

Application Guidelines for October 2020

Feb. 10, 2020 Mate Japanese Institute

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1. ⑦ advantages of Mate Japanese Institute

- ① **Application fee & admission fee (in total ¥60,000yen) will be exempted.**
- ② **1 year - 1 year 3 month student visa will be provided, as we are a authorized Japanese institute.**
- ③ **Reasonable dormitories are available.**
- ④ **Multiple language service is available.**
※Vietnamese, Hindu, Nepalese, Mongolian, Chinese, English, etc.
- ⑤ **Institute carries accident insurance for students.**
- ⑥ **30 minutes access to central Tokyo.**
- ⑦ **Support for finding a part-time job.**

“Scholarship for University Graduates by SUGAROU Co.,Ltd” has been abolished after 2020 April students.

2. Schedule of application for entering in October 2020

Application (early March~)



- 1) Fill out the the application for admission, Personal history, Statement of purpose to study in Japan, and Statement of financial support in our institute's format and send them us by e-mail.



First screening (early~late March)

- 2) The Institute staff will check the documents, and an interview through Skype will be held.



Second screening (early~late April)

- 3) Applicants qualified in the first screening should send by e-mail all the other documents required. We will let you know if there are some documents missing or something wrong in them. We will determine if documents are appropriate for applying to the Emigration Bureau. Then, send us all the original documents.



Application to the Emigration Bureau (early June)

- 4) We will submit all the documents to the Emigration Bureau.



Issue of the Certificate of Eligibility (late August)

- 5) We will inform you when the Emigration Bureau issues the Certificate of Eligibility.



Payment (late August~early September)

- 6) We will send the applicants an invoice of tuition, and an invoice of dormitory fee. Please remit the first year tuition, dormitory fee and utility fee to our designated bank account.



Issue of Visa · Coming to Japan (late September~early October)

- 7) After we confirm the payment, we will send the applicants by post-mail the originals of the Certificate of Eligibility and our admission letter. Bring them to Japanese embassy or consulate in your country and apply for a visa.
 - Please inform the school of the results of the visa application.
 - When you book your flight ticket, please let us know your flight number, arrival date and time, and the airport you plan to arrive at.
 - When you arrive at a Japanese airport and go through immigration, please make sure to submit "application form for part-time job permission" and receive a Resident Card with a stamp of permission on the back.



Admission procedures (early October)

- 8) As soon as you enter Japan, please come to school and apply for admission. Also, please take your passport and residence card to the city or ward office of your residence within 14 days, and complete the procedures for address registration and national health insurance.

3. Application Guidelines for entering in October 2020

■ Eligibility for Entrance

1. Completion of 12-year school education in your country or having educational background equivalent to 12 years.
2. In general, completion of more than 150 hours of Japanese language learning. (equal to Japanese ability of N5 of Japanese Language Proficiency Test)
3. Those who can submit all the documents to apply for a visa. (Those who can bear financial expenses)

■ Application period and Capacity

Course	Capacity	Application period	Certificate of Eligibility	Enrollment period
Preparatory 1.5 years	30	From early March - late April, 2020	late Aug, 2020	October, 2020

* The application date for immigration can be earlier. Please make an application by the deadline above. Please inquire us of the detail.

■ Payment (tuition)

Unit: Japanese Yen (JPY)

	Preparatory 1.5 years		
	First year payment	Second year payment	Note
Application fee	10,000 → ¥0	—	
Admission fee	50,000 → ¥0	—	
Tuition	600,000	300,000	
Other expenses	90,000	45,000	facilities, equipment ¥20,000/year textbook, activity ¥60,000/year Insurance, health care ¥10,000/year
Total	¥750,000 → ¥690,000	¥345,000	

※2020 Special exemption:

Entrance fee and application fee are exempted.

