



THE NAGOYA YWCA OF JAPANESE LANGUAGE

Application guidelines

ONE-YEAR JAPANESE LANGUAGE AND CULTURE PROGRAM

ONE-YEAR JAPANESE PROGRAM FOR CAREER PREPARATION

YWCA (Young Women's Christian Association) is a Christian-based organization in which women from around the world work together to overcome language and cultural barriers. We are an international NGO that strives to create a peaceful world. In Japan, currently, there are 24 regional YWCAs. Nagoya YWCA was founded in 1933. In 1978, we started our Japanese language education to create a multicultural society where we can live together. Contributing to society is our fundamental principle, and we assist students in achieving self-realization through the study of the Japanese language and Japanese society and culture.

At THE NAGOYA YWCA SCHOOL OF JAPANESE LANGUAGE, we cherish each individual and help students learning Japanese to elevate themselves and cultivate the power to live their best futures. We will do our best to support you so that your life in Japan is fulfilling.

1. Education goals

We will cultivate the ability to act by gaining the power of words, including advanced Japanese language skills. As Japanese speakers, we aim to understand the challenges faced by modern society, acquire the ability to think, and encourage utilizing Japanese for personal career development. Through the study of Japanese, we will develop the following abilities:

1. Communication skills
2. Language production and operational skills
3. Analytical and conceptual skills
4. The ability to understand others
5. The ability to express oneself
6. The ability to design career
7. The ability to learn independently

2. Course

① ONE-YEAR JAPANESE LANGUAGE AND CULTURE PROGRAM

Main target: Learners aiming to improve their Japanese language skills as self-development

Attainment goal: B1

Course subjects: Comprehensive Japanese, Kanji and Vocabulary, Reading, Writing, Listening, Speaking, Special Activities

Class hours: 760 units (1 unit = 50 minutes)

The goal is to acquire basic Japanese language skills and practical communication abilities through life in Japan. Through activities such as scenario plays for producing mini-dramas, interactions with the local community, and experiential lessons for understanding Japanese culture, one can deepen their understanding of Japanese society and culture.

② ONE-YEAR JAPANESE LANGUAGE PROGRAM FOR CAREER PREPARATION

Main target: Learners aiming for employment utilizing Japanese

Attainment goal: B2

Course subjects: Comprehensive Japanese, Kanji and Vocabulary, Reading, Writing, Listening, Presentation, Career Planning, Special Activities

Class hours: 760 class hours (1 class hour: 50 minutes)

The goal is to acquire advanced Japanese language skills for social activities. Through internships and job interviews, one will learn about Japanese society and ways of thinking. To cultivate self-expression skill and adjustment abilities, one will engage in many presentations and group work activities.

3. Class schedule

Morning class : Monday-Friday 9:00~12:35

Afternoon class : Monday-Friday 13:30~17:05

※The morning or afternoon class will be decided based on the results of the class placement test.

4. Recruitment number

Enrollment	Course name	Maximum number of students
April intake	ONE-YEAR JAPANESE LANGUAGE AND CULTURE PROGRAM	40
	ONE-YEAR JAPANESE LANGUAGE PROGRAM FOR CAREER PREPARATION	20
October intake	ONE-YEAR JAPANESE LANGUAGE AND CULTURE PROGRAM	26
	ONE-YEAR JAPANESE LANGUAGE PROGRAM FOR CAREER PREPARATION	14

5. Application period

Enrollment	Application period
April intake	Early August~Late October
October intake	Late February~Mid. May

※We may stop accepting applications if there are no more place available.

6. Eligibility for application

◎Application qualifications of Nagoya YWCA

- High school or upper secondary education graduates. Or if the principal has certified the potential student as having equivalent or higher academic ability.
- During the period of study, applicants can receive sufficient financial support.

◎Application qualifications for each course

	ONE-YEAR JAPANESE LANGUAGE AND CULTURE PROGRAM	ONE-YEAR JAPANESE LANGUAGE PROGRAM FOR CAREER PREPARATION
Japanese ability	Applicants who can prove their Japanese language level as equivalent to <u>A1</u> of the “Japanese Language Education Reference Frame”, such as <u>JLPT N5</u> , or those who have studied Japanese for more than 150 hours at a school or language institution.	Applicants who can prove their Japanese language level equivalent <u>B1.1</u> of the “Japanese Language Education Reference Frame”, such as <u>JLPT N3</u> , or those who pass Nagoya YWCA placement test.
Others	Applicants who can communicate in English or Chinese.	• If applicants want to get a job in Japan immediately after graduation, they must have graduated from a four-year university or higher education. • Applicants who can communicate in English or Chinese. *If applicants wish to find a job after advancing to a vocational school or university in Japan, please consult with us.

【Reference】 Japanese Language Education Reference Frame

Reference Frame	JLPT	J.TEST	NAT-TEST
A I	N5	Grade F (more than 250 points)	Level 5
B I	N3	Grade D (more than 500 points)	Level 3

*To those who have passed other tests, please consult with us.

7. Entrance examination for admission

Please check the admissions guidelines in the attached document.

8. Application documents

- Please submit documents issued within the last 3 months.
- Documents prepared in a foreign language must be submitted with Japanese translations.
- Our designated school form can be downloaded from our website.

