



# Admission Guide

# 2024

国際言語文化センター附属日本語学校

ICLC OKINAWA JAPANESE LANGUAGE SCHOOL

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※All prices include tax.

# For Students Planning to Study with a Student Visa

- ▶ For students planning to study at our school for more than 1 year, it is necessary to apply for a student visa.
- ▶ In order to obtain a student visa, you must submit the necessary documents to the Immigration Bureau through our school.
- ▶ After landing on Japan and completing the application for permission to engage in extracurricular activities (part-time job), you will be permitted to work up to 28 hours per week.

## ■ Admission Qualifications

Applicants must meet the following requirements:

- ▶ Pass the document screening, entrance exam, interview, etc.
- ▶ Have relatives who can afford to pay tuition and living expenses for the applicant  
Or applicant can afford to pay all of his/her expenses by himself/herself
- ▶ High school diploma or higher
- ▶ Abide by the ICLC's Rules and Regulations.
- ▶ Be physically and mentally healthy

## ■ Course Information

Admission Month	April	July	October	January
Duration of Study	1 year 2 years	1 year 9 months	1 year 6 months	1 year 3 months
Class Hours & Days	[AM] 8:45~12:00 or [PM] 13:15~16:30 (90 min. x 2 /day)			
Course Curriculum	<ul style="list-style-type: none"> <li>▶ From Mon. to Fri., excluding weekends &amp; holidays listed in the school's yearly schedule.</li> <li>▶ All courses have a balanced curriculum aimed to develop students' listening, speaking, writing and reading skills. JLPT preparatory classes are also available.</li> <li>▶ At the end of each term, students must take a test to determine students' grade level. Those who fail to pass the test may be demoted to a lower level.</li> <li>▶ Classes are determined by the school according to the level of the student</li> </ul>			

## ■ Admission Process (from Application to Enrollment)

- ① Applicants must submit the "Application for Admission", "Resume", "Health Condition Declaration.", and "Questions on Mental Health and Learning Disabilities".
- ② After document screening, we conduct an interview.
- ③ After passing the interview, an invoice for the screening fee (22,000 yen) will be issued. Once payment of the screening fee has been confirmed, we will begin processing the documents to be submitted to the Immigration Office (the screening fee is non-refundable). Please submit a set of required documents as described in the next page. After the school will verify the documents, please mail the original documents. We will submit them to the Immigration
- ④ If the Certificate of Eligibility (Abbreviated COE, a document stating that you are eligible for a Japanese visa) is issued, we send an invoice for school and dormitory fees to the applicant.
- ⑤ After confirming payment, we mail the original Entrance Permission and COE. After receiving the mail, please apply for an entry visa at the nearest Japanese Embassy or Consulate.
- ⑥ Please inform us of the date and time of your arrival in Japan (flight number and time of arrival) and the date and time of your visit to the school. Please come to the school at least one day before the entrance ceremony and participate in the ceremony. Please be sure to take the placement test after the entrance ceremony.

\*It takes about 6 months to complete the whole process of admission.

# For Students Planning to Study with a Student Visa

## ■ Required Documents

### ※Notes※

- ▶ Must be issued within 3 months prior to the day of submission to Japanese Immigration Bureau.
- ▶ Cannot be returned, excluding those which cannot be reissued (ex. High School Graduation Certificate).
- ▶ Must be signed only by the applicant and sponsor.
- ▶ Use of whiteout or correction tape is not acceptable.
- ▶ Some documents require Japanese translation. Please check the following table.
- ▶ Additional documents may be required depending on the applicant or financial sponsor's circumstances.

\*For more details, please contact our staff.

