,000	¥115,600
	Total	¥712,600	¥318,000	¥1,030,600

- * After we receive the Certificate of Eligibility for Resident Status from the Immigration Bureau, we will inform you in writing about the payment amount and method of payment, as well as the last date of payment. As soon as we have confirmed receipt of your payment, we will issue the Admission Letter and Certificate of Eligibility for Resident Status.
- * The above payment includes the fee for course materials.
- * Please remit the payment amount into our bank account by the specified date.
- * The procedure for admission and enrolment in our school will be handled in accordance with Japanese law.
- * Further, if the applicant is unable to join our school after payment of the necessary fees due to non-issuance of a visa, we will handle the case according to the regulations of our school. However, the admission fee will not be refunded for any reason.

Bank account for transfer of amount

Bank name	Sumitomo Mitsui Banking Corporation Senba Branch
BANK	SUMITOMO MITSUI BANKING CORPORATION SENBA BRANCH SWIFT Code : SMBC JP JT
ADDRESS	3-10-19 Minami-Senba, Chuo-ku, Osaka-city, Osaka, 542-0081, Japan
TEL	06-6251-3723
Account	Osaka Bio-Medical College
Account number	Ordinary bank account: 2146767

[Points to note when applying]

- ① When directly applying across the counter at the school, the applicant or their representative is requested to submit papers for personal identification (in case of overseas candidates, this is the passport, alien registration card or resident card) . And if the representative (the person who will submit the documents) is an international student studying in Japan, they may be asked to submit their Student ID Card issued by the school in which they are enrolled or their Attendance Certificate

or Academic Transcript.

- ② Since the representative will be assisting the applicant in carrying out the application procedure and acting on the applicant's behalf, it is desirable that they should be a family member or relative. In some cases, we may ask for documents showing the relationship between the applicant and the representative to be submitted (or produced for inspection) .
- ③ Please be informed that as per the amendments to the Immigration Control and Refugee Recognition Act in March 2002, rules have been newly established for punishment for falsification and alteration (forging) of documents (Please see below) .

Deportation under the

[Immigration Control and Refugee Recognition Act]

