

Application Guidelines

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Educational Corporation RichinoMori

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1. Course

① Preparatory Courses (2years · 1year and 6months)

course	Enrollment period	Application Period	Number of Applicants
2 years	April	last year Sep.~Nov.	60
1year and 6months	October	Mar.~May	40

※Please note that the application will be closed once the capacity is reached.

② Admission Requirements

- Those who have graduated from school education for at least 12 years or an equivalent course
- Those who are 18 years of age or older and are physically and mentally healthy
- Those who have completed 150 hours or more of Japanese language study or who have passed the Japanese Language Proficiency Test N5 or higher
- Those who have been or are expected to be allowed to enter Japan through due process
- Those who have a reliable guarantor

③ Class Schedule: Monday ~ Friday

	AM
1st period	8 : 3 0 ~ 9 : 1 5
2nd period	9 : 2 5 ~ 1 0 : 1 0
3 rd period	1 0 : 2 0 ~ 1 1 : 0 5
4 th period	1 1 : 1 5 ~ 1 2 : 0 0

Holidays: Saturdays, Sundays, public holidays in Japan, summer and winter vacations, end of the semester, days specially designated by the principal

The class schedule may change.

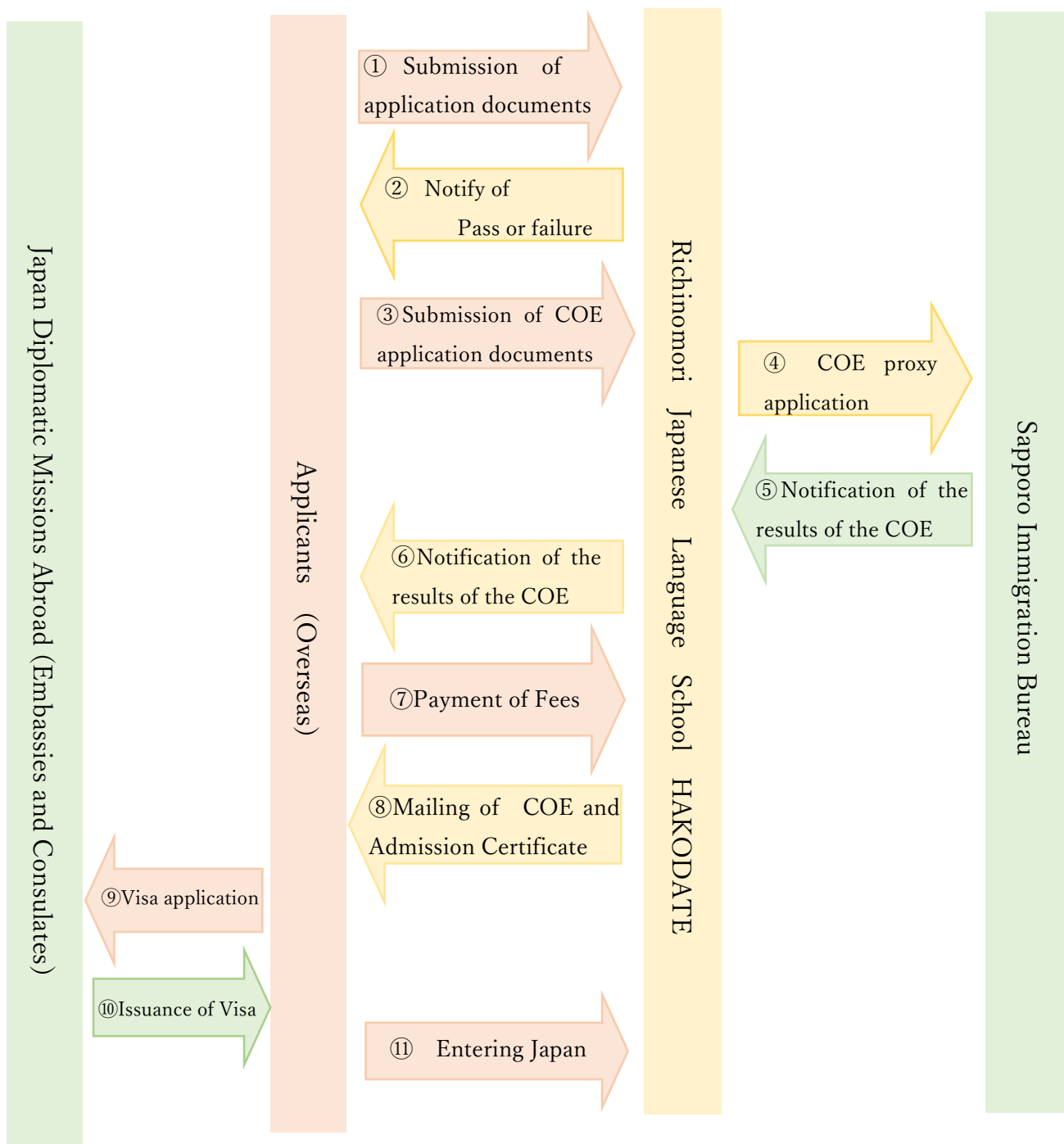
④ Selection process

Application screening → Online Test, Interview (It may be done on-site) →
Notification of Results → Application for Certificate of Eligibility

⑤ Others

In the case of a violation of Japan law and school rules, non-payment of tuition fees, prolonged absences, poor grades, or failure to comply with the principal's guidance, we may notify the Immigration Bureau and order the student to return to their country.

2. Application Process



★ COE = Application for Certificate of Eligibility

3. Application Documents

◎ = necessity ○ = Required on a case-by-case basis × = unnecessary

A. Documents relating to the applicant				
No.	Documents	original	Japanese translation	remarks
1	5 passport-sized photos (4 cm × 3 cm)	◎	×	<ul style="list-style-type: none"> • Submit photos taken within the last 3 months. • Clear, hatless, backgroundless, front-facing • Please write the name of the applicant on the back.
2	Application for Admission	◎	◎ (Statement of Reasons for Studying Japanese) ○ (Blank Period Instructions)	<ul style="list-style-type: none"> • Fill out the prescribed documents accurately. • If there is a blank period in your educational background or work history, please specify the reasons on the separate sheet. Please specify.
3	Graduation certificate (Highest Education)	○	◎	<ul style="list-style-type: none"> • If you are currently in school, you will also need a certificate of enrollment. • For graduates of Chinese colleges and above, please submit the original certificate of either a degree certificate or a certificate of academic qualification
