

# Admission Requirements

Approved **Schools** by the Ministry of Justice, Japan

## **A.I.D. International Academy**

International Students Office

1-5-23 SHINJUKU CHUOU-KU CHIBA-SHI CHIBA JAPAN

Phone: Japan+81-043-302-8003

Fax: Japan+81-043-301-2293

<https://aid-academy.jp>

E-mail: info@aid-academy.jp

## I. Course

### ◇Long-Term Course

- This course has a curriculum intended for students who are looking to attend graduate school, university, or any other higher education facilities in Japan. After enrollment, students will take a placement test that will assess which course of study is right for them.
- **2 year course: April admission**
- **1.6 year course: October admission**

## II. Outline of Long-Term course

	2 year course	1.6 year course
Month of Enrollment	April	October
Students Per Class	20	20
Weekly Lesson Hours	20 hours	20 hours
Total Lesson Hours	1600 hours	1200 hours
Number of students to be admitted	20	20

Class hours : 5 days a week (Monday to Friday) / 4 hours a day

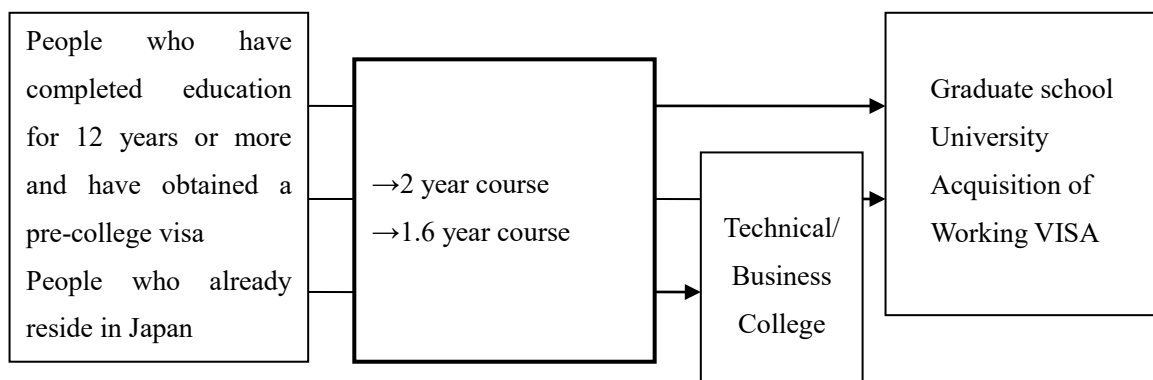
※No class on Saturday, Sunday and National Holidays

**Morning class 9 : 00~12 : 30 / Afternoon class 13 : 15~16 : 45**

Long-term holidays : Summer holidays      Early August ~ Mid August

Winter holidays      Late December ~ Early January

Spring holidays      Mid March ~ Early April



### III. Costs

		1.6 year course	2 year course
First year payment	Application fee	20,000 JPY	20,000 JPY
	Admission fee	50,000 JPY	50,000 JPY
	Tuition fee	567,600 JPY	567,600 JPY
	Facilities cost	20,000 JPY	20,000 JPY
	Text materials cost	42,000 JPY	42,000 JPY
	Sub total	<b>699,600 JPY</b>	<b>699,600 JPY</b>
Second year payment	Admission fee	0	0
	Tuition fee	283,800 JPY	567,600 JPY
	Facilities cost	10,000 JPY	20,000 JPY
	Text materials cost	21,000 JPY	42,000 JPY
	Sub total	<b>314,800 JPY</b>	<b>629,600 JPY</b>

The first year's payment must be made in full, but it is possible to pay for the second year in a semi-annual installment.

◎ **Terms of refunds:** refunds are accepted according to the following academy rules.

1. When Certificate of Status of Residence has not been issued  
→The application fee will be refunded.
2. When Certificate of Status of Residence has been issued but the applicant has not applied for a visa and has not come to Japan  
→All fees except for the application fee will be refunded with the condition that the Admission Certificate and the Certificate of Status of Residence are returned to

the school.

3. When the application for a visa has been rejected at Japanese diplomatic establishments abroad and the applicant is unable to come to Japan

→All fees except for the application fee will be refunded with the condition that the Admission Certificate is returned to the school along with the confirmation of visa rejection by the authorities concerned.

4. When a visa has been issued but the applicant has declined to enroll before arriving in Japan

→All fees except for the application fee and admission fee will be refunded only after the expiration of an unused visa is confirmed and the Admission Certificate is returned.

5. When students who have entered Japan after obtaining a visa and have enrolled in the school has dropped out

→No fees (application fee, admission fee, tuition, facilities fee, etc.) will be refunded.

6. When the applicant has entered Japan but has not attended the school

→It is considered the same as dropping out and rule no. 5 will be applied.

