

Sapporo AOBA Vocational College

Department of Japanese Language

2-year Course

1.5-year Course

1-year Course

Application Guidelines

Revised on January 31, 2025

1 . Application Guidelines

I. Documents related to the applicant (1 ~ 8)

	Documents	Remarks
1	ID photos	<ul style="list-style-type: none"> • 3cm x 4cm, 4 photos (taken within the last 3 months). • Write your nationality, name, and date of birth on the back of all 4 ID photos. • One ID photo should be attached to your application form.
2	Application Form	<ul style="list-style-type: none"> • Fill out our school's application form and attach your ID photo.
3	Purpose of study	<ul style="list-style-type: none"> • Write the reason and purpose for studying in the form "Reasons for studying in Japan" and sign it. • If the language is not Japanese, a Japanese translation should be attached. • Describe in detail your purpose and desired career path after graduation so that we can understand your desire to study in Japan.
4	Graduation certificate from the last school (Original)	<ul style="list-style-type: none"> • Submit the original (photocopies of graduation certificates with original certification are acceptable). ※ Chinese applicants are required to submit the "Educational Background Certification Report" as proof of graduation. When submitting the report, please attach a copy of the envelope in which the accreditation report was sent from the issuing institution. High school and junior high school graduates taking the National University Entrance Examination (高考) must submit the original 高考 score certificate issued by the China Higher-education Information and Student Information (CHSI). • Currently enrolled students must submit a "Certificate of Expected Graduation" indicating the expected date of graduation only if they are expected to graduate at the time of admission to the school. In that case, the original "Certificate of Graduation" must be submitted immediately after graduation.
5	Pledge	<ul style="list-style-type: none"> • Both the applicant and the guarantor must sign the same form prescribed by the school.
6	Certificate of Japanese language proficiency Not required if you are submitting a certificate of graduation from a foreign institution of higher education (university, etc.)	<p>[Those applying to the 1.5-year course or the 2-year course] (Submit ① or ②.)</p> <ul style="list-style-type: none"> ① Certificate of JLPT N5 or higher, or equivalent official test ② Japanese language learning certificate issued by a Japanese language education institution (including proof of completion of 150 hours or more of Japanese language study) <p>[Those applying to the 1-year course] (Submit ① or ②.)</p> <ul style="list-style-type: none"> ③ Certificate of JLPT N4 or equivalent official test ④ Other documents that can prove the above abilities

7	Certificate of employment history or proof of employment	<ul style="list-style-type: none"> • Applicants who have been employed after graduation or are currently employed must submit this certificate. • For those who were employed by a company, etc., submit a certificate of employment issued within the last three months, on company letterhead, indicating the company name, representative, address, phone number, period of employment, and job description of the employer. (For those who are still employed, submit a "Certificate of Employment" with the same details)
8	Passport copy (only for those who have one)	<ul style="list-style-type: none"> • Please submit a photocopy of the ID page (facing page with photo) and all pages with any additional information in your current passport. • If you have a history of entry and exit from Japan, submit a copy of that page as well. • If the previous passport has a history of entry and exit to Japan, a copy of that section should also be submitted.

※ As a general rule, certificates must be issued within the last three months.

※ We may ask you to submit documents not listed above.

※ Of the submitted documents, that cannot be reissued by the issuing institution will be returned.

II. Documents concerning the financial supporter (1-6)

	Documents	Remarks
1	Letter of Paying Expenses	<ul style="list-style-type: none"> • The form prescribed by the school must be filled out and signed by the financial supporter for the study period in Japan. • Write clearly how and why you became a financial supporter.
2	Documents proving the relationship between the financial supporter and the applicant	<ul style="list-style-type: none"> • Submit an official document such as a family register or certificate of residence that clearly states the address, names of all family members, date of birth, and kinship with the applicant. • For Chinese applicants, a "notarized statement" of kinship and a "family register" for all family members must be submitted.
4	Documents certifying the occupation of the financial supporter	<ul style="list-style-type: none"> • Choose one document among the ones listed below and submit it. <ul style="list-style-type: none"> ① <u>For company employees</u> Certificate of employment (original) issued within the last three months, on company letterhead, stating the company name, representative, address, telephone number, period of employment, and job description of the employer ② <u>For company manager or company director</u> Certified copy of corporate registration ③ <u>For self-employed</u> Business license or other business registration certificate
5	Documents proving the income of the sponsor for the	<ul style="list-style-type: none"> • Certificate of your income or tax payment issued by a public institution must be submitted.

	past one year	※If a tax payment certificate is submitted, it must show the income or income amount.
6	Documents certifying the balance of the financial supporter's bank account for the past one year (original)	<ul style="list-style-type: none"> • Bank-issued certificate of deposit balance • A copy of your bankbook or a copy of all pages of your deposit and withdrawal statements ※The name of the account holder and financial institution issuing the passbook, account number, date of account opening, and other important information on the page and the bank seal must be properly legible.

