

# 3H Japanese Language School

## Student Application Guidelines

### 1 Enrollment Schedule – Application Period

| Enrollment Period | Course (year) | Enrollment Limit | Admission Period | COE Result Date | Study Schedule   |
|-------------------|---------------|------------------|------------------|-----------------|--|
| April             | 2             | 238 Students     | Aug.1 – Oct.31   | End of Feb.     | ◆ 5 days per week, 4 hours credit* per day, morning or afternoon class.<br>Morning class: 9:00 – 12:30<br>Afternoon class: 13:00 – 16:30<br>◆ Placement Test: Initially, new students must take the placement test and shall be placed in a class according to their levels. After that, there will be placement tests 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.     |  |
| January           | 1.3           |                  | Jun.1 – Aug.10   | End of Nov.     |  |

\* 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:

1. Be under 30 years old on or before admission and have completed 12 years of education (within 2 years after graduating from high school; within 3 years after graduating from 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.
2. Possess JLPT N5 Level and have studied Japanese for more than 150 hours in their home country.
3. Be eager to learn and have a qualified financial sponsor.
4. Understand the philosophy of 3H Japanese Language School and willingly follow the school guidelines.
5. Be physically and mentally healthy.
6. Agree with the school guidelines such as no smoking and no alcohol policy.  
 (Please cooperate to prevent any accident or trouble with the people around, especially 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: ID Card, School Resume, High School/University Transcript of Records              |
| 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<br>→ pay tuition and dormitory fees via bank transfer. |
| 5 | Delivery of the Certificate of Eligibility (COE)           | Apply for Visa → get Visa → buy flight ticket<br>→ inform the school of flight schedule         |
| 6 | Arrival in Japan and coming to school                      | Must come to Japan and be at school 1 week to 2 days before the opening of classes              |

- 1) The Certificate of Eligibility (COE) will be sent only after receiving tuition and dormitory fee.
- 2) Issuance of the Certificate of Eligibility (COE) does not guarantee Visa approval.

# 4 Tuition • Dormitory Fee

(VAT included)

| Tuition                 | April Enrollees | July Enrollees | October Enrollees | January Enrollees |
|-------------------------|-----------------|----------------|-------------------|-------------------|
| Application Fee         | 25,000 JPY      | 25,000 JPY     | 25,000 JPY        | 25,000 JPY        |
| Admission Fee           | 50,000 JPY      | 50,000 JPY     | 50,000 JPY        | 50,000 JPY        |
| First Year Tuition      | 620,000 JPY     | 620,000 JPY    | 620,000 JPY       | 620,000 JPY       |
| Teaching Material Fee   | 40,000 JPY      | 35,000 JPY     | 30,000 JPY        | 25,000 JPY        |
| JLPT Application Fee    | 6,500 JPY       | 6,500 JPY      | 6,500 JPY         | 6,500 JPY         |
| EJU Application Fee     | 10,000 JPY      | 10,000 JPY     | 10,000 JPY        | 10,000 JPY        |
| Accident Insurance Fee※ | 20,000 JPY      | 17,500 JPY     | 15,000 JPY        | 12,500 JPY        |
| Medical Check-Up Fee    | 12,100 JPY      | 12,100 JPY     | 12,100 JPY        | 12,100 JPY        |
| First Year Payment      | 783,600JPY      | 776,100 JPY    | 768,600 JPY       | 761,100 JPY       |
| Second Year Payment     | 620,000 JPY     | 465,000 JPY    | 310,000 JPY       | 155,000 JPY       |
| Total                   | 1,403,600 JPY   | 1,241,100 JPY  | 1,078,600 JPY     | 916,100 JPY       |

Please pay the First Year Payment and the Dormitory Fee 200,000JPY /260,000JPY within two (2) weeks after the COE is issued. Even if the COE is not issued, you still need to pay the Application Fee. As a general rule, school fees are non-refundable except on the following cases:

- 1) In case the issuance of the Student Visa is denied, Tuition Fee will be refunded except for the Application Fee and handling/remittance charges. (A copy of passport is required.)
- 2) In case a student withdraws an application after Visa approval, except for the Application Fee, Admission Fee, and Entry Fee, the rest will be refunded (after providing proof that the Visa cancellation is completed).

※Accident insurance will cover any accident that may occur while in Japan.

