



蒼国際学院

Ao International School

APPLICATION GUIDE

Registration time : Monday ~ Friday 9:00-18:00

5-6-3 Houshin, Higashiyodogawa-ku, Osaka-shi, Osaka-fu 533-0014 Japan

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I. The process from application to arrival in Japan

- ① Submit the application form, attend the interview and the writing test
↓ After passing the test...!
- ② Pay the entrance examination fee and submit the required documents
↓
- ③ Being examined by the Immigration Bureau
↓
- ④ Issuance of the Certificate of Eligibility (COE) ※ School will receive the COE
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- ⑤ Pay tuition fee
↓
- ⑥ School will send the Admission Certificate, the Certificate of Eligibility (COE) and other related documents
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- ⑦ Apply for an Entry Visa at the Japanese Embassy or Consulate of Japan abroad
↓
- ⑧ Visa issuance
↓ Entering Japan!
↓ Obtain Residence card!!
- ⑨ Begin your study abroad experience

2. Class hours

Monday ~ Friday

(Closed on Saturdays, Sundays, public holidays, and other days designated by the school.)

	Morning class	Afternoon class
Class 1	9:00- 9:50	13:10-14:00
Class 2	10:00-10:50	14:10-15:00
Class 3	11:00-11:50	15:10-16:00
Class 4	12:00-12:50	16:10-17:00

3. Enrollment courses・Tuition fee (Tax not included)

※ Enrollment quantity:
100 people

Further Education 2 years course Application period: until end of October	1st year	2nd year	Further Education 1 year 6 months course Application period: until end of April	1st year	2nd year
Entrance examination fee	¥20,000		Entrance examination fee	¥20,000	
Enrollment fee	¥80,000		Enrollment fee	¥80,000	
Tuition fee	¥660,000	¥660,000	Tuition fee	¥660,000	¥330,000
Facility fee	¥20,000	¥20,000	Facility fee	¥20,000	¥10,000
Equipment fee	¥20,000	¥20,000	Equipment fee	¥20,000	¥10,000
Textbook fee	¥20,000	¥20,000	Textbook fee	¥20,000	¥10,000
Recreation activities fee	¥10,000	¥10,000	Recreation activities fee	¥10,000	¥5,000
Insurance fee	¥10,000	¥10,000	Insurance fee	¥10,000	¥5,000
Healthcare fee			Healthcare fee		
Total	¥840,000	¥740,000	Total	¥840,000	¥370,000

4. Application qualifications・Required documents (Applicant and Financial sponsor)

Application qualifications 【Must meet all the following criteria at the time of application】

- 1) Completion of a 12-year school education program outside of Japan. (Alternatively, those who are approved by the school as having an equivalent level of education)
- 2) Further Education 2 years course is for individuals who have Japanese language proficiency equal to A1 level (equivalent to JLPT N5), or those who have completed at least 150 hours of Japanese language study.
Further Education 1 year 6 months course is for individuals who have Japanese language proficiency equal to A2 level (equivalent to JLPT N4), or those who have completed at least 300 hours of Japanese language study.
- 3) Having a clear purpose for studying abroad and a further educational path after graduation.

Required documents

1) Applicant (Student)

