

Incorporated Educational Institution



ARC Gakuen

ARC TOKYO JAPANESE LANGUAGE SCHOOL

University Preparation Course 2023 Entrance Procedure

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1. Course introduction

1. About Incorporated Educational Institution ARC Gakuen

Incorporated Educational Institution ARC Gakuen was constituted to welcome young individuals interested in Japanese culture and society, eager to learn the language, and to contribute to their education as citizens of the world. The values behind the name「ARC」 are “Articulation, “Realization” and “Contribution; as of today, students from 30 different countries study together in ARC.

We opened the school, accessible from Iidabashi station, in October 2017, and we offer a Standard Study Abroad Course and a University Preparation Course.

2. About the University Preparation Course

The University Preparation Course caters students who have graduated from high school in a foreign country and plan to pursue higher education in Japan, providing them with Japanese language education and additional subjects required when enrolling at a Japanese university. In particular, individuals coming from countries where education up to high school is completed in less than 12 years, by graduating from a University Preparation Course officially recognized by the Japanese Ministry of Education, fulfill the requirements to enroll into Japanese universities.

ARC Tokyo Japanese Language School's University Preparation Course includes Japanese Language and the basics of Math, Civics and English.

3. Premium Japanese language education

At ARC Tokyo Japanese Language School, highly experienced teachers are entrusted with the students' Japanese language education. The ultimate learning objective of the University Preparation Course is the acquisition of academic-level Japanese, to provide students with the understanding, reasoning and expressive abilities required to study at a Japanese university. The course includes preparatory classes for EJU and JLPT examinations.

4. Higher education counseling

The school periodically holds seminars to provide and share the latest news on Japanese education; individual counseling and interview simulation are also available for a complete support. In addition, students with excellent marks and attendance rates have access to our recommendation system.

5. School events

Throughout the school year, student life sparkles with events such as field trips, sports day and speech contest. The school also organizes seasonal events every term.

6. Scholarships

Students have access to multiple scholarships: the “Program for the promotion of the admission of international students” (former “Scholarship of the Ministry of Education, Culture, Sports, Science and Technology for international students”), the “LSH Scholarship”, the “Kyoritsu Maintenance Scholarship”, as well as ARC Tokyo Japanese Language School's own scholarship.

7. School facilities

The 8-story building is furnished with a school library, prayer room, infirmary, lounge and courtyard, where students can spend their free time relaxing and studying. Students can also borrow books and textbooks from the school library. Wi-Fi network is available in the whole building.

8. Thorough Support

After joining the National Health Insurance System, our students have access to an additional compensation coverage for the 30% of medical fees they pay personally.

The school will also help interested students in housing research.

2. Course outlines

【University Preparation Course】

	Course Name	Duration	Start	Capacity	Total Capacity
First Group	2-year University Preparation Course	2 years	April	20 students	40 students
Second Group	1.5-year University Preparation Course	1.5 year	October	20 students	40 students
Total				40 students	80 students

(1) **Conditions:** Applicants must have graduated from high school with at least 12 years of school education, and intend to take a major in humanities or social sciences in a Japanese university.

(2) **Visa:** With the Admission Certificate issued by ARC Tokyo Japanese Language School, the status of residence is the “Student” (Student visa).

The length of the visa is determined by the course duration.

(3) **Admissions:** Each year in April (for the 2-year course), and October (for the 1.5-year course).

(4) **Curriculum and course credits:** 1 course credit = 45 minutes

2-year University Preparation Course			1.5-year University Preparation Course		
Japanese	1360	Course credits	Japanese	960	Course credits
Math	80	Course credits	Math	80	Course credits
Civics	80	Course credits	Civics	80	Course credits
English	80	Course credits	English	80	Course credits
Total	1600	Course credits	Total	1200	Course credits

(5) **Timetable:**

Students are divided into First and Second group depending on the course of enrollment. Everyday there are 4 hours of classes (4 course credits).

	First Group	Second Group
Course name	2-year University Prep. Course	1.5-year University Prep. Course.
1st hour	9:15 – 10:00	13:30 – 14:15
2nd hour	10:00 – 10:45	14:15 – 15:00
Break	10:45 – 11:00	15:00 – 15:15
3rd hour	11:00 – 11:45	15:15 – 16:00
4th hour	11:45 – 12:30	16:00 – 16:45

(6) **Holidays:** No classes on Saturdays, Sundays, Public holidays, Golden Week Holidays, Obon Holidays, Fall Holidays, Winter holidays, Spring holidays and holidays established by the school principal.

(7) **Working part-time:** Foreigners in Japan under a student visa, can work up to 28 hours per week (8 hours a day during long holidays regulated by the school) after obtaining a specific permission called “Shikakugai Kyoka” from the Tokyo Regional Immigration Bureau. Students are not allowed to work in the entertainment and amusement trades.