4	Transcript certificate (Highest Education)	○	◎	<ul style="list-style-type: none"> • Grades for each grade level are listed. • If you are a high school graduate, please submit your transcript of your three years of high school and the results of the standardized exam. • Those who have a high school graduate with a final educational background in China and have taken the university entrance examination must submit a certificate stating the scores.
5	Documents explaining Japanese proficiency and Japanese learning history	○	○	<ul style="list-style-type: none"> • certificates of completion and transcripts for Japanese Language Proficiency Test (JLPT), NAT-TEST, JCT etc. • A certificate of Japanese study prepared and issued by a local Japanese educational institution (stating the total number of hours of study in the curriculum and the actual number of hours of attendance)
6	Certificate of Employment	○	◎	<ul style="list-style-type: none"> • Those who are currently employed or have work experience
7	A copy of passport	×	◎	<ul style="list-style-type: none"> • Passport number and photo page • Please submit a direct copy of the original. (If you have a history of traveling to Japan, a page with entry/exit records are required.)
8	Relatives and cohabitants living in Japan	◎	×	<ul style="list-style-type: none"> • If you have relatives or cohabitants living in Japan, please fill in the information accurately.

B. Documents related to financial supporters				
No.	Documents	original	Japanese translation	remarks
1	Statement of financial support	◎	◎	The financial supporter must fill out the prescribed documents in his or her own handwriting.
2	Sponsor and Applicant Documents proving the relationship	◎	◎	Birth certificates, notarized kinship certificates, etc. It is not necessary if the applicant himself / herself pays the expenses
3	Certificate of Deposit Balance	◎	◎	As a guide, it is desirable to have about 3 million yen.
4	Statements of deposits and withdrawals for the past three years (or a copy of the passbook) that prove the above 3	◎	◎	<ul style="list-style-type: none"> • Documents that show the account number and currency unit • If you do not have a statement for 1 year, you will need to submit a separate "explanation and materials clarifying the background to the formation of the fund in the above 3".
5	Certificate of Employment	◎	◎	If you are an executive of a company, please submit a copy of the corporate registration certificate. If you are a sole proprietor, please submit a business license or other documents proving your occupation.
6	The family structure of the supporters Documents to be substantiated	◎	◎	A copy of the household register for all family members of the supporter, a copy of the family register, etc.
7	Certificate of Income	◎	◎	For the past 1 year.
8	Certificate of residence (if the financial supporter resides in Japan)	◎	×	The description of all family members is required.

