



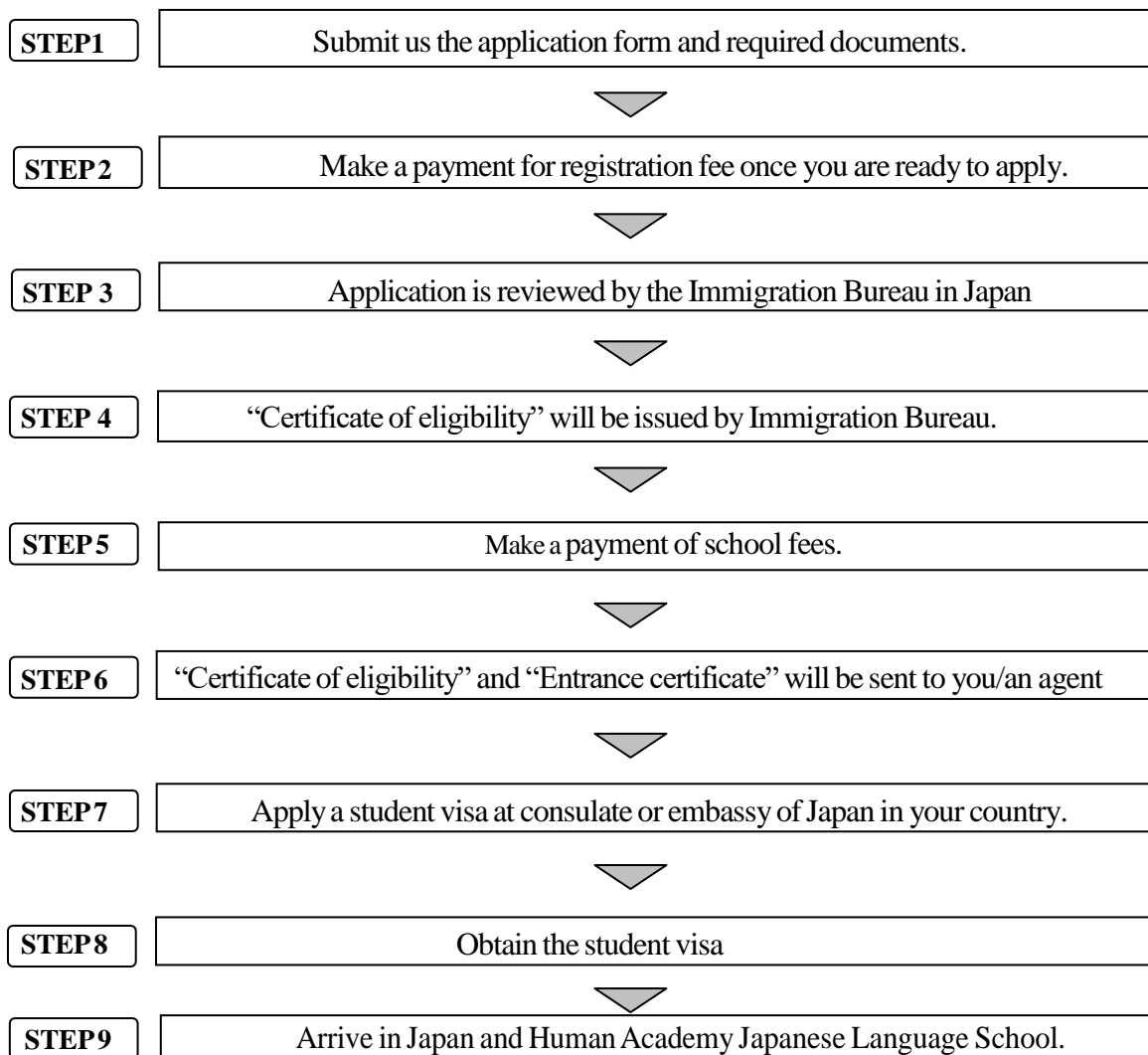
# Guideline for Applicants

## Year 2025

**Human Academy Japanese Language School**

Human Academy Co., Ltd

## Step by step for applicants



※1: Due to the number of the capacity, the day of the deadline for application is subject to change.