※As a rule, the original documents required must be issued within the last three months.

※You may be asked to submit documents not listed above.

※We return only those documents that cannot be reissued by the issuing institution.

◆ Points to note when submitting documents

- After passing the screening process, the school will apply for the Certificate of Eligibility, which is required to obtain a college student visa at an overseas embassy or consulate, to the Immigration Bureau on behalf of the applicant.
- Even after the documents are received, additional documents may be requested due to incomplete information. Please prepare and submit documents well in advance.
- If each document is written in a language other than Japanese, please attach a Japanese translation. The name and affiliation of the translator must be clearly indicated in the translation.
- The original application documents will be submitted to the Immigration Bureau after the screening process, so make a photocopy as you need.
- The application form must be completed by the applicant. Likewise, the Letter of Financial Support must be signed by the financial supporter himself/herself. Substitute signatures are not acceptable.

2. Course and number of applicants

Courses	Enrollment Period	Capacity	Class Schedule
2-Year Course	April 1st	20	1st Period 9 : 00~ 9 : 45
			2nd Period 9 : 55~10 : 40
			3rd Period 10 : 50~11 : 35
			4th Period 11 : 45~12 : 30
1.5-Year Course	October 1st	20	1st Period 13 : 00~13 : 45
			2nd Period 13 : 55~14 : 40
			3rd Period 14 : 50~15 : 35
			4th Period 15 : 45~16 : 30
1 Year Course	April 1st	20	1st Period 9 : 00~ 9 : 45
			2nd Period 9 : 55~10 : 40
			3rd Period 10 : 50~11 : 35
			4th Period 11 : 45~12 : 30

3. Admission Requirements

Those who meet all of the following criteria

- (1) Persons who do not have Japanese nationality
- (2) Those who have completed 12 years of school education in a foreign country.
Those who have completed a course of study that qualifies them to enter a higher education institution in their home country. Or those who have the equivalent status to these conditions and have been admitted by the school principal.
- (3) Students should be at least 18 years of age at the time of admission.
- (4) Applicants must have a certificate of Japanese language proficiency, etc., as required by us (see page 1 of this application guideline, “I. Documents Concerning Applicants”, item 6).

4. Application Deadlines and Methods

Course	Application Deadline	Application Methods
2-Year Course	Around the end of September	(1) Submit by mail to the school (2) Bring to the school (3) Submit at the affiliated institution in your country.
1-Year Course		
1.5-Year Course	Around the end of March	

※ If you are considering applying, please be sure to contact a representative from one of our partner institutions abroad or us at aoba-jl@sapporo-aoba.ac.jp.

We will be happy to explain the required procedures in detail to ensure a smooth application process.

5. Selection Process

Successful applicants will be those who meet the selection criteria for each course in the following selection process.

- (1) Application Screening
- (2) Japanese Language Exam
- (3) Interview

6 . Tuition other fees

Course	Entrance Examination Fee	Enrollment Fee	Tuition	Total Amount
1- Year Course	20,000 JPY	100,000 JPY	650,000 JPY	770,000 JPY
1.5-Year Course	20,000 JPY	100,000 JPY	975,000 JPY	1,095,000 JPY
2-Year Course	20,000 JPY	100,000 JPY	1300,000 JPY	1,420,000 JPY

(1) The actual cost of administrative fees and other necessary fees will be charged on a case-by-case basis.

(2) Once enrolled, tuition and fees are paid, they are non-refundable except in the following cases.

※Only in the following cases (1) to (3), all fees except for the entrance examination fee and enrollment fee will be refunded.

(1) Failure to obtain a visa after due process

(2) If you cancel your visit to Japan without applying for a visa

(3) If the student declines admission for other personal reasons before enrollment

In all cases, the student must contact the school by the following date. In the case of (2) and (3) above, a Notification of Withdrawal from Enrollment must be submitted to the school by the following date.