【Applicants】

	Document name	Notice
1	Application form	•Please fill in your name the same as on your passport.
2	Carrer form	•Please ensure that all information is filled out accurately without any omissions. •The date of creation and the applicant's handwritten signature are required.
3	The reasons for studying in Japan	•Please write in detail the reasons for studying in Japan and your plans after graduation. •The date of creation and the applicant's handwritten signature are required.
4	Original diploma from the last school attended	•Please submit the original graduation certificate or diploma.
5	Transcript or grade report from the last school enrolled in	•Please submit the original copy of your transcript.
6	Official certifications of the Japanese Language Proficiency Test	•Please submit a copy of your exam certificate. •If the results are not known by the application date, please submit a copy of your examination ticket.
7	Certificate of Japanese language study	•Those who have a history of enrollment in a Japanese language institute should submit their attendance and transcript certificates from their time of enrollment.
8	Photographs (4cmX 3cm) 4 copies	•Please submit photos taken within the last 3 months.
9	Photocopy of applicant's passport	•Please submit the page with photo. •If you have had entries and exits to Japan, please submit copies of all pages that have entry and exit record stamps.
10	Certificate of Health	•Please submit the results of the general examination, including the chest X-ray.
11	Tuberculosis-Free Certificate	•Students from Philippine, Vietnam, Indonesia, Nepal, Myanmar, and China are required to undergo tuberculosis screening tests at designated medical institutions.
12	Certificate of employment	* Those who are currently employed need to submit.
13	Certificate of enrollment	* Those who are currently enrolled need to submit.

【Financial Guarantor】

	Document name	Notice
1	Financial support document	• Please specifically describe the reasons and the method of expense payment. • Please submit a document signed in handwriting by your financial guarantor
2	Certificate of employment	• If the financial guarantor is operating a business, please submit a copy of the business license or business registration certificate.
3	Income certificate and tax certificate for the past 1 year	• If the financial guarantor is residing in Japan, please submit the tax certificate.
4	Document showing the current balance of the guarantor's bank account	• Please submit a certificate of bank balance to certify the financial guarantor can afford one year of tuition and living expenses.
5	Copy of identification card	
6	Document proving the relationship of the applicant with the guarantor (family registry or other)	• Please submit the applicant's birth certificate, Certificate of the Family Register etc.
7	Documents proving fund information	• Please submit the copy of a bankbook with the guarantor's name and current balance to prove the funds mentioned in the balance statement.
8	Resident certificate	* If the financial guarantor is residing in Japan, please submit.

9. Tuition

Please pay the tuition fees by the date specified by our school, either in cash or by bank transfer.

<1 year tuition total>

Screening fee	Admission fee	Tuition	Textbook fee & Internship fee	Facility fee	Total
¥10,000	¥50,000	¥600,000	¥86,000	¥12,000	¥758,000

*Textbook fee and internship fee include textbooks, school-created materials, activity expenses, health examination fees, student management system fees, and insurance fee.

10. Refund policy

- (1) The screening fee and admission fee will not be refunded under any circumstances.
- (2) If you are subject to forced removal or expulsion, the fee paid will not be refunded.
- (3) In cases where classes are canceled due to unavoidable circumstances such as natural disasters, accidents, infectious diseases, or strikes by transportation services, the fees paid will not be refunded.
- (4) If you decline enrollment by the day of the entrance ceremony, tuition fees, textbook fee, practical training fees, and facility fees will be refunded if the following conditions are met.

Time	Requirements
Before applying for visa	Return of the Certificate of Eligibility.
After applying for visa	Submit evidence confirming the refusal of visa issuance or the cancellation of a visa.
After arriving in Japan	Submit something that can confirm your departure from Japan.

(5) In the case of withdrawal after enrollment, a refund will be made under the following conditions.

Requirements
If the student ID is returned and the application for departure or change of residence status is completed, and enrollment at a new school or employment is confirmed, the tuition fees for the classes not attended will be refunded. At that time, a cancellation fee* will be deducted. Fees for teaching materials, practical training, and facility expenses will not be refunded. However, if it is less than six months since enrollment, only the amount for the latter half will be refunded.

* How to calculate cancellation fee

Subtract the tuition fees for the classes attended from the total tuition fees, and calculate the amount for the classes not attended. The cancellation fee will be 20% of the amount for the classes not attended. The maximum cancellation fee will be 50,000 yen.

11. School life

(1) Points to note when studying abroad

- Please attend classes every day without being late or absent.
- Before applying for studying abroad, prepare one year's worth of tuition and living expenses. The estimated living expenses (including rent) per month are about 100,000 yen.
- International students need to obtain permission for activities outside their student status in order to work part-time. If permitted, part-time work (excluding the entertainment industry) is allowed for up to 28 hours a week. Also, if you work part-time, be sure to obtain permission from the school. It should be noted that YWCA prohibits part-time work for the first three months after enrollment.
- International students must enroll in the National Health Insurance.
- Because it's a one-year program, the residence status cannot be renewed.

(2) Residence

Our school does not have our own dormitories. However, we can introduce private student dormitories (student housing). If you wish to reside there, please let us know.

I 2. Completion requirements

Graduation certificates will be awarded to students who meet the following conditions:

- Must be enrolled until the final day of the course
- Must have taken the final exam
- Attendance rate of 80% or higher for the entire course
- Must have a grade of C or higher in all subjects
- Must have paid all tuition fees in full.

I 3. Support system

(1) scholarship

The Nagoya YWCA School of Japanese Language has its own scholarship system.

Students selected as scholarship recipients will receive a total of 90,000 yen for six months.

(2) Perfect Attendance Award・Effort Award

Students with perfect attendance will receive the Attendance Award, and those with very few absences will receive the Effort Award.

(3) Student Commuter Pass

Those who use public transportations (for example Nagoya Municipal Subway, Nagoya Municipal Bus, JR-line, Meitetsu-line, Kintetsu-line etc.) are eligible to apply for a student discount for a commuter pass.

THE NAGOYA YWCA OF JAPANESE LANGUAGE

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