

# HLA GAKUIN

## Student Application Guidelines

### ◇ Accepted Courses

Course Name	First term (e.g. of school)	Capacity (e.g. of boat, hall, airplane)	Application Period
2-year College Preparatory Course	April	60 persons	August 1 - September 30
1.5-year College Preparatory Course	October	40 persons	March 1 - April 30

\*If the number of applicants reaches the limit, the application may be closed even during the application period.

\*Courses cannot be changed after application has been submitted.

### ◇ About the Class

#### (1) Time Schedule

Morning Class	
1st period	08:30-09:15
2nd period	09:15-10:00
Break	
3rd period	10:10-10:55
4th period	10:55-11:40
Break	
5th period	11:45-00:30

Afternoon Class	
1st period	01:00-01:45
2nd period	01:45-02:30
Break	
3rd period	02:40-03:25
4th period	03:25-04:10
Break	
5th period	04:15-05:00

\*Sorting of morning and afternoon classes will be decided after entry into Japan.

\*All classes will be conducted in Japanese only.

## (2) Lesson content

### <Beginner level>

(School) Subject	Target
General Japanese	We aim to comprehensively develop listening, reading, speaking, and writing skills so that students can engage in basic communication in situations commonly encountered in daily life.
Listening Comprehension	Students will listen to conversations in situations commonly encountered in daily life and aim to understand the speaker's intentions.
Conversation	The goal of this course is to familiarize students with greetings and conversations commonly used in daily life, and to enable them to respond appropriately.
Reading comprehension	Students are expected to be able to read and understand the content of short sentences using the words and sentences they have learned.
Characters and vocabulary (Kanji)	The goal of this course is to learn how to read and write Kanji characters necessary for daily life and to acquire vocabulary.

### <Intermediate level>

(School) Subject	Target
General Japanese	Students will learn basic Japanese grammar and vocabulary and be able to use them to communicate in everyday situations.
Grammar (JLPT)	The goal of this course is to learn the basic grammatical structure of the Japanese language and be able to use it.
listening comprehension	The goal is to be able to hear the necessary information from discourse and soliloquies in everyday life.
Conversation	The goal is for students to be able to perform necessary interactions in daily life alone without the help of others.
Writing (an essay, prose, etc.)	Students will learn the basics of Japanese writing and learn to write on familiar topics.
Reading Comprehension (JLPT/EJU)	Students will be able to read and understand coherent texts of 350~500 characters, including explanatory texts using the vocabulary and sentence patterns they have learned.
Characters and vocabulary (Kanji)	Students are expected to understand approximately 500 kanji characters and be able to use basic vocabulary in appropriate situations.

JLPT Preparation	Students will review what they have learned, become familiar with the format of the exam, and aim to pass N4 to N3.
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<Intermediate level>

(school) subject	Target
General Japanese	The goal of this course is to increase vocabulary and expressions, and to develop communication skills to convey what you want to say.
Grammar (JLPT)	Students will learn and be able to use not only everyday expressions but also sentence patterns used in writing.
Listening Comprehension (JLPT/EJU)	The goal is for students to be able to listen to conversations and explanations in daily life, understand the main points, and listen to the necessary information.
Writing (an essay, prose, etc.)	Students will summarize their thoughts on familiar topics and be able to write sentences of 400-600 characters according to the Japanese writing style.
Reading Comprehension (JLPT/EJU)	Students will be able to read longer sentences with paragraphs to understand the content and gather necessary information.
Characters and vocabulary (Kanji)	The goal is to increase vocabulary, understand about 1,000 kanji characters, and be able to select the correct word, given the context.
JLPT Preparation	Through question practice, students will aim to pass N3 to N2.

<Advanced level>

(School) Subject	Target
General Japanese	Students will be able to accurately understand the content of coherent sentences and discourse, and be able to express their own opinions using appropriate expressions for the situation.
Grammar (JLPT)	The goal of this course is to acquire and be able to use sentence pattern expressions such as those covered in N2 to N1.

Listening Comprehension (JLPT/EJU)	The goal is to be able to listen to relatively long soliloquies and talks and be able to understand the speaker's intentions and necessary information.
Writing (an essay, prose, etc.)	The goal is to be able to use different styles of writing and to write coherent sentences that are theoretically consistent.
Reading Comprehension (JLPT/EJU)	Students are expected to be able to read sentences of 500 to 1,000 words and be able to read the facts, cause-and-effect relationships, and the author's ideas.
Characters and vocabulary (Kanji)	The goal is to further increase the number of Kanji characters and usable vocabulary, as well as to be able to increase Kanji characters and vocabulary autonomously.
JLPT Preparation	Students will practice with mock questions, etc., and aim to pass N2 to N1.
EJU Preparation	Students will practice to become familiar with Japanese exam questions so that they can cope with EJU General Subjects, Mathematics, and other questions.