4. Tuition and other payments

【2 year course (Entrance in April)】		First Year Payment ※	Second Year Payment (Payment in March)
①	Application Fee	¥ 20,000	—
②	Enrollment Fee	¥ 60,000	—
③	Tuition Fee	¥ 480,000	¥ 480,000
④	Teaching Materials	¥ 30,000	¥ 30,000
⑤	Facility Fee	¥ 50,000	¥ 50,000
⑥	Miscellaneous Expenses	¥ 20,000	¥ 20,000
Total		¥ 660,000	¥ 580,000

【1 year 6 months course (Entrance in October)】		First Year Payment ※	Second Year Payment (Payment in September)
①	Application Fee	¥ 20,000	—
②	Enrollment Fee	¥ 60,000	—
③	Tuition Fee	¥ 480,000	¥ 240,000
④	Teaching Materials	¥ 30,000	¥ 15,000
⑤	Facility Fee	¥ 50,000	¥ 25,000
⑥	Miscellaneous Expenses	¥ 20,000	¥ 10,000
Total		¥ 660,000	¥ 290,000

※ Please pay the first year's payment to the designated school account after the Immigration Bureau has approved the Certificate of Eligibility. We will contact you with the account details separately.

5. About the school dormitory (only for those who wish to enter)

The dormitories are provided in multiple apartments around the school that the school has contracted with.

The distance from the school to the dormitory is 5 to 20 minutes on foot.

Two people share one room. The price below is for one person.

Dormitory fee to be paid at the time of first year tuition payment (6 months)	¥ 305,000
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※The dormitory fee listed above includes the initial fee for signing the lease on the apartment, six months rent (including utilities), futon, daily necessities.

※If you cancel your enrollment after signing the contract for the room, a specified amount, including the initial contact fees, will be deducted from the refund.

※Please be aware that after you arrive in Japan, the rent may change depending on the market price of rent and the set amount of utility fees.

※The purchase of a bicycle is only for those who wish to, and will incur an additional cost. It is not included in the amount mentioned above.

6. About refund

～ Refund before entering Japan ～

- Certificate of Eligibility was issued, however you do not come to Japan and do not apply for an entry visa
- If the visa application was submitted but not approved, and you were unable to enter Japan.
- If you obtained an entry visa but declined admission before coming to Japan

○ = Refund available △ = Partial refund × = No refund

Selection fee	Admission fee	Tuition fee	Other expenses
×	×	○	○
※ We will respond after returning the Certificate of Eligibility and Admission Certificate to our school.			

～ Refund after entering the country ～

- If you obtained an entry visa and did not enter the school after coming to Japan

Selection fee	Admission fee	Tuition fee	Other expenses
×	×	×	×

- If you leave the school within 6 months of admission for any reason•

Selection fee	Admission fee	Tuition fee	Other expenses
×	×	△	×

※The tuition fee will be refunded after subtracting 6 months.

•If you leave the school 6 months or more after admission for any reason

Selection fee	Admission fee	Tuition fee	Other expenses
×	×	△	×

※The tuition fee will be refunded from the month following the day the principal has determined the student left the school.

•If there is a delay in admission

Selection fee	Admission fee	Tuition fee	Other expenses
×	×	×	×

※ 1 The Refund will be made to the student themselves the sponsor, or the intermediary agency.

※ 2 All transfer fees for refunds will be borne by the recipient.

※ 3 We will not give refunds to persons if the principal expelled them due acts contrary to the Constitution of Japan (law), the rules established by the school, or the directions of faculty and staff etc.