

## Process of Application to Enrollment

In our school, there are ①April entrance and ②October entrance.

Please refer to the following processes (procedures) for the enrollment.

- 1) (The first recruitment period) : ① 9/1~9/30 ② 3/1~4/15  
(The second recruitment period): ① 10/1~10/30 ② 4/16~5/15  
The applicants submit the application forms, Reason for Studying in Japan and Guarantee Letter for Expenses in Word and Excel format by email. From the first recruitment period, the applicants have to submit the Japanese translation of Reason for Studying in Japan and Guarantee Letter for Expenses.
- 2) We check the application documents for **the first screening**. After passing the first screening, we are going to host a Skype interview. We are going to ask the applicants to submit other supporting documents. If needed, we ask the applicants to correct or add other application documents.
- 3) The applicants correct or add information into the documents, and resend them to us in PDF or JPEG format by email.
- 4) We check the documents again, and inform corrections to the applicants if there are any.  
~~If the applicants can't submit all the documents needed, including the Japanese translations by ①10/31 ②5/31, the applicant will not be subjected to final screening.~~
- 5) We conduct **the final screening** of the documents, and will have a Skype interview if necessary.  
The applicants who passed the final screening, send "Original" Application Documents to us by EMS or other express deliveries.
- 6) We make "Application for Certificate of Eligibility" according to the given documents, and submit it to Immigration Bureau. (①end of November ②middle of June)We will ask the applicant to transfer for the Screening Fees.
- 7) If Immigration Bureau suspects applicants' documents, they tell us to submit extra documents. (①November ~ December ②June~July)
- 8) Immigration Bureau issues "Certificate of eligibility" (①February②August)
- 9) We send "Certificate of eligibility" in PDF format to the applicants by email.
- 10) The applicants transfer the first school fee to our bank account.

- 1 1) After confirmation of payment, we send i. Certificate of Eligibility and ii. Letter of acceptance to the applicants by post.
- 1 2) The applicants submit the documents ( i and ii) to diplomatic missions abroad (Japanese Embassy etc.), to apply for the student visa.
- 1 3) The applicants obtain the visa, purchase plane tickets and come to Japan. (①March~ early April  
②September~October)
- 1 4) When you arrive at the airport in Japan, you have to get your “Residence Card” and go through procedure for “Application for permission to engage in activity other than that permitted under the status of residence previously granted” (part-time job).
- 1 5) You decide where you live (house), and go to the city hall to register your home address and get a national health insurance.
- 1 6) Visit our school to complete the admission procedure.
- 1 7) You attend the entrance ceremony and the orientation. (①early April②early October)

The orders above might change. Please do not hesitate to ask us if you have any questions.

(2019.2)