① Required Documents from the Applicant (Applicable to All Nationalities)		
Documents	Translation	Notes
a. Application & Dorm* Entry Forms	-	Fill out all information & sign (*if applicable)
b. School & Dormitory* Rules and Regulations Form	-	Read thoroughly and sign (*if applicable)
c. Personal History, Reason for study	○	Fill out all information & sign
d. Health Condition Declaration	-	Answer all questions
e. Graduation Certificate (GC) & Academic Transcripts (AT)	○	Submit the GC and all AT (Final education)
f. Certificate of Enrollment or Employment (CE)	○	CE issued by the current school or workplace
g. Official Photos (6 pieces)	-	Taken within the last 3 months (4cm X 3 cm, without hat and in formal attire)
h. Official ID	-	Copy of passport, ID, or registers (China, Vietnam)
i. Certificate of Japanese Proficiency	△	Submit either "a document certifying 150 hours or more of Japanese language study" or "a document certifying Japanese language proficiency equivalent to JLPT N5 or higher.
j. Others	○	Applicants who have been out of school for more than 5 years should submit a statement of purpose for studying Japanese and a detailed description of their future plans after graduation from our school.

② Required Documents from the Financial Sponsor (Applicable to All Nationalities)		
Documents	Translation	Notes
k. Contract of Payment	○	Use ICLC Original Form
l. Bank Statement	○	Must show enough funding for school & living expenses in Japan
m. Proof of Employment	○	Issued by official institution or sponsor's workplace
n. Income Certificate	○	Issued by official institution or sponsor's workplace
o. Proof of Relationship to Applicant	○	Family Relation Certificate, Birth Certificate, Family registers (China)
p. The other documents showing funds formation process	○	Bank statement, copy of passbook showing the detail of deposit/withdrawal, etc. for the past year

## For Students Planning to Study with a Student Visa

### ■ Fees

Admission Month Duration of Study	April 2 years	July 1 year 9 months	October 1 year 6 months	January 1 year 3 months	April 1 year
① <b>First Year</b> ※ must be paid before entrance	<b>¥861,000</b>	<b>¥861,000</b>	<b>¥861,000</b>	<b>¥861,000</b>	<b>¥861,000</b>
<b>&lt;Details&gt;</b>					
·Application Fee	¥22,000	¥22,000	¥22,000	¥22,000	¥22,000
·Entrance Fee	¥77,000	¥77,000	¥77,000	¥77,000	¥77,000
·Tuition	¥744,000	¥744,000	¥744,000	¥744,000	¥744,000
·Insurance & Health Management Fee	¥18,000	¥18,000	¥18,000	¥18,000	¥18,000
② <b>Second Year</b> *Payable every 3 months	<b>¥762,000</b>	<b>¥576,000</b>	<b>¥390,000</b>	<b>¥204,000</b>	—
Breakdown of Tuition	¥186,000 x 4ターム	¥186,000 x 3ターム	¥186,000 x 2ターム	¥186,000 x 1ターム	—
Insurance & Health Management Fee	¥18,000	¥18,000	¥18,000	¥18,000	
③ <b>Total (=①+②)</b>	<b>¥1,623,000</b>	<b>¥1,437,000</b>	<b>¥1,251,000</b>	<b>¥1,065,000</b>	<b>¥861,000</b>

#### ※Notes※

- ▶ Tax is included in this price list.
- ▶ Textbook fees are included in tuition.
- ▶ Activity fees may be charged separately depending on the contents.
- ▶ 4,000 yen revenue stamp fee is charged for visa renewal.
- ▶ Due date for payment of tuition and dorm fee:  
1<sup>st</sup> year: Within 2 weeks after COE is issued.  
2<sup>nd</sup> year : By 20<sup>th</sup> of the month before the next term starts. Installment payment (every 3 months) is available from the 2nd year.

# For Students Planning to Study with Other (Non-student) Visas

## ■ Admission Qualifications

- ▶ Hold the visa status other than a student visa (Tourist, Working holiday, Permanent, Dependent, etc.).
- ▶ Have the sufficient financial ability to support yourself or have a sponsor to support you during the period of study.
- ▶ Abide by the ICLC’s Rules and Regulations.
- ▶ Be mentally and physically health.

