

<input checked="" type="checkbox"/> ④Resident tax certificate	Issued by Ward office (total annual income for the last 12 months) ※For 7 countries stated below, it has to be from the last 3 years
<input checked="" type="checkbox"/> ⑤Certificate of deposit balance	Over 2,000,000 JPY is desirable
<input type="checkbox"/> ⑥Deposit balance in detail	For saving book, copy all the pages with detail

※7 countries including: China, Myanmar, Bangladesh, Mongolia, Vietnam, Nepal, Sri Lanka.

- Note: ①The financial sponsor can be someone who lives in either Japan or a foreign country.  
②Required application documents may vary depending on what country the applicant is from.  
Please contact the school for more details.  
③The original copy of submitted documents will not be returned except the graduation certificate and JLPT certificate.  
④All the listed documents with symbol must be submitted when applying, other documents can be submitted later.

1) Website related to Japanese level examination

- ①JLPT : <http://www.jlpt.jp/>  
②BJT : <http://www.kanken.or.jp/bjt/index.html>  
③J-Test : <http://www.j-test.com/>  
④NAT-TEST : <http://www.nat-test.com/cn/index.htm>  
⑤STBJ : <http://www.ajlea.net/>  
⑥TopJ : <http://www.topj-test.org/ch/index.php>  
⑦GNK : <http://www.nihon-ken.com/>

## 6 Others

- Part time job
  - Foreign students need to have a part time work permit (can be applied at Narita airport).
  - The school will provide part time job information and instruct students on how to write a resume and how to interview.
  - If a student is not proficient in Japanese, it will take more time to find a part time job.
- Scholarship: For excellent performance and perfect attendance percentage rate
  - 3H scholarship
  - JASSO scholarship
  - LSH Asian students scholarship
  - Perfect attendance scholarship
- Bicycles widely used as a daily transportation vehicle in Japan, therefore, students should learn how to ride a bicycle before coming to Japan.

Chiba city information	
Area : 272.1 km <sup>2</sup>	Population : 967,679 people (01/05/2015)
Average temperature : 15.7°C/year	Highest temperature : 30.5°C(average rate in recent 30 year)
Lowest temperature : 1.9°C(average rate in recent 30 year)	Average rain : 1,387mm/year
Average snow : 8cm /year	Average humidity : 69.1%/year

Contact information:

3H Japanese Language School  
Address : 2-12-16 Shinchiba, Chuoku, Chiba City 260-0031, Japan  
Tel : (043)247-9638,3883 FAX: (043)247-2008  
E-mail: [info@go3h.com](mailto:info@go3h.com) Website: [www.go3h.com](http://www.go3h.com)  
Working hours : Monday – Friday 9:00-17:00 Japan Standard Time (GMT+0900)

# 3H Japanese Language School

## Students Application Guidelines

### 1 Enrollment Schedule – Application Period

Enrollment Period	Course (year)	Enrollment Limit	Admission Period	Visa Result Date	Study Schedule
April	2	272 Students	Aug.1 – Oct.31	End of Feb	◆ 5 days per week, 4 hours credit* per day, morning or afternoon class. Morning class: 9:00 – 12:30 Afternoon class: 13:00 – 16:30 ◆Placement test: Initially, new students must take a placement test and shall be placed in a class according to their levels. After that, there will be a placement test every 2 months. *(1 hour credit = 45 minutes of class time)
July	1.9		Dec.1 – Feb.10	End of May	
October	1.6		Feb.1 – Apr.30	End of Aug	

\* The deadline will be shortened when the enrollment limit is reached even during the application period.  
Therefore, please apply as soon as possible.

### 2 Application Qualification

Applicants must;

- Be under 30 years old on or before admission and have completed 12 years of education (within 2 years after graduating high school; within 3 years after graduating vocational school, college or higher education)  
※If the final education was completed at a vocational school, a graduation diploma has to be approved by the national Ministry of Education.
- Possess JLPT level N5 and have studied Japanese for more than 150 hours in their home country.
- Be eager to learn and have a qualified financial sponsor.
- Understand the philosophy of 3H Japanese School and willingly follow the school guidelines.
- Be physically and mentally healthy.
- Agree with the school guidelines such as no smoking and no alcohol policy.  
(Please cooperate to prevent any accident or trouble with people around, especially in dormitory areas.)