(8) **Illegal behavior:** A student who infringes the law or school regulations, or fails to pay the tuition within the deadlines, would be expelled or asked to withdraw from school and leave the country. The same applies for unmotivated long absence from school or misconduct. Students should maintain their attendance rate at 90% or higher.

3. 2023 Year Calendar

Term	Entrance Ceremony	Course duration	Holidays
2023 Year First Semester	April 5 th	April 10~September 22	GW 4/29~5/7 Summer Holidays 6/28~7/9 Obon 8/5~13 Other Holidays 7/17, 9/18
2023 Year Second Semester	October 4 th	October 10~March 19	Winter Break 12/22~1/9 Other Holidays 11/3, 2/12, 2/23

4. Entrance procedure

(1) From application to admission

- ① Submission of Application form, requested documents and payment of Application fee
(Applicant → School)
↓ ※Application deadlines: at least 6 months before admission
- ② Document screening • Interview (School)
↓
- ③ Screening result notification (School → Applicant)
↓
- ④ Application for Certificate of Eligibility to Tokyo Regional Immigration Bureau (School → Tokyo Regional Immigration Bureau)
↓
- ⑤ Issue of the Certificate of Eligibility (Tokyo Regional Immigration Bureau → School)
↓ ※About 1 month before admission
- ⑥ Payment of registration fee and tuition (Student dormitory reservation) (Applicant → School)
↓
- ⑦ Admission Certificate and Certificate of Eligibility are sent to the Applicant (School → Applicant)
↓
- ⑧ Applicant applies for Student visa at the nearest Japanese embassy or consulate
(Applicant → Embassy/Consulate)
↓
- ⑨ Applicant arrives in Japan and enters the school

(2) Tuition payment

①	②
Bank name: MUFG Bank Branch Name: Shibuya-Meijidori Branch (470) Account number: 4124703 Account holder: ARC GAKUEN	Bank name: Mizuho Bank Branch name: Shibuya Chuo Branch (162) Account number: 1849922 Account holder: ARC GAKUEN

(3) Important notes on bank transfers and payments

Applicant or applicant's representative shall pay the application fee, registration fee and tuition fee using the bank accounts above. When making a bank transfer, applicant's name must be mentioned in the payment description. Applicants that made dormitory reservation through the school must pay relevant fee together with registration and tuition. Bank handling fees are at applicant's charge. In case they are deducted from the amount invoiced, the school will ask to settle the difference after the applicant has entered school. The tuition fee can be paid with Flywire (information will be given separately for those who are interested).

On photo and video shooting in school

For recording purposes and use in classroom activities, photos and video shooting is organized within the school. Kindly be informed that this material might also be used for promotional purposes (website, brochures, etc.).

◆ **When submitting documents**

- (1) Applicant must correctly fill in the form (A-B-C) provided by the school.
- (2) Application documents cannot be returned unless the applicant mentions it beforehand.
- (3) All certificates should not be older than 3 months from submission date.
- (4) Japanese translation is required for any document written in a foreign language.
- (5) Applicants should provide correct contact information that can be used whenever necessary.
- (6) The school reserves the right to request additional documents.
- (7) In case the documents provided contain false information, admission is revoked and the applicant is ordered to leave the country.

◆ **Documents concerning the applicant** *Items 1, 2, 3, 6, 7 concern all applicants regardless of nationality. Remaining items apply to some areas only.

① **Application form, Sheet A**

Name: name must be the same as on passport, in Latin alphabet.

Enrollment time: desired enrollment time must correspond to available courses.

② **Application form, Sheet B**

a. **Education** : Report it in chronological order, from elementary school to the highest degree attained. In relevant field, applicant should indicate the level of each school attended, using the following letters: S, Elementary school; J, Junior High school; H, High school; V, Vocational school; U, University; M, Graduate school; D, Doctorate.

b. **Working experience**: Fill in with past full-time working experience. Those who have a blank period of more than 6 months in their education or working experience (military service, hospitalization...) must provide relevant explanation on a separate sheet (A4, free format), signed and dated.

c. **Japanese study experience**: Specify if you have studied Japanese before, in chronological order and for how many hours.

d. **Japanese proficiency**: Report if you have taken Japanese proficiency test (JLPT, NAT-Test...).

e. **Past stays in Japan**: Specify if you have records of past visits to Japan, in chronological order and as per passport stamps.

f. **Letter of motivation**: Write down the reasons for wanting to study in Japan, and what you plan to do after you graduate from a Japanese language school.

In particular, if more than 5 years have passed since graduation, write the letter in detail.

g. **Post-graduation goal**: check the right post-graduation goal.

h. **Past Visa application records**: Mention if you applied for any type of visa in Japan, and whether the application was successful.

