

# Japanese Course Admissions Guide 〈Application Guidelines〉

学校法人 日建学園



**宇都宮 日建工科専門学校**

UTSUNOMIYA NIKKEN INSTITUTE OF TECHNOLOGY

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## 1 Offered Courses

| Courses         | Enrollment | Application Period         | Capacity |
|-----------------|------------|----------------------------|----------|
| 1 Year Course   | April      | 1st August ~ 15th November | 20       |
| 1.5 Year Course | October    | 15th February ~ 31st May   | 60       |
| 2 Year Course   | April      | 1st August ~ 15th November | 60       |

## 2 Requirements

### 【Applicable to all courses】

- Have completed 12 years of education or the equivalent in home country
- Have taken at least 150 hours of Japanese language classes

### 【By Course】

- Applicants who meet the following conditions

| Courses         | Eligibility Requirements   |   |
|-----------------|--|---|
| 1 Year Course   | <ul style="list-style-type: none"><li>•JLPT N3 or above</li><li>•J-TEST(D-E level) 500 points or above</li></ul> | <ul style="list-style-type: none"><li>• NAT-TEST 3Q or above</li><li>• JPT 430 points or above</li></ul> <p>Those who have passed the above</p> |
| 1.5 Year Course | <ul style="list-style-type: none"><li>•JLPT N5 or above</li><li>•J-TEST(F-G level) 250 points or above</li></ul> | <ul style="list-style-type: none"><li>• NAT-TEST 5Q or above</li><li>• JPT 315 points or above</li></ul> <p>Those who have passed the above</p> |
| 2 Year Course   | <ul style="list-style-type: none"><li>•JLPT N3 or above</li><li>•J-TEST(D-E level) 500 points or above</li></ul> | <ul style="list-style-type: none"><li>• NAT-TEST 3Q or above</li><li>• JPT 430 points or above</li></ul> <p>Those who have passed the above</p> |

## 3 Selection Method

- ①Document Review      ②Interview (Only those who pass the document review)

## 4 Application Fee

20, 000 JPY

## 5 Application Method

### ①Admission Inquiry

- Please make inquiries about your desired enrollment period, etc., by email or phone

Email address: << utsunomiya.nk@nikken.ac.jp >>

Phone number: << 028-639-0510 / +81-28-639-0510 >>

### ②Submission of Application Documents

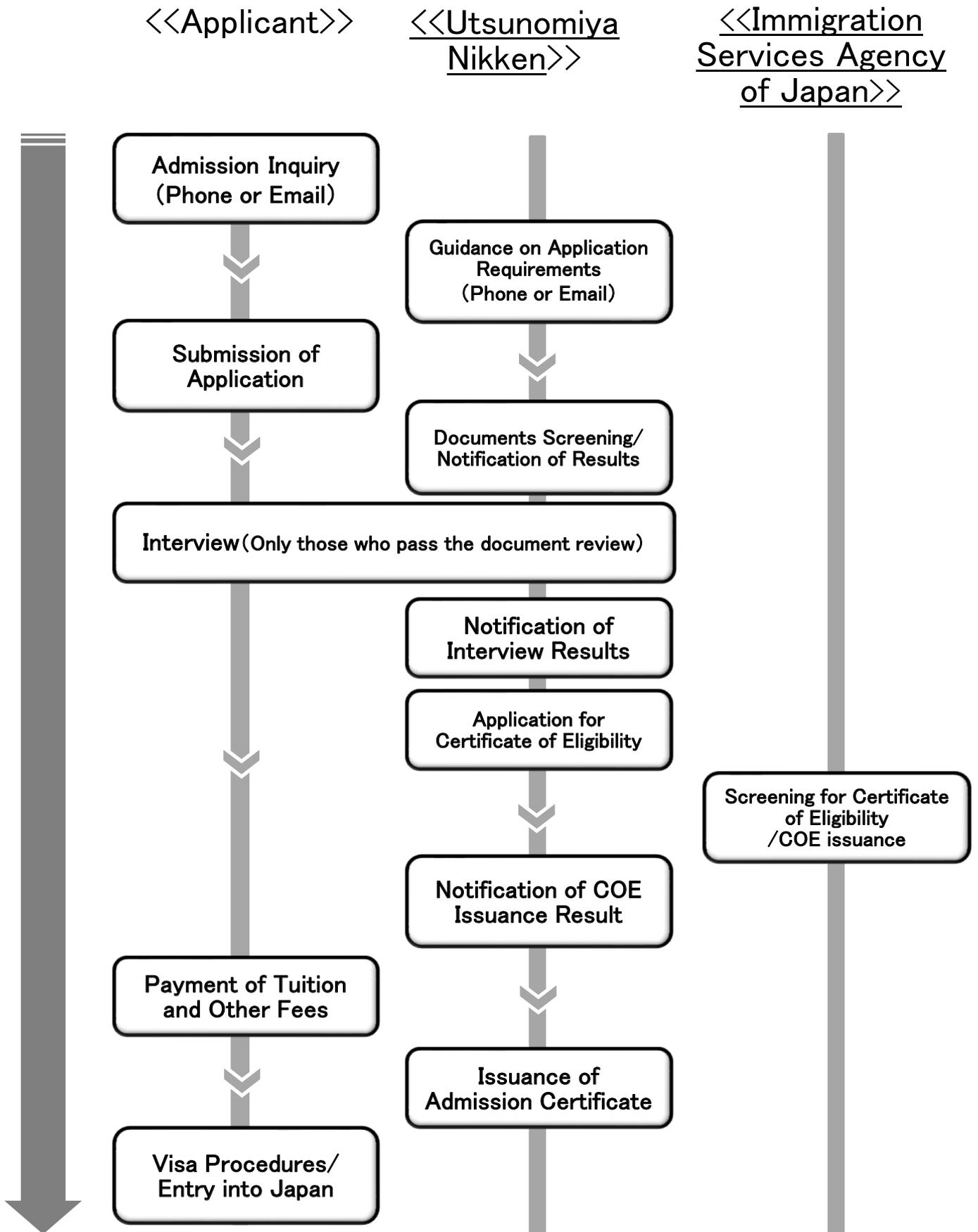
- Please prepare the required documents (details on page 5) and send by mail to the address below