## ■ Course Information

Admission Dates		April	July	October	January
Duration of Study		10 weeks approx. (48 days)			
Class Hours		【AM】 8:45~12:05 or 【PM】 13:15~16:30 (90 min. x 2 /day)			
Fee	Entrance	<b>¥33,000</b>			
	Tuition	<b>Short-term Visa/Working Holiday Visa ¥180,000</b>		<b>Other Visas ¥138,000</b>	
Lesson Contents		<ul style="list-style-type: none"> <li>▶ Class Day: Monday to Friday (Refer to the school calendar for details)</li> <li>▶ All courses have a balanced curriculum aimed to develop students’ listening, speaking, writing and reading skills. JLPT preparatory classes are also available.</li> <li>▶ At the end of each term, students must take a test to determine students’ grade level. Those who fail to pass the test may be demoted to a lower level.</li> <li>▶ Classes and timetables will be determined by the school according to the level of the students.</li> <li>▶ Classes will have the same content as those for international students, and students may receive lifestyle guidance and preparation for higher education during class.</li> </ul>			

\*Please pay the tuition by the 20<sup>th</sup> of the month prior to start of term.

\*Students on short-term visas and working holiday visas must get insured under an insurance plan designated by the school. (The insurance fee is included in the tuition.)

\*Seats will be reserved as soon as tuition payment is confirmed.

\*If a student who has completed the course once wishes to return to school, the entrance fee will be waived if the student returns within one year.

## ■ Admission Process

- ① After reading the ICLC Admission Guide, Rules and Regulations thoroughly, please submit the application form.
- ② Upon confirmation of the application form, we send you an invoice. Please complete your payment by the due date. Your application will be completed after we confirm your payment.
- ③ Please inform us of your arrival date (flight number and time of arrival) and the date and time of your visit to the school. Please come to the school at least one day before the entrance ceremony and participate in the ceremony. Please be sure to take the placement test after the entrance ceremony.

## ■ Required Documents

Documents	Notes
a. Application & Dormitory* Entry Forms.	Fill out all information (*if applicable)
b. School & Dormitory* Rules and Regulations Form	Read thoroughly and sign (*if applicable)
c. Copy of Passport & Residence Card	Submit both copies upon arrival to school.
d. Photo (for student ID card)	Only for students who wish to receive a student ID card

For Student-Visa Admission				
Cancelation Day	① Entrance Fee	② Tuition ③Insurance & Health Management Fee	Cancelation Fee	Refund Conditions
Before entry visa is issued	No Refund	Refundable	¥15,000	Return "Entrance Permission" & COE
When entry visa is not granted	No Refund	Refundable	¥15,000	Submission of the document stating the reason of denial
After entry visa is issued ~ before class starts	No Refund	Refundable	¥15,000	【Before arrival in Japan】 Proof of unused visa 【After arrival in Japan】 Proof of return to your country
After class starts	No Refund	②Refundable* ③No Refund	¥50,000	【Returning to country】 Proof of return to country 【Changing visa status】 Proof of changing visa status 【Changing school】 Enrollment Certificate issued by new school

\* Amount of refund = A(tuition paid for the months following the date of withdrawal) subtracted by A x 20% or the cancellation fee of ¥ 50,000. \*The lower amount will be subtracted.

If a student enrolls in April and has already paid tuition for one year, and withdraws in October, the remaining amount after deducting a cancellation fee of ¥ 50,000 will be refunded instead of 20% (¥62,000) for the period from November to March (5 months).

For Other Types of Visa Admission				
Cancelation day	Entrance Fee	Tuition	Cancelation Fee	Notes
Before the first day of class	No Refund	Refundable	¥15,000	Please note that the paid tuition fee cannot be diverted to the next term.
After classes begin	No Refund	Refundable*	*A(=tuition paid for the months following the date of withdrawal) deducted by A x 20% or the cancellation fee of ¥ 50,000. *The lower amount will be deducted.	