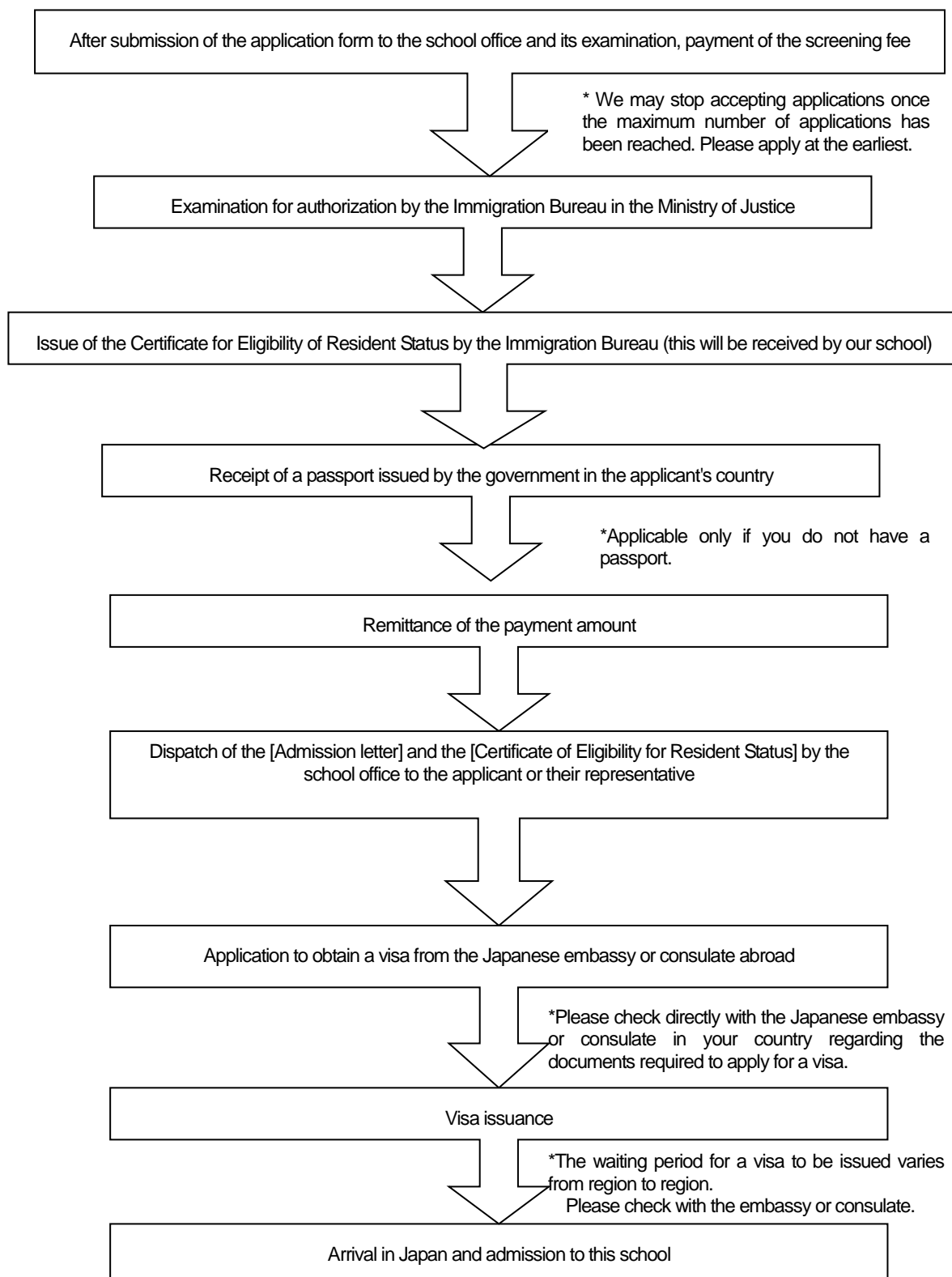
Clause 24 Foreign nationals to whom any of the following items is applicable can be deported from Japan as per the procedures stipulated in the following chapter.

<Items 1 and 2 have been omitted>

3. Persons who have forged documents or drawings, or altered them, or created false documents or drawings, or have used or are in possession of, or transferred, or lent forged or altered documents or drawings or false documents or drawings, or have recommended their transfer or loan with the objective of furnishing certificates to other foreign nationals illegally under the provisions of Sections 1 and 2 in the preceding chapter, or with the objective of affixing a seal or otherwise authorizing their entry into Japan, or permitting their entry into Japan as per Section 4 of the preceding chapter, or as per Section 1 of this chapter or Section 3 of the next chapter.



Flow of activities from application to admission



List of application documents

Regarding the application documents

Documents which must be arranged by the applicant

1. Must be submitted (For items prefixed with ★, the form prescribed by the school must be used)

★	1	Application for admission (with photograph pasted)	Please use the form prescribed by our school
★	2	Personal history	Please fill in detail because the statement of reasons for wanting admission to our school will show your motivation to become an international student in Japan.
	3	Graduation certificate for the course last attended (original)	The original graduation certificate is required. If it is lost, we request you to submit proof of graduation.
	4	Academic transcripts for the last course attended (original)	If you are a university student, the academic transcripts for high school and university. If you are a graduate school student, please submit the academic transcripts for university and graduate school.
	5	Standardized examination certificate * For Chinese applicants only	Higher studies certificate (Standardized examination for entry into college) High school certificate (Standardized examination for graduation from high school) * The cost will be 260 yuan + postage
	6	Student ID card (original)	Please submit if you are a student
	7	6 copies of your photograph (4 cm x 3 cm)	Taken <u>within 3 months</u> of the date of application to the Immigration Bureau
	8	Official copy of the family register, personal identification, etc. (copy)	Proof of birthplace of the applicant
	9	Certificate (s) related to record of study of the Japanese language Certificate (s) of Japanese proficiency	The certificate should contain the course name, number of study hours per week, total study hours, level, etc. Certificates and Mark sheets of the Japanese Language Proficiency Test (JLPT) , J-TEST, NAT-TEST and Examination for Japanese University Admission for International Students (EJU)
	10	A copy of your passport	Please submit copies of all the pages.