Payment in the first year: ¥ 690,000

- 1: In general, payment that is once done, will not be refunded.
- 2: All the payment will be refunded, if Japanese Embassy does not issue your visa.
- 3: The amount except the admission fee will be refunded, if an applicant cancels the enrollment for unavoidable circumstances.
 - 1) Before entering Japan...Please send us a photocopy of your passport with a stamp of cancellation of the visa. Then, we will start the procedure of the refunding.
 - 2)After entering Japan...We will start the procedure of refunding after we confirm the cancellation of the residence card.
 - * Refunds cannot be made after the entrance ceremony.

■ Scholarships

In the second year, special scholarships will be offered to students with good attendance rate, good test scores etc. * There is no need to repay the scholarship.

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■ Application documents

A. Documents that an applicant (student) should prepare

1. Application for admission, Personal history, Statement of purpose to study in Japan and Statement of financial support in our Institute's format.
2. 4 photos (4 cm in length, 3 cm in width. Taken within the past 3 months)
3. Diploma of final academic career. (original)
4. Transcript of final academic career. (original)
5. Certificate of Japanese proficiency or Japanese learning history. (original)
6. Certificate of employment, if there is a working history. (original)
7. Copy of the passport. ※Please submit an identification paper if you do not have a passport.

B. Documents that a financial sponsor should prepare

※More than two persons can become sponsors, such as relatives in applicant's country (father, mother, brother etc.), relatives in Japan, or an applicant he or herself.

1. Statement of financial support in our Institute's format.
2. Certificate of family relation, birth, such as a transcript of family register. (original)
3. Copy of identification.
4. Bank certificate of deposit. (original)
5. Deposit-withdrawal certificate (original) or copy of a bank book
6. Certificate of employment or business license certificate (original)
7. Income certificate (original) of the latest 3 years
8. Tax certificate (original) of the latest 3 years
* A copy of the social insurance card is available if the sponsor is a Mongolian.
9. Family member list of the financial sponsor (institute's format)

■ Notes on paper works

1. Application for admission and Personal history should be filled in Japanese or English or Chinese. For other languages, you are supposed to attach another paper of English translation in the same form.
2. Attach Japanese translation to all the documents except the Application for admission and Personal history.
* Translation of passport is not required. Descriptions of numerical part of deposit-withdrawal certificate or a bankbook, are not required.
3. Validity period of the issue date should be within 3 months. (a date after April.1,2020)

■ For a start *See page 2 "schedule of application".

- 1) Contact by phone or e-mail with our institute staff or an agent.
- 2) Fill out the Application for admission, Personal history, Statement of purpose to study in Japan, and Statement of financial support in our Institute's format, and send them us by email.

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4. School dormitory

We have a student dormitory where students can move in immediately after arriving in Japan.

We will send you an application form for entering the dormitory to the applicant who received the "Certificate of Eligibility". Fill in the application form and send it to our office by e-mail. We will send you an invoice after checking the availability of the room. Please pay the initial cost by the due date together with the first year payment (tuition).

◆List of expenses

Item	Amount	Due date	Note
admission	¥ 35,000	When paying the first year payment	The initial cost of the dorm is 113,000 yen. Please pay with the first year payment (tuition).
Rent/month	¥ 20,000	End of a month	【Initial cost details】 ● Admission : 35,000yen ● 3 months' rent : 60,000yen ● 3 months' utility costs : 18,000yen *The dormitory is fully equipped with a set of beds, household appliances, tableware and other daily necessities, so you can start living immediately.
Utility cost /month	¥ 6,000	End of a month	

5. Pick up service at airport

There is a paid pick-up service for those entering Japan on flights arriving at Narita Airport at the designated time on the designated date (from airport to Mabashi). If you wish to use the service, please let us know at least one week in advance.

*Designated time & the designated date will be informed after the the Certificate of Eligibility is granted.

◆Pick up service fee : **5000yen**/person

* Students must pay their own transportation fee from the airport.

* The pick- up fee will be charged when arriving at school.