

# International School of Business (ISB)

## 2011 Japanese Language Course

### Guide for Admission

(Used for applicants from Vietnam, Indonesia, Nepal, and Mongolia)

#### □ Courses / Study period

Course	Entrance	Numbers of admission	“Technical Associate” degree	Classes
2 Year Course	April	200 Students	granted	Morning Class: 8:45~12:55 Afternoon Class: 13:05~17:15
1 Year and 6 Months Course	October	80 Students	not-granted	

※Class Hours: Monday through Friday (5 days per week) 5 class periods per day

※Students being granted “Technical Associate” degree are eligible to transfer to 3rd year of 4-year universities in Japan or apply for an employment visa.

#### □ Qualifications for Admission

Applicant must be healthy and have a strong motivation for study. Also, Applicant must complete all of the following requirements.

- ① Applicant must be a high school graduate and above 18 years old (Applicant must have completed 12 or more years of conventional education in a country).
- ② Applicant must be a person who is less than 2 years after graduation in a last school.
- ③ Applicant must finish more than 150 hours of Japanese training course, or must be qualified a level 4 of the Japanese-Language Proficiency Test or an ‘F’ level of the J-Test of Practical Japanese.

#### □ Application documents

Documents Required for Application	Japanese Translation
Application for admission (prescribed form)	-
Curriculum vitae (prescribed form)	Need
Original certificate of the last graduation	Need
Transcript of the last school graduated	Need
Original certificate of studying Japanese	Need
A copy of the domestic register	-
Original medical certificate (prescribed form)	-
8 color photographs (4×3cm)	-

※Please submit one of the following documents by a person who pays school and living expenses.

Documents of expenses paid by a person living in a foreign country	Japanese Translation
Letter of guarantee to pay expenses (prescribed form)	Need
Notarized document of relationship	Need
Certificate of bank balance	-
Documents of how to pay expenses (such as a copy of a bankbook)	-
Certificate of employment (A certificate copy of corporate registration in the case of personal management)	Need
A copy of the domestic register	-
Income and Tax payment certificate for three years	Need

Documents of expenses paid by a person living in Japan	Japanese Translation
Letter of guarantee to pay expenses (prescribed form)	-
Notarized document of relationship	Need
Certificate of bank balance	-
Documents of how to pay expenses (such as a copy of a bankbook)	-
Certificate of employment (A certificate copy of corporate registration in the case of personal management)	-
Certificate of residence and copy of a person's family register or Certification of the registered information on the alien registration	-
Certificate of taxation for three years	-

※Other documents may be required if necessary.

※Documents issued in Japan are valid within 3 months, and documents issued in a foreign country are valid within 6 months.

□ **Learning contents**

Required subjects	Japanese Reading, Japanese Grammar, Japanese Vocabulary, Japanese Listening, Japanese Composition
Elective subjects	Japanese Conversation, Japanese Kanji (Chinese character), English, Mathematics, General Subjects, Japanese Culture, and Strategies to Japanese Language Proficiency Test, ect.

□ **Tuition (Japanese Yen<sup>※1</sup>)**

Details	2 Year Course		1 Year and 6 Months Course	
	1 <sup>st</sup> year	2 <sup>nd</sup> year	1 <sup>st</sup> year	2 <sup>nd</sup> year
Admission fee	20,000	—	20,000	—
Entrance fee <sup>※2</sup>	exemption	—	exemption	—
Tuition fee (1 year)	700,000	700,000	700,000	350,000
Total	720,000	700,000	720,000	350,000

※1: ISB is an accredited institute and therefore no sales tax (5%) will be charged.

※2: Applicants who graduated from colleges or universities in the 4-year system are exempted from entrance fee.

□ **Teaching materials and other expenses (Japanese Yen)**

	2 Year Course		1 Year and 6 Months Course	
	1 <sup>st</sup> year	2 <sup>nd</sup> year	1 <sup>st</sup> year	2 <sup>nd</sup> year
Teaching materials and others <sup>※3</sup>	60,000	60,000	60,000	30,000

※3: Teaching materials and others include texts, extracurricular activities, fee of certifying examinations, student insurance.

★ **Attention**

- ① If you cancel the entrance to school without being concerned with taking or not taking the examination, we will not refund you admission fee and entrance fee after making application.
- ② As a general rule, we will not refund you tuition fee and teaching materials costs. However, in the case of the following, we will refund you them. If so, applicants must burden the fee to occur on this occasion.
  - 1) To refuse your permission to enter Japan by a Japanese consulate
  - 2) To give up your study in Japan for medical treatment or other unavoidable reasons with being back to your country
- ③ We do not refund your payment when we remove your name from the register because of the violation of school regulations including poor attendance, disturbing the class, illegal activity etc.

□ **Place of school expenses transfer**

Bank name	SUMITOMO MITSUI BANKING CORPORATION
Branch name	SUGAMO BRANCH
Address	2-11-1 SUGAMO, TOSHIMA-KU, TOKYO JAPAN
Transfer account	1496317
Account name	INTERNATIONAL SCHOOL OF BUSINESS
SWIFT CODE	SMBC JP JT

□ **For application,**

1) A direct inquiry:

- ① Inquiry by telephone: 0033- - (free-of-charge); +81-3-3949-7811 (A collect call is accepted.)
- ② Inquiry by E-mail: [isb\\_eng@isb.ac.jp](mailto:isb_eng@isb.ac.jp)
  - ★The school's staff can deal with Chinese, Korean, Thai, and English.
  - ★Depending on the situation, we will introduce the local intermediary agencies for studying-abroad affairs.
- ③ Inquiry by fax: +81-3-3949-7929

2) Consulting the local intermediary agencies for studying-abroad affairs.



INTERNATIONAL BUSINESS STUDIES

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