#### <Common items>

- ▶ Please refer to the school calendar for the first day of class.
- ▶ In principle, we refund through bank remittance. We do not refund in cash.
- ▶ The remittance fee for refund is charged on the receiver. We will deduct a remittance fee of 8,000 yen to 10,500 yen from the total amount refunded.
- ▶ Refunds will be made within 40 days of the submission of the required documents as stated in the refund conditions.

# Student Dormitory Information

※For further details, please see the Dormitory Guide.

	For student visa	For other types of visas
Monthly Fee	¥ 26,000 ~ ¥ 80,000 (Utility bills incl.)	¥ 42,000 ~ ¥ 80,000 (Utility bills incl.)
Distance From school	within 5-25 min. walking distance	within 5-25 min. walking distance
Room Type	Shared house (with/without private room)	Shared house (with private room)

## ※Notes※

- ▶ You can enter the dormitory from 9:00-16:00 on school business days. \* If you are scheduled to arrive before 16:00, you may enter the dormitory. If you arrive after 16:00, please make your own arrangements for a hotel, etc., and complete the dormitory entry procedures on the following business day.
- ▶ A school staff must be present when entering the dormitory. Only receiving the key is not permitted.
- ▶ It takes about 1 hour to complete dormitory entrance procedure. Please come to school early enough.
- ▶ For further details, please see the Dormitory Guide. We will accept your application after you read the guide and understand all the contents.
- ▶ Estimated expenses for food & Phone: ¥ 30,000~50,000/month

## Airport Pickup Service (Optional)

- ▶ If you wish to use the airport pick-up service at the time of arrival, you need to make a reservation (application) in advance.
- ▶ Please inform us of your flight information (flight number and arrival date and time) at least one week prior to your arrival date.

### ■ Service Information

Pickup/Drop-off Locations	From Naha Airport to School *Dropping off at dormitory is also possible
Available Pickup Time	Estimated time of arrival must be between 9:00 – 16:00
Fees	¥3,000
Cancellation Policy	Refundable if you cancel more than one week before the date of arrival.

## ※Notes※

- ▶ Depending on the number of people to be picked up or other conditions, public transportation may be used to pick up students.
- ▶ Let us know the date of your arrival at school in advance if you don't need airport pickup service.
- ▶ Make sure to come to school by the day before the entrance ceremony. Our business hour is from 9:00-16:00 (excluding weekends and holidays).
- ▶ If you arrive outside of business hours, please arrange your own accommodation for the day and come to the school after 9:00 on the following business day.
- ▶ It is recommended that you come to school yourself if you only have small pieces of luggage.
- ▶ Regarding the transportations to school, please refer the page 9.



# Access

※The fare stated is as of the end of June, 2023. Please verify the details yourself.

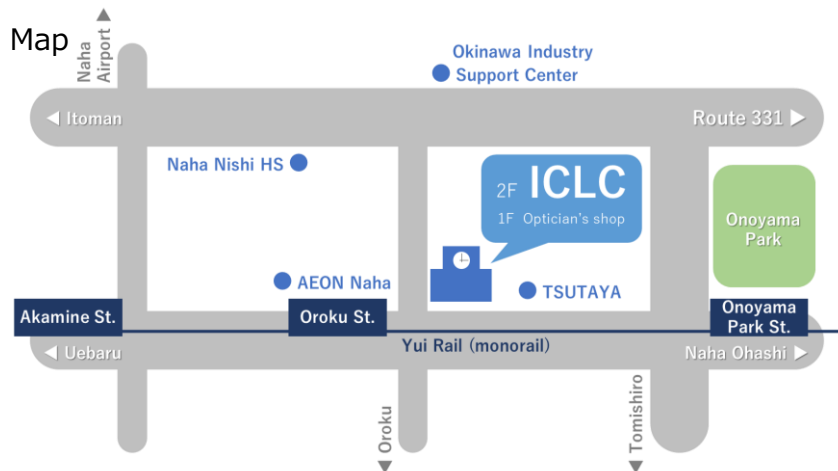


Naha Airport

Oroku Station



It costs about ¥2,000 from Naha Airport to ICLC by taxi.