#### ◇ Qualifications of candidacy

- ① Those who have a strong desire to enter a Japanese university, graduate school, or vocational school.
- ② Those who have completed (or expect to complete) 12 years of school education or equivalent.
- ③ Persons who are at least 18 years of age.
- ④ Persons who have been permitted or are expected to be permitted to enter Japan through due process of law.
- ⑤ Applicants must have JLPT N5 level Japanese language proficiency or have studied Japanese for at least 150 hours.

### ◇ Tuition and Fees (Yen)

Course		Admission Application Fee	Entrance fee	School expenses					Total (excluding tax)	Total (including tax)
				Tuition fee	Teaching material fee	Facility fee	Equipment fee,	Miscellaneous expenses ※		
2-year College Preparatory Course	1st year	20,000	70,000	555,000	25,000	18,000	12,000	24,000	724,000	795,400
	2nd year			555,000	25,000	18,000	12,000	24,000	634,000	696,400
1.5-year College Preparatory Course	1st year	20,000	70,000	555,000	25,000	18,000	12,000	24,000	724,000	795,400
	2nd year			277,500	12,500	9,000	6,000	15,000	320,000	351,500

#### \*Miscellaneous expenses

- (1) Extracurricular activity fee (8,000 yen), insurance fee (10,000 yen), and medical examination fee (6,000 yen) are expected.

Insurance and health examination fees are subject to change due to price changes.

- (2) Insurance premium is the cost of insurance for foreign students in case of injury or accident. The insurance fee is approximately 10,000 yen, although it varies according to the annual revision of the insurance premiums. Once paid, the insurance fee is nonrefundable.

The premium for the second year is payable at the end of the first year.

- (3) The medical checkup fee is the cost of a medical checkup conducted once each year.

### ◇ Student dormitory

Student dormitory	Entrance fee	Leaving dormitory fee	Dormitory fee (per month)	Remarks
	100,000 yen	50,000 yen	23,000-25,000 yen	Two or more people sharing a room

Dormitory fees and the number of people sharing a room vary depending on the room.

Dormitory fees, facilities, and equipment vary depending on the room. Utilities are not included in the dormitory fee.

Utilities are about 11,000 yen per month.

\*A brand-new set of bedding and rice cooker will be provided for each student.

### ◇ Pick-up and drop-off upon arrival in Japan

Pick-up and drop-off expenses	Per capita	In addition to Hiroshima Airport, we can also consult with you about transportation to and from JR Hiroshima Station, Higashi-Hiroshima Station, Saijo Station, etc.
	3,000 yen	

### ◇ Payment of Tuition and Boarding Fees

Tuition and dormitory fees are payable in advance. Please make payment to the account designated by the school by the following date.

			April enrollment	October enrollment
tuition	1st year		Before entering Japan	Before entering Japan
	2nd year		March 25.	September 25.
boarding-expenses (semiannual payments)	1st year	For April-September	Before entering Japan	
		Oct-Mar	August 25.	Before entering Japan
	2nd year	For April-September	February 25.	
		Oct-Mar	August 25.	

\*Payment of one year's tuition and six months' dormitory fee must be made prior to arrival.

### ◇ File wrapper (patents)

Please prepare the following documents at the time of application.

Please attach Japanese translations of all non-Japanese documents and include the translator's name, address and contact information.

With the exception of certificates, only originals issued within the last three months are valid for those items for which submission of the original is required.

Necessary documents			The original	Person in question only	Precautions
Applicant	1	Application form, reasons for studying abroad	•		To be completed by the applicant on the school's designated form. The name must be written as it appears on the passport.
	2	4 Photographs (4 cm x 3 cm)	•		Please write your name and date of birth on the reverse side and affix one copy to the application form. *Taken within the last 3 months.
	3	Copy of passport			Please provide a direct (clear) copy of the original. If you do not have a passport, please submit a copy of your ID.
	4	Diploma of the last school attended	•		Please submit original diploma or certificate of graduation.

					Prospective graduates must submit a certificate of expected graduation. *If the date of graduation differs from the date the diploma was issued by more than 6 months, a statement of explanation is required.
	5	Transcripts of final education	•		Please submit certificates for the entire school year with grades for each year.
	6	Certificate of student status	•	•	Please submit this form if you are currently enrolled in a college, university, vocational school, etc. *If you are currently enrolled in high school, please submit a "certificate of expected graduation".
	7	Japanese Language Proficiency Certificate			Please submit (1) and (2) (1) Original copy of certificate of passing Japanese Language Proficiency Test (JLPT N5, J-test F level, NAT-test level 5 or above) (2) Certificate of Japanese language study status (prepared by the Japanese language education institution) *Proof of having studied Japanese for at least 150 hours at the time of application and of being at the level of JLPT N5 or above is required.
	8	Certificate of employment (career)	•	•	Only required if you have a work history. <del>If you have a work history,</del> please submit the name, address, telephone number, fax number, representative name, job description, and length of employment at the place of employment clearly indicated.

