

2023 Year
Admission Procedure
April 2023~January 2024

ARC日本語学校

ARC Japanese Language School

東京校 新宿校 京都校

Tokyo Shinjuku Kyoto

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1. School Features

1. About ARC Japanese Language School

Since its foundation in 1986, ARC Japanese Language School has welcomed international students interested in Japan, its culture and society, and who want to learn Japanese language.

ARC Group consists of Tokyo School (640 students capacity), Shinjuku School (240 students), and Kyoto School (267 students).

The idea behind "ARC" is the one of "Arch", a connecting bridge, and the three words "Articulation", "Realization", and "Contribution", that characterize our institution.

2. High quality teaching

The high-quality Japanese language education offered by our experienced teachers is what distinguishes ARC Japanese Language School from other institutions. The learning goal is to acquire accurate Japanese and communication skills, to understand correctly the other person's intents and convey what you feel you're your own thoughts. To know each other's culture and customs. We believe that mutual respect and understanding starts with communication.

At the core of classroom's life lie active tasks. The school provides students multiple opportunities to put into practice what they have learned and to express themselves. In addition, students can improve reading, writing, listening, speaking and even thinking skills thanks to a wide range of optional classes, lessons on Japanese Affairs, project works, and multiple chances to exchange information and ideas.

3. Career support

(1) Academic counseling

After the language school, students may choose to go to University in Japan, Graduate Schools or Vocational Schools. For those who wish to enter high education, we offer experienced guidance, detailed information through seminars, individual counseling, and interview practices. Students with excellent attendance and grades can benefit of the school recommendation. In addition to the Standard Course, Tokyo campus offers a special class, the Graduate School Preparation Class and a brand new course, the University Preparation Course, which includes basic subjects (mathematics, civics, and English) for those who wish to enter university in Japan.

(2) Employment service

In recent years, foreign students finding employment in Japanese firms are increasing. To get employment offers, it is necessary to have a good understanding of Japanese corporate culture. The school obtained the permission to operate as a free employment agency, so for students requesting it, teachers actively help students during the job-hunting activities, collecting and sharing information and simulating job interviews. In Tokyo campus, in addition to the Standard Course, there's the Business Japanese Class, available for intermediate and advanced level students who aim to find employment in Japanese companies.

4. School Events

Throughout one year calendar, student life sparkles with events such as field trips, sports day and speech contest. The school also organizes seasonal events every term.

5. Scholarships

Students have access to multiple scholarships: the "Program for the promotion of the admission of international students (former Scholarship of the Ministry of Education, Culture, Sports, Science and Technology for international students)", the "LSH Scholarship", the "Kyoritsu Maintenance Scholarship", as well as ARC Tokyo Japanese Language School's own scholarship.

6. School Facilities

The school is furnished with a library where to borrow books and where to study. Wi-Fi network is available in the whole building.

7. Kind staff at the students' service

Our staff is always there to positively encourage students during their study abroad. English and Chinese staff is available as well.

Career advise, part-time jobs information, study and daily life: please feel free to ask us about any personal concerns whenever you want.

2. Courses Introduction

【Standard Study Abroad Course】

(1 Term = 3 Months)

The standard course where to learn systematically the language from basic level to advanced. Classes are organized in different levels, aiming to acquire a correct use of Japanese to communicate accurately, and develop in the same way the 5 skills: reading, writing, listening, speaking, and finally, thinking.

Courses (Special Classes)	Start	Level	Duration	School		
				Tokyo	Shinjuku	Kyoto
Standard Study Abroad Course	January, April, July, October	Beginner to Advanced	6 months~ 2 years	○	○	○
(Graduate School Preparation Class)	April, July	Advanced	9 months~ 1 year	○	—	—
(Business Japanese Class)	April, October	Upper-Intermediate	6 months~ 1 year	○	—	—
Requirements for special classes	<ul style="list-style-type: none"> • Graduate School Class: University Graduation, Japanese level equivalent to JLPT N1 • Business Class: University Degree, Japanese level equivalent to N2 					

【University Preparation Course】

(1 Term = 6 Months)

The University Preparation Course is a curriculum for those who have completed high school in their home country and wish to enter a Japanese university. Students who have graduated from high school but have less than 12 years of education due to their home country education system, can obtain the qualification to enter a Japanese university by completing the course, per designation of the Ministry of Education, Culture, Sports, Science and Technology.