〒321-0934

栃木県宇都宮市築瀬4-3-13

4-3-13, Yanaze, Utsunomiya-shi, Tochigi, 321-0934, Japan

## 6 Admission Process



## 7 Tuition and Fees

| 1 Year Course |                           |          |                   |         |                         |   |                  |
|---------------|---------------------------|----------|-------------------|---------|-------------------------|---|------------------|
|               | Before Enrollment         |          |                   |         | Total Before Enrollment | After Enrollment<br>(Monthly Payment from June ~ October) | Total Course Fee |
|               | Application/<br>Admission | Facility | Other<br>Expenses | Tuition |                         | Tuition   |                  |
| Lump-sum      | 120,000                   | 150,000  | 93,000            | 550,000 | ¥913,000                | -   | ¥913,000         |
| Installment   | 120,000                   | 150,000  | 93,000            | 400,000 | ¥763,000                | 150,000<br>(30,000 × 5 months)                            |                  |

| 1.5 Year Course |                           |          |                   |         |                         |   |                  |
|-----------------|---------------------------|----------|-------------------|---------|-------------------------|---|------------------|
|                 | Before Enrollment         |          |                   |         | Total Before Enrollment | After Enrollment<br>(Monthly Payment from December ~ September) | Total Course Fee |
|                 | Application/<br>Admission | Facility | Other<br>Expenses | Tuition |                         | Tuition   |                  |
| Lump-sum        | 120,000                   | 225,000  | 137,000           | 850,000 | ¥1,332,000              | -   | ¥1,332,000       |
| Installment     | 120,000                   | 225,000  | 137,000           | 550,000 | ¥1,032,000              | 300,000<br>(30,000 × 10 months)                                 |                  |

| 2 Year Course |                           |          |                   |           |                         |  |                  |
|---------------|---------------------------|----------|-------------------|-----------|-------------------------|--|------------------|
|               | Before Enrollment         |          |                   |           | Total Before Enrollment | After Enrollment<br>(Monthly Payment from June ~ December next year) | Total Course Fee |
|               | Application/<br>Admission | Facility | Other<br>Expenses | Tuition   |                         | Tuition  |                  |
| Lump-sum      | 120,000                   | 300,000  | 166,000           | 1,200,000 | ¥1,786,000              | -  | ¥1,786,000       |
| Installment   | 120,000                   | 300,000  | 166,000           | 650,000   | ¥1,236,000              | 550,000<br>(30,000 × 18 months + 10,000 × 1 month)                   |                  |

