

Apply through a agency

Please contact our agency in your country.

※List of our agencies (support centers) overseas
<http://www.abk.ac.jp/english/application/agencies/>

Apply by yourself directly



①Please apply online through our web site.
<http://www.abk.ac.jp/english/application/apply-now/>



We check your data and send application form (excel) to you by E-mail.



②Please fill in all requirements of application form and send it back to us by E-mail.



We check your application form and return it with advices by E-mail.



③Please print it out and sign your signature in the signature boxes.



④Please submit all required documents including application form by post.
 ※Please prepare to reach all required documents by closing date.



Once we receive the documents from you, we send e-mail to confirm receiving your documents.
 In case you fail to receive our e-mail in 2 weeks, please contact us.

※Please feel free to contact us, if you have questions about application procedure.

From application to enrollment

Apr. Entry	Jul. Entry	Oct. Entry	Jan. Entry	The school	Applicant
Sep. ~ Oct.	Dec. ~ Feb.	Mar. ~ Apr.	Jun. ~ Aug.	To receive application documents To send E-mail to confirm	To apply and pay registration fee
Oct. ~ Nov.	Feb.	Apr. ~ May	Aug. ~ Sep.	School Screening on enrollment	
end of Nov.	early Mar.	early Jun.	mid. of Sep.	Application for Certificate of Eligibility To announce screening result	To pay entrance fee Those who need only • Application for ABK dormitory
Dec.	Mar.	Jun.	Sep.	(Immigration) Certificate of eligibility is issued	
end of Feb.	end of May	end of Aug.	mid. of Nov.	To announce result of 'COE'	To pay course fee Those who need only • Application for JLPT
Mar.	Jun.	Sep.	Dec.	To send 'COE' & 'Certificate of admission'	To obtain passport & visa
early Apr.	end of Jun.	end of Sep.	early Jan.		To arrive in Japan
				Guidance, Placement Test, Entrance ceremony	



学校法人ABK学館

ABK 学館 日本語 学校
A B K C O L L E G E

12-12, Honkomagome 2-Chome, Bunkyo-ku, Tokyo
 113-0021, Japan
 TEL : (81-3)6912-0756 FAX : (81-3)6912-0757
 E-mail : info@abk.ac.jp URL : http://www.abk.ac.jp

School bank name : Mizuho bank (Hongo Branch)
 Account Name : ABK COLLEGE
 Saving Account : 075-2908788
 Swift Code : MHCBJPJT

Bank address : 3-43-4
 Hongo, Bunkyo-ku, Tokyo,
 Japan
 Bank TEL : (813)3812-3261



GUIDE FOR ADMISSION



学校法人
ABK学館

ABK学館日本語学校

Application

Qualification of requirement

- Applicants should have completed or be expected to complete at least twelve(12) years of formal education done in other countries than Japan.
- Applicants who wish to enroll in university or professional training college must be at least 18 years old and older at the time of enrollment to that institute.
- Applicants who wish to enroll in graduate school must be at least 22 years old and older at the time of enrollment to that institute.
- For January Entry (1 year and 3 months course), applicants should have Japanese Language Proficiency at least JLPT N5 or above.

Period of application

- | | |
|---|--|
| ● April intake (1-year course · 2-years course) | From 1 Sep. to 28 Oct. in the previous year of the entrance |
| ● July intake (1 year and 9 months course) | From 10 Dec. in the previous year to 10 Feb. in the year of entrance |
| ● October intake (1 year and 6 months course) | From 1 Mar. to 28 Apr. in the year of entrance |
| ● January intake (1 year and 3 months course) | From 10 Jun. to 10 Aug. in the previous year of the entrance |

※Application closing date may be shortened if application exceeds our capacity.

※Application for January Entry may not be accepted due to full capacity.

Required documents

Applicants must submit "Required documents on an applicant" and "Required documents to prove financial capacity for study in Japan" listed on the 3rd page during the period of application. Regarding to application form, you can request our agency in your country, or apply online through our HP directly. If you apply online directly, we send application form (Excel) to you by E-mail. In case it is inconvenient to use Application form of Excel ver., please contact us. If your application documents are written in other language than Japanese or English, please attach Japanese translation.

Application procedure

Please refer to the 4th page.