③ **Diploma of the highest educational institution** If you are still enrolled, please submit Certificate of Enrollment. Diploma and other certificates are returned to the applicant once the visa application is over. Applicants from Mainland China have to submit also a certification report for the educational background or a high grades certification.

④ **Applicant's personal background** Certificate of Employment, etc.

⑤ **Japanese proficiency certificate** Provide certificate like JLPT, J-TEST, NAT-TEST, and a certification of the hours of study issued by any Japanese language institution attended before application. If Japanese test results are not available yet, provide copy of the exam admission slip.

⑥ **Passport copy** If you own a valid passport, provide copy of your personal data page, and copies showing past Immigration stamps if you have visited Japan in the past.

⑦ **Picture (4×3cm) 4 pieces** Provide picture taken within 3 months prior to application (front, head uncovered); write your full name on the back of all pictures and glue one on Sheet A of the form).

◆ **Documents concerning the financial sponsor** *Items 1 and 2 concern all applicants, regardless of nationality. Remaining items apply to some areas only.

① **Application form, Sheet C** Convert the past annual income in Japanese Yen. Write the exchange rate you used in the form.

② **Bank statement** Sponsor must provide a bank statement issued within 3 months prior to application date, showing available balance.

③ **Funds collection explanation** Copy of passbook, explanation on family income and average expenses, and a statement of cash transactions for the past 1 years.

④ **Employment Certificate** Sponsor must provide an employment certificate. For executives, Corporate Registry is required. For sole proprietors, please submit the business license.

⑤ **Income/Tax Certificate** Sponsor must provide documentation detailing income in the last 1 years prior to application.

⑥ **Explanation of relationship between applicant sponsor** Family register, birth certificates, certificate of residence, household registration certificate, any official proof. If the sponsor is not one of the applicant's parents, provide an explanation on why the sponsor is taking this role (A4, free format, signed).

6. Fees and payments

■ University Preparation Course

(textbooks not included)

Course name	2-year University Prep. Course	1.5-year University Prep. Course
Starting time	April	October
Application fee	30,000JPY	30,000JPY
Registration fee	70,000JPY	70,000JPY
Tuition 1 st year (First Semester)	380,000JPY	380,000JPY
(Second Semester)	380,000JPY	
Tuition 2 nd year (First Semester)	380,000JPY	380,000JPY
(Second Semester)	380,000JPY	380,000JPY
Total	1,620,000JPY	1,240,000JPY

■ Fees and payments

- ① Application fee and Registration fee are not refundable.
- ② For enrollment cancellation, please notify your intention in written form one day prior to entrance ceremony, the latest. After Admission Certificate and Certificate of Eligibility have been duly returned to the school (or in case the applicant already entered Japan, proof of his/her return to home country has been provided), tuition fee is refunded. If the visa was denied by the diplomatic mission abroad, applicant must return the Admission Certificate and provide passport copy showing the visa denial stamp. In case of cancellation after the entrance ceremony, regardless of the reason, tuition fee for the semester in progress cannot be refunded.
- ③ For withdrawal before the end of the original application period, upon sponsor's approval and after submitting the Notification of withdrawal together with an explanation letter within the end of the term the student wishes to withdraw from, with the principal's authorization, the student will be refunded tuition corresponding to the school terms not attended yet; refunds are bank transferred in installments of 3 months, after deducting a cancellation fee of 20% from refundable amount.
- ④ Refunds are bank transferred to the student once the school has duly confirmed student's return to home country, entrance to higher educational institution in Japan, or change of residence status. It is also mandatory to complete the prescribed refund procedure (submission of required documents etc..) within one month after withdrawing from school or turning down admission. Refund would be effective after one month from completion of relevant procedure. Bank fees are at receiver's charge.
- ⑤ If students are expelled for violation the law or school regulations, no refund is possible.
- ⑥ Tuition must be paid within the deadlines set by the school, otherwise the student will not be allowed into class.
- ⑦ The school is not liable in the event classes are cancelled due to circumstances beyond the school's control, such as natural disasters, accidents or epidemics. Refunds will not be made in such cases.
- ⑧ Textbooks are as follows. The students purchase them in school upon admission (books marked with ※ are for the 2-year course only).