• In general, only LUMP-SUM payments is accepted

Installment payment is also possible, but if the tuition payment has not been cleared 2 weeks before the visa expires, visa renewal will not be permitted

• Details of Various Expenses • • • Teaching Materials, Dormitory Bedding,  
Dormitory appliance rental fee, Dormitory Wi-Fi

• The tuition fee will not be refunded under any circumstances once the visa is issued

• Please transfer the total amount in JAPANESE YEN to the bank account in p4

• If the tuition fee is not paid by the specified deadline, the admission offer will be canceled

## 8 Bank Account Information for Payment

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金融機関名 : みずほ銀行 本郷支店

口座番号 : 普通 4047879

口座名義 : 学校法人 日建学園

**In English**

BANK NAME : MIZUHO BANK, LTD.

BRANCH : HONGO BRANCH

BANK ADDRESS : 3-34-3 HONGO BUNKYO-KU TOKYO JAPAN

BANK CODE : MHCBJPJT

A/C NO. : 075-4047879

A/C HOLDER'S NAME : Nikken-Gakuen

ADDRESS : 4-3-13, Yanaze, Utsunomiya-shi, Tochigi, 321-0934, Japan

※Please transfer the tuition fee under the **NAME OF THE APPLICANT** .

Transfer charges must be paid by the sender

## Required Documents for Application

| Required Documents |  | Description  | Remarks   |         |
|--------------------|--|--|---|---------|
|                    |  |  | Applicant   | Sponsor |
| 1・2                | Application Form (download from online),<br>Photo                                | Signed by the applicant, 5 photos (3cm × 4cm)  | ●   |         |
| 3                  | Curriculum Vitae (download from online)  | Purpose of studying Japanese, Personal Background, etc   | ●   |         |
| 4                  | Certificate of Graduation from<br>most recent education                          | Original copy with Japanese translation  | ●   |         |
| 5                  | Transcript(s)  | Original copy with a Japanese translation  | ●   |         |
| 6                  | Relationship certificate・Copy of ID card   | Documents to prove the applicant's family structure<br>(A copy of the family register including all family members, and<br>copy of the ID card of both the applicant and the financial<br>sponsor) | ●   |         |
| 7                  | Japanese Language Proficiency Certificate<br>Japanese Language Study Certificate | ・Certificate of passing of JLPT,NAT-TEST<br>Academic Transcript of J-TEST, JPT<br>・Proof of Japanese Language Study (150 hours or<br>above)  | ●   |         |
| 8                  | Passport Copy  | Only if already obtained: Copies of all passport pages with<br>official stamps   | ●   |         |
| 9                  | Tuberculosis (TB) Clearance Certificate  | Nepali, Vietnamese, Filipino, Indonesian, or Myanmar<br>nationality  | ●   |         |
| 10                 | Sponsor<br><br>(For both<br>domestic<br>and<br>overseas)                         | Sponsorship Form<br>(download from online)   | Documents that explaining the background of the financial<br>support                    | ●       |
| 11                 |  | Documents proving the relationship<br>between the financial sponsor and<br>the applicant   | Official Certificate of Family Relationship   | ●       |
| 12                 |  | Certificate of Bank Balance  | Certificate issued by the bank  | ●       |
| 13                 |  | Certificate of Employment  | Documents verifying the financial sponsor's place of<br>employment                      | ●       |
| 14                 |  | Income Certificate   | Financial sponsor employed by a company or similar<br>organization (Past three years)   | ●       |
| 15                 | Overseas<br>Sponsor  | Documents proving the financial<br>sponsor's family composition  | Copies of the family register for all members of the<br>financial sponsor's family, etc | ○       |
| 16                 | Domestic<br>Sponsor  | Certificate of Residence   | Documents for all family members  | ◎       |

- ※1 The validity period for each certificate is counted backward from the application date (3 months within Japan, 6 months within overseas)
- ※2 Please submit a **Japanese translation** of all documents (Application Form)
- ※3 Applicants who graduated from most recent education more than 5 years ago are required to submit a detailed statement explaining their purpose for studying Japanese and their intended path after graduating from the Japanese language institution
- ※4 Besides the documents specified in the table, additional documents may be requested as reference materials to demonstrate compliance with the approval criteria
- ※5 [Overseas Sponsor] need to submit ●10 to 14 and ○15
- ※6 [Domestic Sponsor] need to submit ●10 to 14 and ◎16