### 3 From Application to Admission

1	Enrollment / agenda / location	Please contact us directly, or overseas study agency or affiliated school.
2	Enrollment examination	Application for admission examination and interview (about 10 minutes) Please bring along: ID card, school resume, high school/university transcript
3	Submit documents for visa	The school will prepare and submit documents to the Ministry of Justice
4	Ministry of Justice will check the residence qualification	After issuing certificate of eligibility →pay tuition and dormitory fee via bank transfer.
5	Delivery of the certificate of eligibility	Apply for Visa → get Visa → buy flight ticket → inform flight schedule to school
6	Arrive in Japan, come to school	Must come to Japan and be at school from 1 week to 2 days before opening school date

- The certificate of eligibility will be sent only after receiving tuition and dormitory fee.
- Even if the certificate of eligibility is issued, it doesn't guarantee that Visa will be issued.

## 4 Tuition • Dormitory Fee

Tuition	April Enrollees	July Enrollees	October Enrollees
Application fee	25,000 JPY	25,000 JPY	25,000 JPY
Admission fee	50,000 JPY	50,000 JPY	50,000 JPY
Tuition	1,200,000 JPY (2 years)	1,050,000 JPY (1 year & 9 months)	900,000 JPY (1 yr & 6 months)
Teaching Material Fee	40,000 JPY (2 years)	35,000 JPY (1 year & 9 months)	30,000 JPY (1 year & 6 months)
Health Insurance fee**	20,000 JPY (2 years)	17,500 JPY (1 year & 9 months)	15,000 JPY (1 year & 6 months)
Total	1,335,000 JPY (tax incl.)	1,177,500 JPY (tax incl.)	1,020,000 JPY (tax incl.)
First Year Payment	735,000 JPY (tax incl.)	727,500 JPY (tax incl.)	720,000 JPY (tax incl.)

As a general rule, school fees are non-refundable except on the following cases listed below:

- 1) In case the issuance of student visa is denied, tuition will be refunded except the application fee and handling/remittance charges. Any extra fee for bank transfer will be incurred by the applying party (a copy of passport needed).
- 2) In case a student would like to withdraw for any reason after receiving Visa, except for the application fee, admission fee, and entry fee will be refunded (after providing the proof that the visa cancellation is completed).

※Accident insurance is for covering any accident occurring while in Japan.

◆For students who will not live in the dormitory, National Health Insurance must be paid by themselves (around 20,000 yen/year). Copy of Health insurance payment receipt must be presented to the school.

Dormitory fee	Amount / 6 months			
Entry fee	20,000 JPY (pay once only)			
Deposit fee	50,000 JPY (pay once only)			
Blanket	10,000 JPY (pay once only)			
Health insurance**	20,000 JPY/year			
Dormitory fee (for 6 months)	1 person/ room	180,000 JPY	2 people/ room	120,000 JPY
Total (required initial payment)	1 person/ room	280,000 JPY	2 people/ room	220,000 JPY

- 1) Students must clean their room thoroughly before moving out. After deducting cleaning service cost of 10,000 JPY, repair fee, garbage fee, electric, gas, water fee, etc. the rest of deposit fee will be refunded.
- 2) There are some home electronics and furniture available: refrigerator, washing machine, gas stove, microwave, desk and chair. Students must purchase the rest of equipments and furniture that are not listed above.
- 3) It takes about 10 minutes by bus from school to dormitory (one way fare: 220 yen) or about 15 minutes by bicycle. (It is convenient if you have a bicycle.) You can purchase a bicycle for about 10,000 yen, and a student using a bicycle will be responsible for paying the bicycle parking fee lot around Chiba station. Bicycle parking fee around Chiba Station costs 4,400 yen per year. (Other parking place may cost more than JPY 10,000)
- 4) Students who will live in the dormitory will be picked up without any charge. Students must inform the flight schedule to school. Please avoid traveling from Friday afternoon to Saturday. Please choose Narita airport for your arrival.