2. To be submitted if required

1	Certificates of academic history other than the course last attended	In case you have attended a special school other than the last school attended, or have followed a course of self-study, or adult course for higher learning, or correspondence course
2	Employment certificate, recommendation certificate, letter of consent for reinstatement, company information, etc.	If the applicant has work experience, documents to certify the applicant's career record, job specifications, consent of the company and intent to reinstate, scale of the company, etc.

[Precautions relating to the documents prepared by the applicant]

Please read without fail

- ① Please fill in accurate information for the dates, name of institution, name of school in 1-1 Application for admission and 1-2 Personal history. And, please fill in accurate information in the address column (applicant name, family members, school, place of employment, etc.). (including House number)
- ② Please attach the Japanese translation of all documents submitted by you in separate sheets. Further, please ensure that the translator has signed and affixed the date at the bottom right of the translated document. Please be informed that your documents will not be accepted if they do not include Japanese translations.
- ③ You should apply for the certificates in point 1-5 in your native country, but they should be directly sent to us by the China Degree Center (CDGDC).

Please visit the following link to check the application procedure.

(China Academic Degree & Graduate Education Development Center (CDGDC))

<http://www.cdgdgc.edu.cn/>

- ④ You need to be undergoing a course of study in your native country for a period of not less than 12 years. School education specified by the Immigration Bureau for approval during review is 6 years in primary school, 3 years in middle school and 3 years in high school. The age for entry into primary school has been set at 6 years (in some countries and regions, it is 7 years), and candidates not meeting this requirement may not be accepted. In case of China, please note that your academic record of self-study courses or adult education programs or correspondence courses may not be counted as part of your academic background.
- ⑤ At the time of application, the applicant must have proficiency in the Japanese language at a level appropriate for the applicant's learning objectives, and non-fulfillment of this condition may lead to the application not being accepted. For example, applicants with an academic background of having graduated from high school need to have studied Japanese for approximately 150 hours or more. Please be informed that we may conduct a Japanese test in order to check the level of Japanese language proficiency of the applicant.
- ⑥ Documents which must be filled in by the applicants themselves should be filled in their own hand, and whitener must not be used to correct mistakes. Instead, please double strike the error and after making the necessary corrections, please either affix a correction seal or sign against the correction. These documents can also be drawn up on the computer. In that case, please sign the document by hand.
- ⑦ Please note that none of the certificates and documents submitted to the Immigration Bureau will be returned to you.
- ⑧ Please also note that you may be asked to submit documents other than the above, if required.
- ⑨ When submitting photocopies, please submit copies which are the same size as the original. Please also mention the date when it was copied (YYMMDD) and the name of the person who has made the copy at the bottom right of the copy.

- ⑩ Please take copies of the documents submitted and bring them with you to make it convenient to make changes.

Documents from the financial sponsor

A: When a relative of the applicant who is residing in the applicant's native country provides financial support for the tuition fee, etc.

1. Must be submitted (For items prefixed with ★, the form prescribed by the school must be used)

★	1	Letter of financial support	Please describe the reason why you are offering financial support and fill in the study expenses as well as living expenses and affix your signature.
★	2	Pledge and agreement	Please fill in the form prescribed by the school and affix your signature.
	3	Official document for proof of relationship	Document containing details of the family relationship of the person paying the money with the applicant including name, present address, relationship, etc.
	4	Certificate of bank balance (Original)	Document certifying the existence of funds in foreign currency and demonstrating the ability to make regular overseas payments
	5	Savings certificate (Photograph or a color photocopy)	Scanned copies or color photocopies of the savings certificates such as bank passbooks forming the basis for issuing bank balance certificates.
	6	Annual income certificate	The monthly income and annual income should be mentioned, and it should be sufficient to explain the source of funds (for the last 3 years)
	7	Copy of the bank passbook	Please submit the passbook entries for the last 3 years.
	8	Employment certificate	If the financial sponsor is working in a company, certificate of employment with details of the job specifications, designation and employment history
	9	Copy of the business permit	If the financial sponsor is a company proprietor/director
	10	Certificate of tax payment	Document containing the annual income and tax amount pertaining to this income (For the last 3 years)
	11	Official copy of the family register and copy of the personal identification, etc.	Proof of birthplace of the financial sponsor
	12	Original certificate of tax payment (Issued by the Local Tax Bureau)	Tax receipts issued by the Tax Bureau certifying that taxes have been paid correctly
	13	Copy of the business registration certificate for taxation	If the financial sponsor is a director or proprietor of a company, please submit the original as well as a copy of the document showing that tax office registration has been done.