Registration fee

JPY20,000

Please pay registration fee at the time of application by remittance through a bank or credit card. Please refer to 'Course fees' page of our Web-site about how to pay the fees (<http://www.abk.ac.jp/english/course-fees/>). In case registration fee is not confirmed by the closing date of application period, we may regard it as cancellation. In remittance of the fee through a bank, please clear the bank commission by the sender. Once the registration fee is paid, it is not refundable for any reason.

Attention on application

Each application is given a reference number when accepted on our school side. Please use the number and applicant name in contacting us.

Screening on enrollment

How to screen

The screening on enrollment is made on the basis of application documents submitted. Direct interview from our side to the applicant may be engaged on the case by case base.

Announcement of screening result

- | | |
|--|---|
| ● April Entry
Around the beginning of December by E-mail. | ● July Entry
Around the middle of March by E-mail. |
| ● October Entry
Around the middle of June by E-mail. | ● January Entry
Around the end of September by E-mail. |

Admission fee

JPY80,000

Those who passed school screening on enrollment must pay Admission fee by remittance through a bank or credit card no later than the designated date. Please refer to 'Course fees' page of our Web-site about how to pay the fees (<http://www.abk.ac.jp/english/course-fees/>). In remittance of the fee through a bank, please clear the bank commission by the sender. In case Admission fee is not confirmed by the designated date, we may regard it as cancellation and withdraw the application from the screening process.

Once Admission fee is paid, it is not refundable except the case of no-endorsement of COE(certificate of eligibility).

Application for COE(Certificate of Eligibility)

For applicants who have qualified to be admitted to our school, the school applies 'Certificate of Eligibility' to the Tokyo Regional Immigration Bureau. 'Certificate of Eligibility' is a required document together with Certificate of admission issued by our school to obtain student visa.

Course fee

First payment of Course fee

- JPY 310,000 (for 6 months) ··· Apr. and Oct. Entry ● JPY 465,000 (for 9 months) ··· Jul. and Jan. Entry

Course fee includes study material fee, school facility fee, extracurricular activity fee and insurance fee (accident insurance). First payment of course fee should be paid the above amount. From second payment, course fee should be paid every 6 months. (JPY310,000)

Those who have got the announcement on issue of 'Certificate of Eligibility' pay Course fee by remittance through a bank no later than the designated date. Please refer to 'Course fees' page of our Web-site about how to pay the fees (<http://www.abk.ac.jp/english/course-fees/>). Bank commission is to be cleared on the sender side, and when all the necessary fees are not installed by the due date, its application will be treated as being in valid.

Regarding to refundment policy of Course fee, please refer to the 3rd page.

Required documents

* The forms marked as "*" is offered from our agency in your country or from us after online-application through our web site.

Required documents on an applicant (All applicants must submit 1 ~ 9)

- 1 Application form for admission***
 - 2 Reason for studying in Japan*** (in English or native language)
 - 3 Parent's/Guardian's Letter of Consent***
 - 4 Questionnaire***
 - 5 Original Diploma of graduation or Certificate of graduation (Secondary school or University)**
A copy is not acceptable. A certified true copy is acceptable. Those who are currently at school are requested to submit a Letter of expected graduation issued by principal to certify the expected graduation date. An original diploma of graduation must be submitted immediately at the time of completion of the school. Those who withdrew from high school or university must submit a leaving certificate to prove his/her academic career.
 - 6 Transcript of Secondary school or University (every year)**
A copy of certificate is not acceptable. A certified true copy is acceptable. Those who have taken national general examination are requested to submit a copy of the record.
 - 7 Copy of passport**
Those who have a passport must submit copies of passport (pages with photo and all stamps on entry in Japan and departure from Japan).
 - 8 4 Photographs**
4cm×3cm, The latest photo taken within 3 months, showing the full face and the upper half of the body. Please write down the applicant's name and nationality on the back.
 - 9 Health Certificate***
The prescribed form must be filled in and signed by a doctor.
 - 10 Copy of certificate of Japanese Language Proficiency Test and transcript** Those who have taken the test only
- ※These 11 & 12 are only for applicants applicable below.
- 11 Attendance certificate and Transcript of the school which have enrolled in Japan.** Only those who have studied in Japan with Student visa
 - 12 Copies of a Residence card(在留カード) (both front and back sides), or Certificate of residence(住民票) of family who reside in Japan** Only those who have family or relative who reside in Japan

Required documents to prove financial capacity for study in Japan (A, B or C)

A: In case an applicant's family in home country bears student's expenses.

