

ABK COLLEGE

GUIDE FOR ADMISSION 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.
- For July Intake & January Intake, applicants should have Japanese Language Proficiency at least JLPT5 or above.

Number of students to be admitted

- A few students

Period of application

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| <ul style="list-style-type: none"> ● April Intake
From Dec.15 in the previous year to Mar.15 in the year of entrance ● October Intake
From Jul.1 to Sep.15 in the year of entrance | <ul style="list-style-type: none"> ● July Intake
From May 20 to June 15 in the year of entrance ● January Intake
From Nov.1 to Dec.15 in the previous year of entrance |
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※ Please confirm the application period in advance because we may close application earlier or may not open at all.

Required documents (All applicants must submit 1~6)

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

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| <ol style="list-style-type: none"> 1 Application form for admission*
Address, telephone No. and fax No. of both home country and Japan must be filled in. 2 Reason for studying in Japan*
We check both the contents and volume of the written. Those who intend to enter graduate school, please attach the research plan (free style, reseach theme and contents). 3 2 Photographs
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. 4 Copy of passport
The pages required are pages with photo, present visa and all stamps on entry in Japan and departure from Japan. | <ol style="list-style-type: none"> 5 Copy of Residence card (Alien registration card) (both front and back sides)
Copy of applicant's and applicant's family's Residence card 6 Copy of National health insurance card 7 Original Certificate of graduation (Secondary school or University) or Certificate of expected graduation
A copy of certificate is not acceptable. 8 Transcript of secondary school or university (every year)
A copy of certificate is not acceptable but certified true copy is acceptable. 9 Attendance certificate and transcript of Japanese language school (Attendance rate must be over 90%)
※ 7・8 must be submitted for those who wish to futher education.
※ 9 must be submitted for those who have studied at Japanese language school in Japan. |
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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

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| <ul style="list-style-type: none"> ● April Intake
Applicants are notified of the result at end of Mar.by E-mail or post. ● October Intake
Applicants are notified of the result at end of Sep.by E-mail or post. | <ul style="list-style-type: none"> ● July Intake
Applicants are notified of the result at end of June by E-mail or post. ● January Intake
Applicants are notified of the result at end of Dec.by E-mail or post. |
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Fees

	April Intake (1-Year course / 2-Year course) October Intake (1 Year and a half Course) <small>※Students can study only 6 months or 1 year</small>	July Intake (1 Year and 9 months Course) January Intake(1 Year and 3 months Course) <small>※Students can study only 9 months</small>
入学検定料 Registration Fee	Exemption	Exemption
入学金 Admission Fee	JPY 80,000	JPY 80,000
授業料 Course Fee	JPY 310,000 / every 6 months	For first 9 months : JPY 465,000 After that JPY 310,000 / 6 months

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).

For July intake and January intake, please pay JPY 465,000 for first 9 months course fee. After that, please pay JPY310,000 every 6 months. 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.



- 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

April Intake	July Intake	October Intake	January Intake	The school	Applicants
Dec.15~Mar.15	May 20~Jun.15	Jul.1~Sep.16	Nov.1~Dec.16	To receive application documents	To submit application documents
End of Mar.	End of Jun.	End of Sep.	End of Dec.	To announce screening result and request the fees	To pay entrance fee and course fee
Early Apr.	End of Jun. / Jul.1	Eed of Sep. / Oct.1	Early Jan.	Orientation・Placement test / 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 refunded 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