【Japanese】

Subject	Title	Publisher	Price (+TAX)
Comprehensive Japanese	Minna no Nihongo I 2nd edition ※	3A Network	2,750¥
	Minna no Nihongo I 2nd edition Exercise Book ※		990¥
	Minna no Nihongo II 2nd edition ※		2750¥
	Minna no Nihongo II 2nd edition Exercise Book ※		990¥
	DEAI: Encounter with Japanese Society and Culture	Hitsuji Shobo	3,300¥
	DEAI: Encounter with Japanese Society and Culture Supplement	Hitsuji Shobo	1,980¥
Characters	Kana Master ※	Sanshusha Publishing	1,650¥
	Kanji Master N5 ※		1,980¥
	Kanji Master N4 ※		1,980¥
	Kanji Master N3		1,980¥
	Kanji Master N2		1,980¥
	Kanji Master N1		2,200¥
Pronunciation	Shokyu bunkei de dekiru Nihongo hatsuon activities	Ask Books	1,980¥
	Maneshite joutatsu! Reading aloud in Japanese		1,980¥
Reading	Revised edition: Reading comprehension for University and graduate students	ALC	1,760¥
	Yomuchikara Intermediate	Kurosio Publishers	1,760¥
Composition	Academic Writing	Ask Books	1,760¥

【Maths】

Maths I	Mathematics Series, New Edition - Maths I	Suken Shuppan	720¥
Maths A	Mathematics Series, New Edition - Maths A		585¥
Maths II	Mathematics Series, New Edition - Maths II		775¥
Maths B	Mathematics Series, New Edition - Maths B		750¥
Maths III	Mathematics Series, New Edition - Maths III		795¥

【Civics】

Contemporary Society	New Contemporary Society (New edition)	Shimizu Shoin	630¥
Logic	New Logic (New Edition)		465¥
Politic & Economics	New Politics & Economics (New Edition)		465¥

【English】

English Expressions II	CROWN English Expression II New Edition	Sanshodo	625¥
English Communication III	CROWN English Communication III		630¥

7. Living in Japan

1. Cost of life, Bank Account

Living expenses (food, housing, phone and internet, utilities etc.) range from approximately 100,000JPY to 150,000JPY per month. When signing a housing contract, the tenant might have to pay, besides rent, a deposit and a non-refundable deposit. At ARC Tokyo Japanese Language school students can buy the student pass to commute to school. When coming to Japan, the school recommends students to bring at least 400,000 ~500,000JPY for living expenses for the first few months. Many students take part-time jobs; minimum hourly wage in Tokyo area is 1,100JPY.

For the first 6 months in Japan, you will not be able to open a bank account for residents that allows overseas remittance. Until then, we recommend using Japan Post Bank services, that allows also nonresidents to open an account.

2. National Health Insurance, Foreign Students Plan Insurance, National Pension

Students holding a Student Visa are issued a Resident Card upon arrival in Japan. Within 14 days since establishing the address, foreigners must submit the "Moving-In Notification" to the nearest city hall or ward office and apply for National Health Insurance. Students who applied for National Health Insurance can use JLIC Foreign Student Plan Insurance system through ARC Academy. JLIC Insurance covers the medical fees not reimbursed by the National Health Insurance (30%) for any illness or injury the student suffers during the enrollment (medical expense per case must be over 3,000JPY). Students with short-term visa cannot apply for National Health Insurance, but can apply for JLIC Insurance after admission.

All people living in Japan above 20, including international students, have to pay insurance premiums for the National Pension. International students can apply for the "Students Special System", which allows to get full exemption for insurance premium payments while they are in school. Please ask the school for details.

3. Accommodation

The school can provide information on accommodations within a convenient reach. In case the housing facilities do not have vacant rooms, it might not be possible to meet students' requests.

Affiliated student dormitories ※projection for 3 months stay (including entrance fees)

【Tokyo school・Shinjuku school】

①Tokyo LIFE STYLE HigashiJujo (Tokyo Lifestyle) Closest station: 3 minutes' walk from JR Keihin Tohoku line "Higashi Jujo" station.

Description: 6 stories reinforced concrete house, with Western-style rooms.

Facilities: Internet, AC, TV, fridge, toilet in the bathroom, mini-kitchen, desk, chairs, bed and bedding.

	Admission fee	Facility fee	Monthly Rent	Utilities	Futon	Cleaning fee	Total (3 months)
Single room	30,000JPY	60,000JPY	59,000JPY	9,000JPY	9,000JPY	20,000JPY	323,000JPY
Double room	30,000JPY	60,000JPY	39,000JPY	9,000JPY	9,000JPY	10,000JPY	253,000JPY

②DK House Shinkoiwa (Daiichi Kosan) Closest station: 8 minutes' walk by JR Sobu line "Shinkoiwa" station. Description: 4 stories reinforced concrete house, with Western-style rooms.

Facilities: Internet, bed, desk, chairs, fridge, AC. Common toilets, shower, kitchen and coin-operated washing machine. Dining room and recreation facilities available. When leaving, the deposit will be returned.

	Deposit	Entrance fee	Monthly Rent	Utilities	Mattress rental fee	Total (3 months)
Single room	20,000JPY	30,000JPY	55,000JPY	12,000JPY	10,500JPY	261,500JPY

8. Access Map



ARC Tokyo Japanese Language School

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