- 1 Letter of Pledge***
The entry date and signature must be filled in by the sponsor's own hand. On the entry of Living Expenses, please fill the average amount per month which the sponsor intends to remit as Living expenses in Japan.
- 2 Bank certificate of sponsor's deposit**
It must have the amount of deposit, the issuing date and signature (stamp) of bank clerk in charge.
A deposit with sponsor's company name is treated as invalid not to prove financial soundness.
- 3 Sponsor's present work certificate(a or b)**
 - a. Certificate of employment for an employee
 - b. Certificate showing both sponsor's name and company name such as a copy of the registration or business permit etc. for a president or managing director of a company, or a owner of personal business
- 4 Certificate to prove the relationship between an applicant and the sponsor** The applicant's and sponsor's copy of family register or birth certificate to certify the relationship
- 5 Certificate of Sponsor's annual income**
Tax certificate or certificate issued by the company showing sponsor's personal annual income

B: In case an applicant relative in Japan bears student's expenses.

- 1 Letter of Pledge***
The entry date and signature must be filled in by the sponsor's own hand. On the entry of Living Expenses, please fill the average amount per month which the sponsor intends to remit as Living expenses in Japan.
- 2 Bank certificate of sponsor's deposit**
- 3 Sponsor's Certificate of residence(住民票)**
It must have all of family members.
- 4 Certificate to prove the relationship between an applicant and the sponsor**
The applicant's and sponsor's copy of family register or birth certificate to certify the relationship
- 5 Sponsor's present work certificate (a, b or c)**
 - a. Certificate of employment for an employee
 - b. Copy of the registration of company and work certificate issued by the company for a president or managing director of a company
 - c. Copy of final return form(確定申告書) which have a stamp of tax office (returnable) and work certificate issued by his/her self for a owner of personal business
- 6 Certificate of Sponsor's annual income**
Tax declaration certificate(課税証明書) issued by ward or city office (showing sponsor's annual income)

C: In case an applicant bears own expenses.

- 1 Letter of Pledge***
The entry date and signature must be filled in by the applicant's own hand. On the entry of Living Expenses, please fill the average amount per month which the applicant prepared as Living expenses in Japan.
- 2 Bank certificate of applicant's deposit**
It must be clearly shown the amount of deposit, the issuing date and signature (stamp) of bank clerk in charge.
- 3 Applicant's present work certificate**
- 4 Certificate of Applicant's annual income**
Tax certificate or certificate issued by the company showing applicant's personal annual income.

Attentions

Invalid documents: Application forms and other documents are to be submitted to Tokyo Regional Immigration Bureau. Following documents will be treated as invalid. The documents with which the issuing date will have passed 3 months as of submitting to Tokyo Regional Immigration Date of submitting to Immigration is around Nov. for Apr. entry, around Mar. for Jul. entry, around Jun. for Oct. entry and around Sep. for Jan. entry. The documents with no signature of issuer and no issuing date. The documents with modified entry.

If Certificate of eligibility is not issued: After screening of Tokyo Regional Immigration Bureau, a certificate of eligibility may not be issued. In this case, the applicant cannot come to Japan at his/her expected time. If you receive the notice that the certificate of eligibility has not been issued, you are requested to inform the school which way you choose among the following options, A) Apply for admission again during the next application period (registration fee and entrance fee are not required), or B) Decline the application. In case you choose choice B, you are requested to submit the subscribed refund request form to the school to refund entrance fee.

Refundment of Course fee

Once Course fee is paid, it shall not be refund. However in the following cases, it shall be refunded after proper documentation by request.

(1) In case visa is not issued by the embassy or consular office, all following documents are required to submit to the school, 'Certificate of admission', 'Refund request form' and 'Copy of passport'. (2) In case that an applicant declines admission before entrance ceremony without entry in Japan, all following documents are required to submit to the school, 'Certificate of eligibility' or 'Copy of passport on which the page has a stamp with void visa, 'Certificate of admission', 'Letter of declining reason' and 'Refund request form'.