

# ABK COLLEGE

## GUIDE FOR ADMISSION in April 2016 for foreign students who reside in Japan

### Application

#### Qualification of requirement

- Applicants must stay in Japan with resident eligibility (such as "Permanent Resident", "Spouse or Child of Japanese National", "Long Term Resident", "Department" and so on) and can stay in Japan under the same visa status during studying at our school. Applicant's visa status should not be "Temporary Visitor".
- Applicants must complete at least twelve(12) years of formal education done in countries other than Japan. Or else they must complete senior high school or upper secondary(Form5・GCE Ordinary level etc.)
- Applicants who wish to enroll in university or professional training college must be at least 18 years old at the time of enrollment there.
- Applicants who wish to enroll in graduate school must be at least 22 years old at the time of enrollment there.
- Applicants who stay in Japan with resident eligibility of "Designated Activities" and "College Student", please consult us.

#### Number of students to be admitted

- A few students

#### Period of application

- The 1st period of application  
From Dec.14,2015(Mon) to Jan.29, 2016 (Fri)  
※ Please confirm the application period in advance because we may close application earlier or not open the 2nd period of application due to full students.
- The 2nd period of application  
From Feb.1,2016 (Mon) to Mar.11,2016 (Fri)

#### Required documents (All applicants must submit 1~6)

\*We will send the form of documents marked \* by E-mail after online application.

- |  |  |
|--|--|
| <p>1 <b>Application form for admission*</b><br/>Address, telephone No. and fax No. of both home country and Japan must be filled in.</p> <p>2 <b>Reason for studying in Japan*</b><br/>We check both the contents and volume of the written.<br/>Those who intend to enter graduate school, please attach the research plan (free style, research theme and contents).</p> <p>3 <b>2 Photographs</b><br/>4cm×3cm, The latest photo taken within 3 months, showing the full face and the upper half of the body. Please write down the applicant's name and nationality on the back.</p> <p>16 <b>Copy of passport</b><br/>The pages required are pages with photo, present visa and all stamps on entry in Japan and departure from Japan.</p> | <p>5 <b>Copy of Residence card (Alien registration card) (both front and back sides)</b><br/>Copy of applicant's and applicant's family's Residence card</p> <p>6 <b>Copy of National health insurance card</b></p> <p>7 <b>Original Certificate of graduation (Secondary school or University) or Certificate of expected graduation</b><br/>A copy of certificate is not acceptable.</p> <p>8 <b>Transcript of secondary school or university (every year)</b><br/>A copy of certificate is not acceptable but certified true copy is acceptable.</p> <p>9 <b>Attendance certificate and transcript of Japanese language school (Attendance rate must be over 90%)</b><br/>※ 7・8 must be submitted for those who wish to further education.<br/>※ 9 must be submitted for those who have studied at Japanese language school in Japan.</p> |
|--|--|

#### Application procedure

Please refer to the next page.

### Screening on enrollment

#### How to screen

The screening on enrollment is made on the basis of application documents submitted. The school sometimes interviews applicants.

#### Announcement of screening result

- Applicants for the 1st period of application  
Applicants are notified of the result at end of Feb. 2016 by E-mail or post.
- Applicants for the 2nd period of application  
Applicants are notified of the result at end of Mar. 2016 by E-mail or post.

### Fees

	1 Year Course	Those who want to enter university and study general subjects except for Japanese, please contact ABK Japanese Language Institute, our sister school.
入学検定料 Registration Fee	Exemption	
入学金 Admission Fee	JPY 80,000	
授業料 Course Fee	JPY 620,000 (JPY 310,000×2)	

Course fee includes study materials fee, school facilities fee, extracurricular activities fee and insurance fee (accident insurance).

Course fee should be paid in installments for 6 months (JPY310,000).

※Please remit the fees to the school bank account written on the next page. Please refrain from paying in cash.

# Application Procedure



- ① Please apply online through our web site.  
<http://www.abk.ac.jp/english/students-living-in-japan/>



We check your data and send application form (excel) to you by E-mail.



- ② Please fill in all requirements of application form and send it back to us by E-mail.

We check your application form and return it with advices by E-mail.

From 11 Mr



- ③ Please print it out and sign your signature in the signature boxes.  
 Parent's/Guardian's Letter of Consent must be filled in by parent's or spouse own hand.



- ④ Please submit all required documents including application form by post.  
 ※ Please prepare to reach all required documents by closing date.



Once we receive the documents from you, we send e-mail to confirm receiving your documents.  
 In case you fail to receive our e-mail in 2 weeks, please contact us.

※ Please feel free to contact us, if you have questions about application procedure.

## From application to enrollment

The 1st application	The 2nd application	The school	Applicant
Dec.14,2015~Jan.29,2016	Feb.1,2016~Mar.11,2016	To receive application documents To send E-mail to confirm (in case of being sent by post)	To submit application documents
End of Feb	End of Mar	To announce screening result	To pay entrance fee and tuition fee
Early April		Orientation • Placement test • Entrance ceremony / Classes begin	

### Payment • Refund of the fees

**Payment of the fees:** The fees must be remitted to and reached the designated bank account not later than the due date. In the case that the fees are not remitted by the due date, the school registraion shall be removed from enrollment list. Deferment of payment is not accepted in principal.

**Refund of the fees:** Once the fees are paid, it shall not be refunded. However, in case that an applicant cancelled entrance of the school before entrance ceremony, it shall be rufunded after proper documentation.



学校法人ABK学館

**ABK 学館 日本語 学校**  
**A B K C O L L E G E**

2-12-12, Hon-Komagome, Bunkyo-ku, Tokyo 113-0021 Japan  
 TEL : 03-6912-0756 FAX : 03-6912-0757  
 E-mail : info@abk.ac.jp URL : www.abk.ac.jp

School bank account: Mizuho bank (Hongo branch)  
 Saving account (普通預金口座): 2908788  
 Account Name : ABK COLLEGE

Bank address  
 3-34-3 Hongo, Bunkyo-ku, Tokyo, Japan  
 TEL : 03-3812-3261