#### IV. Entrance Application Process

##### ①Application

###### (1) Admission Qualifications:

1. People who have been educated at officially recognized schools for 12 years or more in countries outside Japan, or within five years of graduation.

2. People who can submit a certificate of more than 150 hours of Japanese language study in their own country or have certification of passing the minimum level of the following proficiency tests:

①Japanese Language Proficiency Test (JLPT) N5 or higher

②NAT-TEST N5 or higher

③J-TEST: higher than F grade or more than 250 point/500

④TOP-J: A grade or higher

⑤Standard Test Business Japanese: 350 point

⑥GNK Life & Business Style Japanese Language Test (B course):

intermediate or pre-intermediate level or higher

⑦College/University Entrance Examination 450 points/750

**(2) How to apply :**

Fill in the necessary details in application form of our school and bring or send it to the office of a local authorized agent of our school.

**② Screening**

**(1) Examination by the school**

1. Judging of the presented documents

2. Interview at the

applicant's place { (i) Written test  
(ii) Interview with the applicant and the sponsor  
(iii) Confirmation of the authenticity of presented documents

**Notification for successful applicants**

Please submit your necessary documents for applying for the Certificate of Status of Residence to a local authorized agent of our school (refer to the annex application documents list).

We will receive the Certificate of Status of Residence on your behalf from the Tokyo Immigration Bureau and the relevant Japanese diplomatic mission in your country will issue the [Certificate of Status of Residence] to successful applicants.

**(2) Examination by the Immigration Bureau of Japan**

**Notification of the issue** (approximately 3 months after application)

**③ Entry**

**1. People who have been issued the Certificate of Status of Residence**

(1) We will send you a scanned copy of confirmation of enrollment, Certificate of Status of Residence and tuition request by e-mail, Fax etc.

Upon confirmation of the receipt of tuition fees from the applicant, we will send the original copies of the permission of admission, Certificate of Status of Residence, tuition request and Application for Permission to Engage in Activity.

◎ **First Year School Payment**

Application fee and Admission fee shall be paid to the following bank account.

<Payment to> Name of the bank: MIZUHO BANK, LTD Branch name: CHIBA BRANCH Address: 1000 SHINMACHI CHUO-KU CHIBA-SHI CHIBA JAPAN Bank Swift Code: MHCBJPJT Account number:280-2187656 Account Name: AID CO., LTD AID International Academy Account Address; 1-5-23 SHINJUKU CHUOU-KU CHIBA-SHI CHIBA JAPAN
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※ Fill in the blank of the name of the payer with the full name of the student.

※ Banking charges shall be paid at the payer's cost.

(2) Apply for a visa at a Japanese diplomatic mission

(3) Visa issuance

Once you have been issued a visa, purchased any airline tickets and decided a date of entry, please contact the school immediately by e-mail or other means. In addition, because the school is closed on Saturdays, Sundays and holidays, no school staff will be available on these days. Therefore, please be sure to avoid Saturday, Sunday and public holidays in Japan when you enter.

(4) Entry : Pick-up service on arrival

If you wish to have a pick-up service from Narita Airport to the school at the time of arrival, you are requested to inform us by phone, fax or e-mail about the date and flight number at least one week in advance of your arrival through the office of the local

authorized agent of our school. We will inform you in return about the details of the appointment.

If you need to prepare for housing accommodations such as room rental, please notify us at least one week in advance of your arrival through the office of the local authorized agent of our school.

## **2. People who have not been issued the Certificate of Status of Residence**

Original documents submitted to immigration will not be returned except for graduation certificates, JLPT Passing Certificates and the results of the College/University Entrance Examination of China.

### **◇Course for foreign residents**

If you have a short-term visa or an already valid visa, you can enter at any time on a course for residents in Japan.

#### 1. Class period

- 1 month unit
- Your request to continue the lesson will be confirmed one week before the end.

#### 2. Class time

- 60 hours a month (4 hours a day: 45 minutes × 4)

#### 3. Payment

- Admission fee: Free
- Tuition fee: 48,000JPY per month
- Facilities cost: 1,500JPY per month
- Text materials cost: Actual cost

\* Please make a payment in full at the time of admission.

#### 4. Necessary documents for admission

- Application form (Using the school form)
- Photographs (1pcs: 4cm × 3cm)
- Copy of passport
- Copy of the Certificate of Status of Residence

### **◇Private course**

This course can be adjusted according to your desired day, time and content.  
Please do not hesitate to contact our staff for details.

Contact information for any questions

**AID International Academy**

**General Affairs Dept.**

**Address: 1-5-23 SHINJUKU CHUOU-KU  
CHIBA-SHI CHIBA JAPAN  
260-0021**

**Tel: Japan +81-043-302-8003**

**Fax: Japan +81-043-302-8802**

**<https://aid-academy.jp/>**

**Email: [info@aid-academy.jp](mailto:info@aid-academy.jp)**