2. To be submitted if required

	1	Profit and loss statement and financial statements of the company	If the financial sponsor is not employed but is running a business, documents certifying the financial status of the company
	2	Documents attesting to trade with	If there are trade relations with Japan, partnership

	Japan	agreement, foreign corporate investor certificate, ratification bond, etc.
3	Company information and company brochure	If the financial sponsor is not employed but is running a business, documents certifying the business particulars of the company
4	Document consenting to studying abroad	This is a document written in the financial sponsor's own hand indicating their intent to provide financial support, and also detailing the circumstances in which they have undertaken the financial sponsorship of the applicant.
5	A copy of your passport	If you have a history of entry into Japan, please submit all the copies of your passport.

[Precautions relating to the documents showing financial support for expenses incurred during residence in your native country] Please read without fail

- ① Please ensure that the correct address is stated in the pledge or agreement or letter of financial support (Address of the financial sponsor, address of the place of employment, etc.). (including House number)
- ② Please attach the Japanese translation of all documents submitted by you in separate sheets. Further, please enter the signature and date of the translator at the bottom right of the translated document. Please be informed that your documents will not be accepted if they do not include Japanese translations.
- ③ [Relative] refers to parents or close family members. (It generally refers to a parent.)
- ④ As a general rule, all financial support documents submitted by you should have been issued within 3 months from the date of submission to the Immigration Bureau.
- ⑤ Documents which are filled in by the financial sponsors should be filled in their own hand, and whitener must not be used to correct mistakes. Instead, please double strike the error and after making the necessary corrections, please either affix a correction seal or sign against the correction.
- ⑥ Please note that an interview may be conducted if required in order to ascertain the intentions of the financial sponsor to fund the applicant's study program.
- ⑦ Please note that none of the documents submitted to the Immigration Bureau will be returned to you.
- ⑧ If required, you may be asked to submit documents other than those listed above.
- ⑨ When submitting photocopies, please submit copies which are the same size as the original. Please also mention the date when it was copied (YYMMDD) and the name of the person who has made the copy at the bottom right of the copy.



B: If a financial sponsor who is a Japanese resident sponsors the payment of tuition fees

1. Documents which must be submitted

★	1	Letter of financial support	Please describe how you will pay your way through the course and fill in your study expenses as well as living expenses and affix your signature.
★	2	Pledge and agreement	Please fill in the form prescribed by the school and affix your signature.
	3	Certificate of stamp registration	Original issued by the municipality
	4	Resident card/ Certificate of information recorded in the foreign resident registration file	Containing the names of all members of the household
	5	Certificate of the bank balance of the financial sponsor	Original issued by the financial institution
	6	Taxation (tax payment) certificate	[Taxation certificate] or [Resident tax payment certificate] issued by the municipality. Or, the [Tax payment certificate (1) and (2)] issued by the Tax Office In both cases, the [Individual annual total income] must be mentioned (for the last 3 years)
	7	Employment certificate (Any one of the items on the right)	Member of the Board of Directors...Certified copy of the company register Self-employed professional... Tax return form (copy) * With the tax office seal * The original will be returned after checking Employee...Certificate of employment
	8	Circumstances under which financial support has been undertaken (explanation on a separate sheet)	This is a document written in the financial sponsor's own hand indicating their intent to provide financial support, and also detailing the circumstances in which they have undertaken the financial sponsorship of the applicant.
	9	Official copy of the family register /Official document for proof of relationship, etc.	Documents certifying the relationship between the applicant and the financial sponsor