The University Preparation Course prepares students for humanities faculties, and includes Japanese lessons (1360 credited periods for the 2-years course, 960 credited periods for the 1 year and 6 months course), mathematics, civic education, and English lessons, each one of 80 credited periods. For more detailed information please refer to the specific application guidelines of the University Preparation Course.

	Course	Duration	Start	School	Capacity
Morning group	University Preparation Course 2 years course	2 Years	April	Tokyo School	40 students
Afternoon group	University Preparation Course 1 year and 6 months course	1Year 6 months	October	Tokyo School	40 students
Application requirements	<ul style="list-style-type: none"> • Having completed (or expect to complete) high school in home country. 16 years of age or older • Japanese language level equivalent to N5 or higher for the 2 years course • Japanese language level equivalent to N4 or higher for the 1 year 6 months course 				

【Items in common】

- (1) **Application requirements** : Being in good health, physically and mentally. As a general rule, having graduated from High School.
- (2) **Entrance screening** : Document examination, Oral interview (online or by phone)
- (3) **Visa** : With the Admission Certificate issued by ARC Tokyo Japanese Language School, students are released the “Student” status of residence (Student visa). During the enrollment, the school takes care of visa renewal when needed.
- (4) **Class Timetable** : 1 period : 45 minutes, with 4 periods each day

	Morning Classes	Afternoon Classes
1°Period	9:15—10:00	13:30—14:15
2°Period	10:00—10:45	14:15—15:00
3°Period	11:00—11:45	15:15—16:00
4°Period	11:45—12:30	16:00—16:45

- (5) **Holidays** : There are no classes on weekends, public holidays, Golden Week, Obon Holidays, Summer holidays, Fall Holidays, Winter Holidays, Spring Break and other days established by the school principal.

【Intensive Japanese Course】

(1 Term = 3 Months)

This course is made for anyone who wants to get practical Japanese in a short period. Ideal for those who live in Japan with a visa different that the Student one, or visitors that are in Japan for a short stay and want to learn the language intensively.

The class hours and canceled classes are the same as the general study abroad course.

Course	Start	Level	Duration	School		
				Tokyo	Shinjuku	Kyoto
Intensive Japanese Course	January · April · July · October	Beginner~ Advanced	3 months (possibility of extension)	○	○	○
Requirements	<ul style="list-style-type: none"> • 16 years of age or older. A valid visa is required to stay in Japan (student visas not available). • Consult with the school if you have a long-term visa and wish to study in one of the special classes available at Tokyo campus. 					
Visa Types	Temporary Visitor, Working Holiday, Japanese residents					

3. 2023 year schedule

Semester	Entrance ceremony · Placement test	Class period	Holidays
April 2023	April 5	April 10~June 21	4/29~5/7
July	July 5	July 10~September 22	7/17, 8/5~8/13, 9/18
October	October 4	October 10~December 15	11/3
January 2024	January 5	January 10~March 19	2/12, 2/23

※ Refer to a different document for the calendar of the University Preparation Course

4. Entrance procedure

(1) From application to admission

◆ Standard Study Abroad Course · University Preparation Course

- ① Submission of Application form, requested documents and payment of Application fee
(Applicant → School)
↓ ※Application deadlines: at least 6 months before entrance
- ② Document screening (School → Applicant)
↓
- ③ Application for Certificate of Eligibility to Immigration Bureau (School → Immigration Bureau)
↓ ※4 to 5 months before entrance
- ④ Issue of the Certificate of Eligibility (Immigration Bureau → School)
↓ ※1 to 2 months before entrance
- ⑤ Payment of registration fee and tuition (accommodation arrangement) (Applicant → School)
↓
- ⑥ Admission Certificate and Certificate of Eligibility are sent to the Applicant (School → Applicant)
↓
- ⑦ Applicant applies for Student visa at the nearest Japanese embassy or consulate
(Applicant → Embassy/Consulate)
↓
- ⑧ Applicant arrives in Japan and enters the school

◆ Intensive Japanese Course

- ① Submission of Application form (Applicant→ARC Japanese Language School)
↓ ※Application deadline : until 1 week before the admission date (please contact us for details)
- ② Payment of registration fee and tuition (Applicant→ARC Japanese Language School)
↓
- ③ Admission Certificate is sent to the student (ARC Japanese Language School→Applicant)
↓
- ④ Applicant applies for Student visa at the nearest Japanese embassy or consulate (Applicant→Embassy)
↓ ※Some countries have temporary visa exemption⇒ check the website of the Ministry of Foreign Affairs
- ⑤ Applicant arrives in Japan and enters the school

(2) Bank account information

(Japanese Yen)