# Documents to be prepared by the sponsor

## 【Sponsor who lives in Japan】

### 10. Sponsorship Form (Format can be downloaded from online)

- Please complete the form personally with specific details and provide a handwritten signature
- If necessary, please describe the background of the financial sponsorship acceptance on a separate document

※Amount : Example ① The school dormitory is free, so the estimated living expenses to be borne are about 50,000 JPY per month  
② If renting an apartment outside of the school dormitory, the monthly living expenses are approximately 80,000 to 90,000 JPY

※Payment Method : Example Deposit regularly into the applicant's bank account

### 11. Documents supporting the background of financial sponsorship acceptance

- Relatives: a family register is required (mandatory if the sponsor is Japanese)
- Non-Relatives: Certification clearly defining the relationship with the applicant

### 12. Certificate of Bank Balance

- Documents issued within the last 3 months (please pay attention to the application date)

### 13. Certificate of Employment

- Please submit one of the following documents (① to ③) depending on occupation
  - ① Business Owner and Corporate Officer : Certificate of Corporate Registration
  - ② Self-employed individual : Copy of the business license and the final tax return (copy) stamped by the tax office
  - ③ Employee : Certificate of Employment (※Document issued by the employer)

### 14. Income Certificate

- Please provide the document on the company's specified form  
(※For company executives, a tax payment certificate and a copy of the financial statements are required)

### 16. Certificate of Residence

- Document issued by the ward or city office that includes all members of the financial sponsor's household  
(※For foreign nationals, a document showing the residence card number is required)

## 【Sponsor who lives outside Japan】

### 10. Sponsorship Form (Format can be downloaded from online)

- Please complete the form personally with specific details and provide a handwritten signature
- If necessary, please describe the background of the financial sponsorship acceptance on a separate document

※Amount : Example ① The school dormitory is free, so the estimated living expenses to be borne are about 50,000 JPY per month.  
② If renting an apartment outside of the school dormitory, the monthly living expenses are approximately 80,000 to 90,000 JPY

※Payment Method : Example Deposit regularly into the applicant's bank account

11. Documents supporting the background of financial sponsorship acceptance
- Relatives: a family register is required (mandatory if the sponsor is Japanese)
  - Non-Relatives: Certification clearly defining the relationship with the applicant
12. Certificate of Bank Balance
- Documents issued within the last 3 months (please pay attention to the application date)
13. Certificate of Employment
- Please submit one of the following documents (① to ③) depending on occupation
    - ① Business Owner and Corporate Officer : Certificate of Corporate Registration
    - ② Self-employed individual : Copy of the business license and the final tax return (copy) stamped by the tax office
    - ③ Employee : Certificate of Employment (※Document issued by the employer)
14. Income Certificate
- Please provide the document on the company's specified form  
(※For company executives, a tax payment certificate and a copy of the financial statements are required.)
15. Copies of ID card and the family register, as well as a notarized certificate proving the relationship with the applicant
- Document that states the names, dates of birth, current addresses of the sponsor and the relationship with applicant (※Not required if the applicant is bearing the expenses)

## ★Important Notes

- The original documents you provided above will not be returned (except the Certificate of Graduation)
- Sponsorship for multiple applicants is not permitted
- Multiple sponsors are allowed to financially support a single applicant
- The applicant may bear the financial expenses by themselves
- For documents written in languages other than Japanese, **translation on separate sheet is required** (the format of the translation is flexible)
- Make sure the place of birth and current address are correct
- The current address on the Application Form and the Curriculum Vitae must be the same
- In case an applicant who has been previously refused and **submits application again**, please inform us beforehand
- If the required documents are not submitted within the application acceptance period, or if there are any omissions in the forms, the application will not be accepted
- If more than 5 years have passed since graduating from your recent school, please clearly state your purpose for studying Japanese and your plans after graduation

※ **In general, only LUMP-SUM payments is accepted**

**Installment payment is also possible, but if the tuition payment has not been cleared**

**2 weeks before the visa expires, visa renewal will not be permitted**

- JR Tohoku Shinkansen (52 minutes from Tokyo)
- JR Shonan-Shinjuku Line (98 minutes from Shinjuku)

Utsunomiya Nikken is located a 12-minute walk from the East Exit of Utsunomiya Station



〒321-0934

栃木県宇都宮市築瀬4-3-13



TEL +81-28-639-0510

EMAIL [utsunomiya.nk@nikken.ac.jp](mailto:utsunomiya.nk@nikken.ac.jp)

<https://www.utsunomiyanikken.com/international/japan/>



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