※2: Those will be sent once your payment has been verified.

※3: Please check the consulate or embassy of Japan in your country about the required documents to apply.

※4: The days to have obtained a visa will differ in countries.

## 1

## Courses

Start	Course	Period to Apply
April	Pre-College 2 years /Regular 2 years	July 1 — October 31
July	Pre-College 1.9 years /Regular 2 years	December 15 —February 28
October	Pre-College 1.6 years /Regular 2 years	January 15 — April 30
January	Pre-College 1.3 years /Regular 2 years	June 1 — August 31

## 2

## School fees

## 【2.1 Registration fee】

¥27,500 JPY

Please make the payment when you submit application forms to the school.

(Please note that the registration fee is non-refundable even if the Immigration Bureau doesn't approve your application.)

## 【2.2 School fees】

(currency : yen)

Enrollment time < duration >	Details	First Year		Second Year		Total
		First	Second	Third	Fourth	
April / July / October / January < 2 years >	Admission fee	82,500	--	--	--	82,500
	Tuition	363,000	363,000	363,000	363,000	1,452,000
	Other Expenses	27,500	27,500	27,500	27,500	110,000
	Text book fee	16,500	16,500	16,500	16,500	66,000
	<b>Total</b>	<b>489,500</b>	<b>407,000</b>	<b>407,000</b>	<b>407,000</b>	<b>1,710,500</b>
July < 1 year and 9 months >	Admission fee	82,500	--	--	--	82,500
	Tuition	363,000	363,000	363,000	181,500	1,270,500
	Other Expenses	27,500	27,500	27,500	13,750	96,250
	Text book fee	16,500	16,500	16,500	8,250	57,750
	<b>Total</b>	<b>489,500</b>	<b>407,000</b>	<b>407,000</b>	<b>203,500</b>	<b>1,507,000</b>
October < 1 year and 6 months >	Admission fee	82,500	--	--	--	82,500
	Tuition	363,000	363,000	363,000	--	1,089,000
	Other Expenses	27,500	27,500	27,500	--	82,500
	Text book fee	16,500	16,500	16,500	--	49,500
	<b>Total</b>	<b>489,500</b>	<b>407,000</b>	<b>407,000</b>	--	<b>1,303,500</b>
January < 1 year and 3 months >	Admission fee	82,500	--	--	--	82,500
	Tuition	363,000	363,000	181,500	--	907,500
	Other Expenses	27,500	27,500	13,750	--	68,750
	Text book fee	16,500	16,500	8,250	--	41,250
	<b>Total</b>	<b>489,500</b>	<b>407,000</b>	<b>203,500</b>	--	<b>1,100,000</b>

### 【2.3 School expenses payment rules】

- ★ School fee can be paid every six month or a year
- ★ Event participation fees, guidance expenses, and personal accident insurance subscription are included in expenses.
- ★ for extracurricular classes, an additional transportation fee might be necessary.
- ★ When cultural experience classes are selected as optional classes, there will be additional transportation fees and materials expenses.

## 3 Application forms

- \* This is based on the "student" status of residence, which the Immigration Bureau and the Ministry of Justice, defines.
- \* Japanese translations for every document must be provided with the translator's signature and the date on the bottom right of the page.