※After paying health insurance fee, the rest of it will be refunded to students. Students have to pay on their own from the second year.

Tuition Payment Method : International bank transfer (Bank service fee will be paid by the applicant.)

Bank name	THE MIZUHO BANK LTD.
Branch name	CHIBA BRANCH
Bank address	1000 SHINMACHI, CHUOKU, CHIBA CITY, JAPAN
SWIFT code	MHCBJPJT
Account number	1930784
Beneficiary	SUK MAN KIM 3H JAPANESE LANGUAGE SCHOOL

※Please provide student's name and admission number on the tuition settlement sheet when transferring.

## 5 Application Documents

**Applicant's document** Documents must be authentic and coherent.

※Please attach interpreted documents separately for non-Japanese documents with name and address of the interpreter.

<input checked="" type="checkbox"/> Application document checklist	Prescribed form by the school
<input checked="" type="checkbox"/> Application form and resume I • II • III	Prescribed form by the school
<input checked="" type="checkbox"/> Reason for Studying in Japan	Prescribed form by the school
<input checked="" type="checkbox"/> Written Pledge of Payment	Prescribed form by the school
<input type="checkbox"/> Copy of a family register	With all family members included
<input checked="" type="checkbox"/> Diploma from the last school attended	Original (Submit university student certificate if currently attending a university)
<input checked="" type="checkbox"/> Transcript from the last school attended	All the high school records (for those who graduated from high school). For those who graduated from university, a transcript of every school year must be submitted.
<input checked="" type="checkbox"/> In case of graduating from upper education: diploma certificate is needed <input checked="" type="checkbox"/> In case of graduating from high school: college entrance examination's transcript is needed	Original record
<input checked="" type="checkbox"/> JLPT certificate <sup>1)</sup>	JLPT result report
<input checked="" type="checkbox"/> Japanese learning certificate	Original record. Above 150 hours
<input checked="" type="checkbox"/> Relative notarization	To notarize the relationship of the applicant and the financial sponsor by authority department
<input checked="" type="checkbox"/> Photo	6 color photos (4cm ×3cm) taken within the last 3 months
<input checked="" type="checkbox"/> Photocopy of the passport	Applicant only
<input type="checkbox"/> Certificate of employment	Only for those who are working / have worked (ask from your work place)
<input type="checkbox"/> Certificate of Residence	Required if the current address is different from birth certificate. (ask from your local government office where you live)

**Financial sponsor documents (The financial sponsor must have a family relationship with the applicant.)**

Financial sponsor in your home country	
<input checked="" type="checkbox"/> ① Financial support statement	Prescribed form by the school (attach Japanese translation or English translation)
<input checked="" type="checkbox"/> ② Copy of applicant's family register	With all family members included
<input checked="" type="checkbox"/> ③ Certificate of deposit balance	Original record (Above 2,000,000 JPY)
<input checked="" type="checkbox"/> ④ Copy of bank saving book	Related above
<input checked="" type="checkbox"/> ⑤ Copy of bank saving book and detail statement	Deposit balance information history bulletins / real estate sale and purchase agreement ※For 7 countries stated only
<input checked="" type="checkbox"/> ⑥ Certificate of employment	Company's phone number, fax number and address printed on a company letterhead, organization establishing certificate, sponsor's position and how long the sponsor have worked (at least 3 years)
<input checked="" type="checkbox"/> ⑦ Income certificate	Of last 3 years (including personal income tax number and company's business code)
<input checked="" type="checkbox"/> ⑧ Tax certificate	Of last 3 years
<input type="checkbox"/> ⑨ Copy of business license	In case of self-employment

Financial sponsor in Japan	
<input checked="" type="checkbox"/> ① Financial support statement	Prescribed form by the school
<input checked="" type="checkbox"/> ② Residence card	For Japanese, the residence card must be issued by Ward office. For foreigners, they must have the foreigner residence card (including all family members).
<input checked="" type="checkbox"/> ③ Certificate of employment	Company's name, phone number, kind of business and sponsor's position or department. In case of self employment, a copy of business license must be submitted.