2. To be submitted if required

1	Documents attesting to overseas trade	If the trade relations abroad is relevant to the decision to financially support the applicant, partnership agreement, foreign corporate investor certificate, ratification bond, etc.
2	Other documents which you believe are required to explain your relationship with the applicant	Photographs taken by the financial sponsor with the applicant or persons concerned with the applicant, or the passport copy of the financial sponsor, and other such information to further explain the social relationship between the financial sponsor and the applicant or persons concerned with the applicant.
3	Company information and company brochure	If the financial sponsor is not employed but is running a business, documents certifying the business particulars of the company

[Precautions relating to the documents showing financial support for expenses incurred during residence in Japan] Please read without fail

① The financial support documents submitted by you should have been issued within 3 months from the

date of submission to the Immigration Bureau.

- ② Documents which are filled in by the financial sponsors should be filled in their own hand, ~~and whitener must not be used to correct mistakes.~~ Instead, please double strike the error and after making the necessary corrections, please affix a correction seal against the correction.
- ③ Please use the same seal as that which appears in the ~~[Certificate of stamp registration]~~.
- ④ Please note that none of the documents submitted to the Immigration Bureau will be returned to you.
- ⑤ Please note that you will not be permitted to obtain financial support from more than one foreign national.
- ⑥ We request financial sponsors who are Japanese residents to please ensure that they visit the school.
- ⑦ Please be informed that as per the amendments to the Immigration Control and Refugee Recognition Act in March 2002, rules have been newly established for punishment for falsification and alteration (forging) of documents (Please see Page 2) .
- ⑧ If required, you may be asked to submit documents other than those listed above.

Formalities for entry into Japan

- After receiving a permit based on the review and approval of the Immigration Bureau, and upon receipt of the payment by our school, we shall issue the [Admission Letter] and [Certificate of Eligibility for Resident Status]. Applicants who have received the [Admission Letter] and [Certificate of Eligibility for Resident Status] may please obtain a visa from the Japanese embassy or consulate which has jurisdiction over your region.
- At the Japanese embassy or consulate, you will not only have to produce your [Admission Letter] and [Certificate of Eligibility for Resident Status], but may also be required to produce other documents or appear for an interview, so please check in advance and make the necessary preparations.
- Please note that if you do not reach a port of entry into Japan within 3 months of the date of issue of the [Certificate of Eligibility for Resident Status] , you may not be able to carry out the further formalities.
- Since delay in arriving in Japan may affect your studies as well as your attendance percentage, please ensure that you check with the school about the time you should arrive in Japan. After your arrival in Japan, please promptly contact the school and proceed towards the school.

Various formalities after arrival in Japan

- After arriving in Japan, there are important formalities to be completed such as preparation of a [Resident card] and enrolment in [National Health Insurance], so please discuss this with the school.
- Students are not permitted to raise money for their living expenses by taking up part time employment. You will also need the approval of the Immigration Bureau for activities outside your eligibility (as per your resident status) in order to take up part time employment. This approval is given to students with sufficient attendance percentage at school in so far as it does not interfere with their studies, and students who take up part time employment without such approval are liable to incur punishment by the law not just for themselves, but for their employers as well. To avoid such situations, please ensure that you consult the school if a need arises for you to take up part time employment while you are attending school.

-----Our privacy policy-----

[About the use of personal information]

①At Osaka Bio-Medical College, we use personal information for management of the conduct of existing courses and in order to propose new courses which will be offered, and do not use this information for any other purposes. Personal information provided to us is strictly controlled in accordance with the regulations of our school on protection of personal information.

②For further information on this subject, please call the number given below.

[Contact details for inquiries regarding personal information] Telephone number of the managing department : 0120-68-3125 e-mail : privacy@obm.ac.jp

For inquiries, please contact:

**Osaka Bio-Medical College
Department of Japanese
1-14-30, Shimanouchi, Chuo-ku, Osaka
542-0082
Tel : 06-6251-8193 Fax : 06-6251-8105
From outside Japan, please call:
Tel : +81-6-6251-8193 Fax : +81-6-6251-8105**

Website

<http://www.obm.ac.jp/international>