### 【3.1 Documents for Applicant】

①	<b>★ Application form</b> <span style="float: right;">(Excel File S1～S4 <span style="border: 1px solid black; padding: 2px;">願書P1 / 願書P2 / 履歴書P1 / 履歴書P2</span> )</span>
②	<b>Certificate of Graduation from last school</b>
③	<b>Academic Transcripts from last School</b>
④	<b>Japanese Language Proficiency Requirement</b> <ul style="list-style-type: none"> <li>● Certificate of Japanese Language Proficiency Test (J. Test / NAT-Test/ JLPT etc.)</li> <li>● Without a certificate of Japanese Language proficiency test, a proof of learning Japanese for more than 150 hours must be provided by educational institution.  <u>* Information about Study period, attendance rate, lesson content, course name, ... course level and textbook name must be included.</u> </li> </ul>
⑤	<b>Copy of identification cards</b> (a family register or resident registration)
⑥	<b>Copy of Passport</b> (photo page and all the pages with entry exit stamps of visiting Japan)
⑦	<b>6 photos</b> (taken within the last 3 months)
Others	(on request) <ul style="list-style-type: none"> <li>▪ Applicant who is a full-time employee, occupational verification needs to be provided</li> <li>▪ Applicant who has stayed in Japan for more than one month in the past, documents with a period of stay must be provided.</li> <li>▪ Applicant who has family members in Japan, the copy of the resident card and the status of occupation or school must be noted no matter they are applicant's sponsors or not.</li> </ul>

### 【3.2 Documents for financial sponsor】

㉞	★ <b>Application form</b> <small>(Excel File S5~S7 経費支弁書 (東京校用) 家族一覧、契約書)</small>
㉞	<b>Copy of Identification Card</b> (such as family register report or resident registration)
㉟	<b>Bank Balance Report</b> (original issued by bank) <small>(預金残高証明書)</small>
㊱	<b>Bank Statement</b> (past 3 years) <small>(通帳コピー/ 出入金明細書) 過去三年分</small>
㊲	<b>Annual Income Verification</b> (document specifying annual gross income must be provided) <b>Tax Report / certification of tax payment</b> (past 3 years) <small>(年收証明書・納税証明書)</small>
㊳	<b>Certificate of Employment</b> <small>(在職証明書)</small> If the financial sponsor is ● an employee in a company, a certificate of employment must be provided ● self-employed (individual business), a certificate of business permission/license must be provided
㉞	<b>Family Registry Documents</b> (official document to prove the relationship between the financial sponsor and applicant) <small>(戸籍謄本/ 家族関係証明書)</small>
Others	<b>*If someone other than applicant's parents becomes a sponsor, applicant's parents need to provide:</b> 1. a statement of reasons for not being able to be the sponsor 2. certificate of employment 3. annual income verification 4. bank balance report 5. bank statement

### 【3.3 Notes about application documents】

- ★No documents will be returned after submission to the Immigration Bureau.
- ★All the required documents should be issued within 3 months from application date of immigration.
- ★The financial sponsor has to be a relative within the second degree of the applicant.
- ★Other than the documents mentioned above, different documents as reference materials for application for visa status may be required.

## 4 Scholarships

### 【4.1 HAJL International Student Support Scholarship】

This is for the students who have been enrolled for 6 months or more at the school in the regular courses and have achieved high grades and attendance for the half year preceding every January, April, July and October. There are two students selected by the school each term who receive 50,000 yen.

### 【4.2 HAJL Outstanding Academic Results Scholarship】

Awarded to the student with the highest points in the regular academic ability exams held every February and September. One student per school receives 20,000 yen.

### 【4.3 Ministry of Education, Culture, Sports, Science and Technology grants Scholarship for Private Financed

## International Students】

The school will recommend students with outstanding attendance and grades who also require financial support. When the Ministry determines that the student is eligible, 48,000 yen per month will be awarded to the student for 12 months.

### 【4.4 Kyoritsu International Foundation Scholarship】

Students who are nationals of an Asian country with outstanding attendance and grades, whose academic behavior serves as a model example for other students, are recommended by the school. If accepted, 100,000 yen per month for 2 years or 60,000 yen per month for 1 year will be awarded.