Application deadline for declining in the 1.5-year course: By the end of September of the year of admission

Application deadline for declining in the 1-year and 2-year courses: By the end of March of the year of admission

7 . Method of payment of tuition and other fees

Please transfer to the school account

※ Note :

①Please make sure to transfer the money in the applicant's (the student's) name.

②Bank charges are to be paid by the sender.

誓約書

PLEDGE

札幌青葉鍼灸柔整専門学校 校長 殿

To: Principal of Sapporo AOBA Vocational College

私は、貴校に入学を許可された場合、以下の事項を遵守することを誓います。

- (1) 日本国の法律と規則を遵守し、在留資格以外の活動を行わない。
- (2) 貴校が定める校則及び寮規則を守り、学習に専念する。
- (3) 授業料、生活費、ならびに渡航費用について全責任を持つ。

上記に反した場合、ならびに入学願書に虚偽の記載をした場合、学校が取るいかなる処置にも従います。

I, the undersigned, hereby pledge the following matters when I am admitted to your school.

- (1) To comply with all the laws and regulations of Japan and not engage in any activities other than those authorized by immigration regulations.
- (2) To comply with the regulations of your school and do my very best in the pursuance of my studies.
- (3) To be personally responsible for my tuition and living expenses in Japan and for my travel expenses to and from the country.

If I violate any of the articles above or make any false statements in my application, I understand that the Sapporo AOBA Vocational College may expel me. In such an event I will not make any complaint against the school.

日付 年 月 日
Date Year Month Day

学生氏名 (署名) :

Student's Signature

上記の事項につき、保証人として一切の責任をとることを誓います。

I, as the guarantor, pledge to be fully responsible for the above mentioned matters.

日付 年 月 日
Date Year Month Day

保証人氏名 (署名) :

Guarantor's Signature

住 所 (郵便番号を含む) :

Address (including postal code)

TEL: _____

氏名 :

Name

(署名)

Signature

職業 (勤務先) :

Occupation

TEL: _____

学生との関係 :

Relationship

入寮誓約書

Pledge to enter the dormitory

札幌青葉鍼灸柔整専門学校 校長 殿

To: Principal of Sapporo AOBA Vocational College

私は、札幌青葉鍼灸柔整専門学校 日本語学科 留学生寮に入寮を申請するにあたり、学校の教育理念を十分に理解し、以下の事項を厳守することを誓約いたします。

In applying for admission to the Sapporo AOBA Vocational College Department of Japanese Language Dormitory, I pledge to fully understand the educational philosophy of the Sapporo AOBA Vocational College and to strictly abide by the following rules.

1. 入寮が許可された場合には、日本語学科留学生寮利用規則を順守いたします。

If I am admitted to the dormitory, I will abide by the rules and regulations for the use of the International Student Dormitory of the Department of Japanese Language.

2. 学校に対して一切損害を与えることのないようにいたします。

I will not cause any damage to the school.

3. 社会生活上のルールを順守し、他の入居者や近隣住人に迷惑をかけないようにいたします。

I will abide by the rules of social life and will not cause inconvenience to other residents or neighbors.

4. 寮費と水道費の支払いは6カ月単位とし、途中で入寮・退寮した場合にも返還は求めません。

Payment of the dormitory fee and water bill shall be in six (6) month increments and I will not ask for a refund if I enter or leave the dormitory in the middle of the month.

5. 寮費・水道費・光熱費等は定められた方法で確実に支払い、滞納いたしません。

I will pay the dormitory fee, water, utilities, etc. in the prescribed manner without fail and will not fail to pay in arrears.

6. 入寮期間中に本誓約書ならびに日本語学科留学生寮利用規則に違反した場合には、退寮を命じられても、一切の異議申立てをいたしません。

I will not make any objection if I am ordered to leave the dormitory if I violate this written pledge or the rules for using the dormitory for international students of the Department of Japanese Language during the period of my stay in the dormitory.

日付 年 月 日
Date Year Month Day

学生氏名 (署名) :
Student's Signature

上記の事項につき、保証人として一切の責任をとることを誓います。

I, as guarantor, pledge to be fully responsible for the above-mentioned matters.

日付 年 月 日
Date Year Month Day

保証人氏名 (署名) :
Guarantor's Signature

住 所 (郵便番号を含む) :

Address (including postal code)

TEL:

職業 (勤務先) :

Occupation

TEL:

学生との関係 :

Relationship



お問い合わせ先

郵便番号 060-0053
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学校法人札幌青葉学園
 札幌青葉鍼灸柔整専門学校
 日本語学科

Contact

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