	9	Statement of career path after graduation from the school	•	•	Only required if you have graduated from your last school at least 5 years ago. (To be completed by the applicant on the school's designated form)
Financial supporter	10	Statement of expenditure	•		To be completed by the sponsor on the school's designated form.
	11	Copy of identification card, etc.			Please submit proof of address, date of birth, etc. of the financial supporter.
	12	Documents that prove the relationship between the sponsor and the applicant	•		Please submit the family register, birth certificate, notarized letter of kinship, and other documents issued by public institutions.
	13	Certificate of bank balance (original)	•		Please submit a deposit in the name of the sponsor that is sufficient to cover the cost of study abroad.
	14	Documentation of the fund formation process for the past three years	•		Please submit a copy of your bank statement or passbook for the last three years for the same account as the bank balance certificate.
	15	Material establishing the occupation of the supporter	•		Please submit one of the following (1), (2), or (3) (1) For company employees: Certificate of employment (with the name, address, telephone number, fax number, name of the representative, job description, and period of employment at the company clearly indicated) (2) For company managers (directors): certified copy of the company registration (3) For self-employed persons: Copy of business license or its replacement
	16	Documents that substantiate the income of the sponsor for the past three years	•		Please submit proof of income and tax payments issued by a public institution for the past three years.



17	Other	•	•	In addition to the above, there are other documents required during the document review process.
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#### ◇ Notes on studying with a college student visa

- ① International students must have a Permit to Engage in Activity other than that Permitted under the Status of Residence to work part-time.
- ② The number of hours of part-time work must be within the range of 28 hours per week, and the type of work is limited. It is also difficult to find a part-time job immediately after arriving in Japan; please bring enough money to live on for about 3 months.
- ③ International students are required to enroll in the National Health Insurance System in addition to the tuition fee. Insurance premiums are to be paid by the student.
- ④ For the 2-year course, the fees for 3 JLPTs and 2 JTESTs; for the 1.5-year course, the fees for 2 JLPTs and 2 JTESTs will be charged as a deposit when requesting tuition fees before entering Japan.
- ⑤ Students must be committed to learning without absences, tardiness, or early dismissal.
- ⑥ Smoking is prohibited in and around the school and in the dormitories.  
In addition, there are only a limited number of places in Japan where smoking is allowed.
- ⑦ If you have a tattoo, you may be limited in the type of work you can do if you want to find a job in Japan in the future.

#### ◇ Tuition Refund Policy

If you are unable to enroll in the school after submitting your application, the application fee will be refunded according to the following

Regardless of whether the “Certificate of Eligibility” is issued or not, the application fee is non-refundable for any reason. (Even if you cancel your application for the “Certificate of Eligibility” after it has been submitted but before it has been issued, you must still pay the application fee.

After issuance of "Certificate of Eligibility"				
Date of refusal	Withdrawal before obtaining a college student visa	Declined before coming to Japan after obtaining visa	Denial of college student visa	Withdrawal from the course after the start of the course
Examination fee	No refunds	No refunds	No refunds	No refunds
Matriculation fee	No return	No refunds	100% refund	No refunds
Tuition and Fees (tuition, textbooks, etc.)	100% refund	100% refund	100% refund	No refunds
Confirmation	Letter of Admission, Certificate of Eligibility	Return of "college student visa" and confirmation that visa has not been used	Confirmation of visa denial	In accordance with the school regulations

Please note that bank charges incurred due to refunds are the responsibility of the applicant.

### ◇ Admission Screening

Admission is based on an assessment of Japanese language proficiency (online or in person) and a document review.

Japanese language proficiency will be screened by an interview and a written test. The written examination may include mathematics.

Applicants who pass both examinations may apply to the Immigration Bureau for study abroad.

◇ From Application to Admission

★Applicants for admission ■HLA Gakuin

	April Admission	October Admission
1. ★Contact us by e-mail (Chinese and English are accepted)		
↓ ■We will provide you with details about the exam.		
2. ★Payment of Application Fee ¥22,000(including tax) Interview and examination.	Aug.	Feb.
↓ ■After the onsite test or Skype interview, We will notify you of the result of the initial screening.		
3. ★Prepare application documents and go to document review (second screening)	Sep.	Apr.
↓ ■After document screening, we will notify We will notify you of the result of the second screening.		
4. ★Application to the Immigration Bureau.	Nov.	May
↓ ■After the status of residence is granted, we will notify of the result of the examination (grant or denial).		
5. ★Tuition payment 795,400 yen (including tax)	Mar.	Sep.
↓ ■We will send you a Letter of Admission and Certificate of Eligibility. ★ Book your airline tickets!		
6. ★Apply for VISA at the local Japanese Embassy.	Mar.	Sep.
↓ ★After the VISA is issued and the ticket is issued, please inform the school of the date and time of your arrival in Japan.		
7. ★Entry into Japan.	Mar.~ Apr.	Sep.~ Oct.



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