## 5 Notes on the various procedures

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- On applying for the visa at a consulate or Embassy of Japan, you must provide the "Certificate of Eligibility" issued by the Immigration Bureau and the "letter of acceptance" from the HAJL. There may be a request for additional documents, and applicants and sponsors may have to participate in phone or in-person interviews.
- The "Certificate of Eligibility" expires 3 months from the issue date.
- Commencing the procedure of "Resident Registration" and "National Health Insurance" in the city hall or ward office are required as soon as possible after arriving in Japan. Please contact the school staff if there is any question regarding this procedure.
- Transportation other than the following will not be eligible for a student discount on purchase of the commuter pass:  
Tokyo District: Toei Shinjuku Line, Toei Oedo Line, Toei Mita Line, and Toei Asakusa Line.
- Doing part time jobs for tuition and living expenses is not allowed. In order to work a part-time job, activity-other-than-that-permitted permission of the Immigration Bureau and Ministry of Justice is needed. It is punishable by law if any part-time work without the permission of the Immigration Bureau is carried out. It is important to follow the directions of the staff members regarding work hours.

### ..... Privacy Policy .....

Human Academy Co., Ltd. Privacy Officer (Chief Privacy Officer in charge of joint use)

<Personal Information> Information used for identification such as: customer's name, address, phone number, date of birth (hereinafter referred to as privacy policy). <Handling personal information> 【Purpose of use】 We use the personal information for the following purpose: □ To sign up for the course □ For information service and inquiry survey related to employment service, preparatory during/after taking courses. □ For inquiry surveys related to course program, instructor, and course operation. □ To send materials and information related to our services and courses. □ Personal information of only individual customers who registered to Human Resocia Co., Ltd., Human Academy High School Co., Ltd., and Human ND Co., Ltd. is jointly used to support both your education and work. 【Provision】 □ Unless by law, and if personal or public life, health, or wealth are threatened, we never use or provide your information to anybody without your agreement. 【Commission】 □ If we submit personal information to third parties, we will handle it according to high privacy standards. 【Procedure regarding submission of incorrect or duplicate information】 □ Please provide accurate information, otherwise we may not be able to contact you, or you may have a problem applying. 【Requisition for information discovery】 □ Please contact us (as indicated below) if you would like disclosure of your submitted personal information.

<Contact information regarding personal information> Customer Service TEL:03-6846-8980 FAX:03-5925-6545  
E-mail : [ha-privacy@athuman.com](mailto:ha-privacy@athuman.com)

## 振込先銀行口座

Bank Name	MUFG Bank, LTD.
Branch	Shinjuku-Nishi
ADDRESS	1-8-1, Nishishinjuku, Shinjuku-ku, Tokyo, 160-0023, Japan
TEL	+81-3-3346-1233
ACCOUNT	Human Academy Co., Ltd
Account Type /No.	FUTSUU/0803711
SWIFT CODE	BOTKJPJT

### For Inquiries about your application

#### Human Academy Japanese Language School

(Ministry of Justice Immigration Bureau approved school / Association for the Promotion of Japanese Language Education accredited)

- Tokyo Campus :** Waseda Yobiko Bldg. 13ji Hall 7F, 4-9-9 Takadanobaba, Shinjuku-ku Tokyo  
TEL : +81-3-5348-8951 FAX : +81-3-3366-7822 E-MAIL : [tjp22@athuman.com](mailto:tjp22@athuman.com)
- Osaka Campus :** Hieisouken bldg. 1F 2-5-9 Kitakyuhojimachi, Chuo-ku, Osaka  
TEL : +81-6-4704-8031 FAX : +81-6-6252-5722 E-MAIL : [ojp22@athuman.com](mailto:ojp22@athuman.com)
- Saga Campus :** Saga Balloon Museum. 4F, 2-2-27, Matsubara, Saga-shi, Saga Prefecture  
TEL : +81-95-227-7270 MAIL : [sjp22@athuman.com](mailto:sjp22@athuman.com)

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(Closed Saturday , Sunday , holidays , Obon , New Year)

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