Documents	Notes
①Copy of Passport (Passport must be made before applying)	The page with the photo and any other pages with stamps
②Application form	The applicant must fill out all relevant sections
③Resume	The applicant must fill out all relevant sections
④Letter of reason for studying abroad	The applicant must fill out all relevant sections
⑤5 portrait photos (4cmx3cm) and photo data	A clear, front-facing photograph taken within the last 6 months, without a hat and with no background
⑥Graduation Certificate of the last level of education	Submit proof of graduation or the original of Graduation certificate Graduating students must submit a Certificate of Expected Graduation (currently enrolled students must submit a Certificate of Enrollment)
⑦Documents explaining future plans	Submit this if the applicant has graduated the last educational institution more than 5 years ago The applicant must submit a document that explains in detail the reasons for studying, along with clear plans after graduation from the Japanese language school
⑧Certificate or documents of Japanese language proficiency	Certificates such as Japanese language proficiency test, Japanese learning certificate, etc. ※『Application qualifications』, refer to notes ※1 and ※2
⑨Proof of employment history	Only for applicants who have work experience
⑩Declaration form	The signature of the applicant is required
⑪Certificate of Scholarship Award	If receiving a scholarship
⑫Explanation and documents supplementing the reason for the disposition	If applicant has been subjected to a disposition Submit explaining statement issued by a Public institution, Educational institution, Financial institution, etc., according to the content
⑬Tuberculosis Screening Certificate	Documents issued by a medical institution

※1: Please submit a Japanese language learning certificate that includes the following: the address and contact information of the Japanese language institution, the specific learning period, weekly study hours, daily study hours, holidays including school closures (If the school is closed on a public holiday, the specific dates must also be included), and the total study hours, attendance rate and attendance days up to the present.

※2: If the address and contact information of the Japanese language institution, the specific learning period, weekly and daily study hours, holidays including school closures, total study hours, number of study days, attendance rate, and attendance days are not accurately provided, the Japanese language study time may not be evaluated.

2) Financial sponsor (Family members within three degrees of kinship, in principle)

Documents	Notes
①Document of Financial sponsor	Must be written by Financial sponsor
②Copies of identification documents	Documents that can verify address, date of birth, and other details
③Documents proving the relationship between the financial sponsor and the applicant	Family register, birth certificate, etc.
④Bank statement (original document)	The original bank statement issued within the last 3 months
⑤Bank savings passbook	Copies of transaction statement or bank savings passbooks for the past 1 year, etc.
⑥Employment certificate	Certificate of Employment, Business License, etc.
⑦Income certificate	Income certificates or tax payment (taxation) certificates for the past 1 years that include details of income
⑧Resident record	For domestic residents only, issued by the ward office or city hall of the residential area

5. Scholarship program

【Ao International School Scholarship (Internal Scholarship)】

- 1) Student with outstanding academic performance
- 2) Student with excellent attendance rate
- 3) Student with an excellent Japanese proficiency test result

6. Tuition fee refund policy

If the Certificate of Eligibility was not issued

All paid fees will be refunded, except for the entrance examination fee.

If the Certificate of Eligibility has been issued but the applicant does not apply for a visa and does not come to Japan

All paid fees will be refunded, except for the entrance examination fee and enrollment fee.
However, the Admission Certificate and the Certificate of Eligibility (COE) must be returned.

If the visa application was submitted at Overseas Diplomatic Establishments but was not approved, and the applicant can not enter Japan

All paid fees will be refunded, except for the entrance examination fee and enrollment fee.
However, the Admission Certificate must be returned, and the confirmation that the visa was not issued by Overseas Diplomatic Establishments is required.

If the visa was obtained, but applicant refuses to enroll before arriving in Japan

All paid fees will be refunded, except for the entrance examination fee and enrollment fee.
However, after confirming that the visa has not been used and has expired, the Admission Certificate must be returned.

If the visa was obtained and the applicant arrived in Japan, but did not enroll

As a general rule, there will be no refund.
If the Principal recognizes that there are unavoidable circumstances, a portion of the tuition fees and other expenses may be refunded.
However, the applicant must return to their home country, and provide proof that their「Student」visa status has been terminated.

If the applicant who has enrolled withdraws midway for personal reasons

As a general rule, there will be no refund.
If the Principal approves that there are valid reasons, such as further education or employment, a portion of the tuition fee and other fees may be refunded.
However, proof that the applicant has returned to their home country and lost their「Student」visa status, or proof of enrollment in a new educational institution, or proof of obtaining a new visa status (other than student status) is required.

If the applicant is expelled or dismissed from school

As a general rule, there will be no refund.