Tokyo School	BANK OF TOKYO MITSUBISHI SHIBUYA-MEIJIDORI BRANCH 470-4124703 Account Name: ARC GAKUEN (SWIFT CODE : BOTKJPJT)
Shinjuku School	① SUMITOMO MITSUI BANKING CORP. SHIBUYA EKIMAE BRANCH 234-2287149 Account Name: ARC ACADEMY (SWIFT CODE : SMBCJPJT)
	② MIZUHO BANK SHIBUYA CHUO BRANCH 162-4749770 Account Name: ARC ACADEMY (SWIFT CODE : MHCBJPJT)
Kyoto School	THE BANK OF KYOTO LTD. HEAD OFFICE 101-5140724 Account Name: ARC ACADEMY KYOTO (SWIFT CODE : BOKFJPJZ)

(3) Important notes on bank transfers and payments

The tuition fee has to be transferred to the above bank account by the financial supporter. Please make sure that the student's name is made explicit when making the transfer. If you have applied for a student dorm, add to the payment the necessary cost. The bank transfer fees are at applicant's charge. In case of a difference between the invoiced amount and the paid amount, the school accounting office will settle the difference after enrollment. It's possible to pay the tuition with Flywire.

5. Documentation to apply

◆ When submitting documents

- (1) Applicant must provide original version of the application form (pages A-B-C).
- (2) Generally, submitted documents cannot be returned. Mention it to the school in advance if you need to have your documents returned.
- (3) As a general rule, all documents have to be issued within 3 months before submission date.
- (4) All documents in foreign languages must be accompanied by a Japanese translation.
- (5) The school might reach the applicant by email, phone or FAX concerning the content of application documents. Applicant should provide correct contact information that can be used whenever necessary
- (6) The school reserves the right to request additional documents.
- (7) In case the documents provided contain false information, admission is revoked and the applicant is ordered to leave the country.

◆ Documents concerning the applicant *Items 1, 2, 3, 6, 7 concern all applicants regardless of nationality. Remaining items apply to some areas only.

① Application form, Sheet A

Name: name must be the same as on passport.

Enrollment time: desired enrollment time must correspond to available courses.

② Application form, Sheet B

a. Education : Report it in chronological order, from elementary school to the highest degree attained; schools addresses must also be mentioned with as much precision as possible. In relevant field, applicant should indicate the level of each school attended, using the following letters: S, Elementary school; J, Junior High school; H, High school; V, Vocational school; U, University; M, Graduate school; D, Doctorate.

b. Working experience: Fill in with past full-time working experience.

*Those who have a blank period of more than 6 months in their education or working experience (military service, hospitalization...) must provide relevant explanation on a separate sheet (A4, free format), signed and dated.

c. Japanese study experience: Specify if you have studied Japanese before, in chronological order and for how many hours.

d. Japanese proficiency: Report if you have taken Japanese proficiency test such as JLPT, J-TEST, NAT-TEST...

e. Past stays in Japan: Specify if you have records of past visits to Japan, in chronological order and as per passport stamps.

f. Letter of motivation: Write down the reasons for wanting to study in Japan, and what you plan to do after you graduate from a Japanese language school.

g. Post-graduation goal: check the right post-graduation goal.

h. Past Visa application records: Mention if you applied for any type of visa in Japan, and whether the application was successful.

③ Diploma and transcript of the highest educational institution If you are still enrolled, please submit Certificate of Enrollment. Diploma and other certificates are returned to the applicant once the visa application is over. Applicants from Mainland China must provide authentication certificate or high school grades certification report.

④ Applicant's personal background Certificate of Employment, etc.

⑤ Japanese proficiency certificate Provide certificate like JLPT, J-TEST, NAT-TEST, and a certification of the hours of study issued by the Japanese language institution you attended before application. If Japanese language proficiency test results are not available yet, provide copy of your exam admission slip.

⑥ Passport copy If you own a valid passport, provide copy of your personal data page, and copies showing past Immigration stamps if you have visited Japan in the past.

⑦ Picture (4×3cm) 4 pieces Provide pictures taken within 3 months from application date (front, head uncovered); write your full name on the back of all picture and past one on the top right corner of Sheet A of the application form.

◆ Documents concerning the financial sponsor *Items 1 and 2 concern all applicants, regardless of nationality. Remaining items apply to some areas only.

① Application form, Sheet C and Sheet C-2 (Family overview)

② Bank statement Sponsor must provide his/her bank statement issued within 3 months before showing available balance application (for Mainland China, Certificate of Deposit must be submitted as well).