# Payment Methods

## ① Credit Card (Flywire)



Flywire offers international settlement services for Educational Institutions. Only the credit cards issued outside Japan are available (excluding some countries and regions). Please create an account to access our designated page by reading QR code or using the following URL.



<https://www.flywire.com/pay/iclc>

## ② Bank Remittance

Name of Bank and Branch	Bank of the Ryukyus, Kanagusuku Branch / 琉球銀行 金城支店
Account Number	No.338-36542 Ordinary account / 普通 36542
Account Name	Kokusai Gengo Bunka Senta / (株) 国際言語文化センター
Bank Address	5-4-11 Kanagusuku, Naha-shi, Okinawa 901-0155 Japan / 〒901-0155 沖縄県那覇市金城 5-4-11
SWIFT CODE	RYUBJPJZ
	*Upon sending money, please write the name of the student in remarks or message column.

## ③ WISE



WISE, a service widely used for international money transfers, allows you to send money from a bank account in your home country to an account in Japan with low fees. You will need to create an account to use this service, Please use the following address.

<https://wise.com/jp/>

# General School Information

## Okinawa Campus

Name of School	ICLC Okinawa Japanese Language School
Address	Okinawa, Naha City, Tabaru 1-4-1, Sunhills Tabaru 2F
TEL/FAX	098-859-3881 / 098-859-3889
E-MAIL	iclc-okinawa@iclcjapan.com
Principal	Delia Kinjo

## ■ Services

- ▶ Japanese language education for foreign residents in Japan
- ▶ Planning and Management of language training, exchange program
- ▶ Japanese language teacher training
- ▶ Dispatch of Japanese language teachers

## ■ History

August, 1983	“International Center of Language and Culture” is established in Onoyama, Naha, starting classes with multi-national students from the Philippines, Peru, Argentina, Bolivia, and USA.
May, 1986	Incorporated as a Company Limited on May 1 <sup>st</sup> .
April, 1990	Starts The first full-scale Japanese teacher training course in Okinawa.
July, 1991	Recognized as a Japanese language school by the Association for the Promotion of Japanese Language Education
August, 1996	Relocated to Tabaru, Naha
April, 2016	Starts 420-hour Japanese teacher training course.
April, 2017	420-hour Japanese language teacher training course is accredited by the Cultural Affairs.

## ■ Schools & Companies after graduation

【Vocational School】	International School of Business / International Travel, Hotel and Bridal College / Tokyo Multimedia College / International Animation College / Tokyo International Business College / Shibuya Institute of Foreign Languages / Meisei Institute of Cybernetics / Japan Engineering College, etc.
【Graduate school & University】	【Graduate School】 Univ. of the Ryukyus / Chuo Univ. / Takushoku Univ. 【University】 Hiroshima Univ. / Chiba Univ. / Univ. of the Ryukyus / Ritsumeikan Univ. / Kansai Univ. / Kobe International Univ. / Kokugakuin Univ. / Aichi Univ. / Okinawa Univ., etc.
【Employment】	【Tourism】 Hokugan Co., Ltd. / Okinawa Tourist Co., Ltd. / Jumbo Tours Co., Ltd. / Luft Travel Rent-a-car / Sky Rent-a-car / OTS Rent-a-car, etc.  【Hotels】 Mercure Okinawa Naha / Hotel JAL City Naha / Loisir Hotel Naha / Double Tree by Hilton Naha / Pacific Hotel Naha / GRG Hotel Naha / Solvita Hotel Naha / APA Hotel Naha / Richmond Hotel Naha / Novotel Okinawa Naha, etc.  【Others】 Okinawa Bilu Kanri / Tachikawa Food Company / DFS Okinawa-T Galleria / Naha Airport / Okinawa Sogo Boeki / Daikoku Drug / Yamato Transport Co., LTD., Wako Corporation, etc.