◆Students who will not stay in the dormitory need to pay National Health Insurance 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                      | 30,000 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             | 260,000 JPY | 2 people/ room | 200,000 JPY |

- 1) Students must ensure that their room is clean before moving out. Cleaning service cost of 10,000 JPY, repair fee, garbage fee, electricity, gas, water, and other fees will be deducted from the deposit to be refunded.
- 2) Some appliances such as refrigerator, washing machine, gas range, microwave, and furniture such as desk and chair are provided. Students have to purchase other personal items such as rice cooker and cleaning tools etc as needed.
- 3) Ways to get to the school and the dormitory and vice versa:
  - a) by bus - 10 minutes - one way fare is 220 yen
  - b) by bicycle – 15 minutes

\*A new bicycle costs approx. 10,000JPY.  
\*Parking fee around Chiba station costs 4,400JPY per year, but other areas may cost more than 10,000JPY.
- 4) Students who will stay at the dormitory will be picked up at the airport without any charge. Students must inform the school about their flight schedule. Please avoid flights arriving on Friday afternoon to Saturday. Please choose Narita International Airport as your destination.

※After paying health insurance fee, the rest of it will be refunded to students. Students have to pay by themselves 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 |
| SWIFT Code   | MHCBJPJT                                 | Account Number | 1930784      |
| Beneficiary  | SOO HO KIM, 3H JAPANESE LANGUAGE SCHOOL  |                |              |
| Bank Address | 1000SHINMACHI, CHUOKU, CHIBA CITY, JAPAN |                |              |

## 5 Application Documents

### Applicant's Required Documents

Documents must be authentic and coherent.

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

|   |   |
|---|---|
| <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 type="checkbox"/> Written Future Plan  | Plan after graduating from 3H Japanese Language School.<br>(Only if more than 5 years have passed since graduating from the last 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 of Records from the last school attended   | All high school records for high school graduates.<br>Transcript of Records of every school year for college/ university graduates must be submitted. |
| <input checked="" type="checkbox"/> For graduates of Bachelor's Degree or higher education, diploma is needed<br><input checked="" type="checkbox"/> For high school graduates: college entrance examination result 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   | Notarized document showing the relationship of the applicant and the financial sponsor by an authorized agency  |
| <input checked="" type="checkbox"/> Photo   | 6 color photos (4cm × 3cm) taken within the last 3 months   |
| <input checked="" type="checkbox"/> Photocopy of Passport   | Applicant only  |
| <input type="checkbox"/> Certificate of Employment  | Only for those who are working / have worked<br>(ask from your work place)  |
| <input type="checkbox"/> Certificate of Residence   | Required if the current address is different from birth certificate.<br>(ask from the 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<br>(attach Japanese translation or English translation)   |
| <input checked="" type="checkbox"/> ② Copy of Applicant's Family Register                  | 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 and Detailed Bank Statement | Deposit balance information and bank statement (for the last 3 years)   |
| <input checked="" type="checkbox"/> ⑤ 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"/> ⑥ Certificate of Income                                | For the last 3 years (including personal income tax number and company's business code)   |
| <input checked="" type="checkbox"/> ⑦ Tax Certificate                                      | For the last 3 years  |

|   |  |
|---|--|
| <input type="checkbox"/> ⑧Copy of Business License                  | For self-employed sponsors   |
| <b>Financial Sponsor in Japan</b>                                   |  |
| <input checked="" type="checkbox"/> ①Financial Support Statement    | Prescribed form by the school  |
| <input checked="" type="checkbox"/> ②Residence Certificate          | For Japanese, the Residence Certificate must be issued by Ward Office. (including all family members).   |
| <input checked="" type="checkbox"/> ③Certificate 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. |
| <input checked="" type="checkbox"/> ④Resident Tax Certificate       | Issued by Ward office (total annual income for the last 3 years)   |
| <input checked="" type="checkbox"/> ⑤Certificate of Deposit Balance | Over 2,000,000 JPY is desirable  |
| <input checked="" type="checkbox"/> ⑥Deposit Balance in Detail      | For Saving Book, copy all the pages with detail (for the last 3 years)   |
| <input checked="" type="checkbox"/> ⑦Residence Card                 | For foreigners, they must submit copy of Residence Card (including all family members and housemates).   |

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

## 6 Others

- Part -Time Job
  - Foreign students need to have a part-time work permit (can be applied at Narita Int'l Airport).
  - The school will provide part-time job vacancy information and help students prepare their resume and prepare them for the interview.
  - If a student is not proficient in Japanese, it will take more time to find a part-time job.
- Scholarships: For students with excellent performance and perfect attendance
  - 3H Scholarship, 3H Study Encourage Scholarship
  - JASSO Scholarship
  - LSH Asian Students Scholarship
  - Kyoritsu Maintenance Scholarship
  - Perfect Attendance Scholarship etc.
- Bicycles are widely used as a local form of transportation 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 : 976,925 people (04/01/2022)                     |
| 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 years) | Average rain : 1,387mm/year                                  |
| Average snow : 8cm /year                                    | Average humidity : 69.1%/year                                |

### Contact Information:

3H Japanese Language School

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