③ Funds collection explanation Copy of passbook, explanation on family income and average expenses.

④ Employment Certificate Sponsor must provide his/her employment certificate. For executives, Corporate Registry is required.

⑤ Income/Tax Certificate Sponsor must provide documentation proving sponsor's income in the last 3 years prior to application.

⑥ Sponsor's family register Family register, Birth certificates, Certificate of residence, Household registration certificate, any official proof of the sponsor's family composition and residence.

⑦ Explanation of relationship between the applicant and the sponsor Family register, Birth certificates, Certificate of residence, Household registration certificate, any official proof. If applicant and sponsor are fairly removed relatives, they must provide an explanation on why the sponsor took this role (A4, free format).

6. Fees and payments

■Standard Study Abroad Course (Tokyo school, Shinjuku school, Kyoto school)

Duration	2 Years	1 Year 9 months	1 Year 6 months	1 Year 3 months	1 Year
Entrance	April	July	October	January	April
Application Fee	30,000 JPY	30,000 JPY	30,000 JPY	30,000 JPY	30,000 JPY
Registration Fee	70,000 JPY	70,000 JPY	70,000 JPY	70,000 JPY	70,000 JPY
1st year tuition fee	720,000 JPY	720,000 JPY	720,000 JPY	720,000 JPY	720,000 JPY
2nd Year Tuition fee	720,000 JPY	540,000 JPY	360,000 JPY	180,000 JPY	
Total	1,540,000 JPY	1,360,000 JPY	1,180,000 JPY	1,000,000 JPY	820,000 JPY

■University Preparation Course (Tokyo school)

Duration	2 years	1 year 6 months
Application fee	30,000 JPY	30,000 JPY
Registration fee	70,000 JPY	70,000 JPY
First year tuition fee	760,000 JPY	760,000 JPY
Second year tuition fee	760,000 JPY	380,000 JPY
Total	1,620,000 JPY	1,240,000 JPY

■Intensive Japanese Course (Tokyo, Shinjuku, Kyoto)

Registration Fee 10,000 JPY, Tuition fee 180,000 JPY (3 months)

■Fees and payments (Standard Study Abroad Course・University Preparation Course)

※Refer to a different document for the Intensive Japanese course.

- ① Application fee and Registration fee are not refundable.
- ② For enrollment cancellation, please notify your intention in written form one day prior to entrance ceremony, the latest. After Admission Certificate and Certificate of Eligibility have been duly returned to the school (or in case the applicant already entered Japan, proof of his/her return to home country has been provided), tuition fee is refunded. If the visa was denied by the diplomatic mission abroad, applicant must return the Admission Certificate and provide passport copy showing the visa denial stamp. In case of enrollment cancellation after the entrance ceremony, regardless of the reason, tuition fee for the first school term cannot be refunded.
- ③ For withdrawal before the end of the original application period, upon sponsor's approval and after submitting the Notification of withdrawal together with an explanation letter within the end of the term the student wishes to withdraw from, with the principal's authorization, the student will be refunded tuition corresponding to the school terms not attended yet; refunds are bank transferred in installments of 3 months, after deducting a cancellation fee of 20% from refundable amount.
- ④ Refunds are bank transferred to the student once the school has duly confirmed student's return to home country, entrance to higher educational institution in Japan, or change of residence status. It is also mandatory to complete the prescribed refund procedure (submission of required documents etc.) within one month after withdrawing from school or turning down admission. Refund would be effective after one month from completion of relevant procedure. Bank fees are at receiver's charge.
- ⑤ If students are expelled for violation the law or school regulations, no refund is possible.
- ⑥ The school does not allow enrollments exceeding 2 years (maximum duration of the Standard Study Abroad Course).
- ⑦ Tuition must be paid within the deadlines set by the school, otherwise the student will not be allowed into classes.
- ⑧ The school is not liable in the event classes are cancelled due to circumstances beyond the school's control, such as natural disasters, accidents or epidemics. Refunds will not be made in such cases.
- ⑨ Costs of textbooks and learning materials differ from one class to the other. The students purchase them in school after classes have been decided with a level check test. However, textbooks in use are subject to changes due to curriculum update or improvement.

■Standard Study Abroad Course (list of textbooks, sample)

※Refer to a different document for University preparation Course's books.

Beginner・Elementary	Price with tax	Intermediate・Advanced	Price with tax
Minna no Nihongo Shokyu 1, II Ed.	2,750 JPY	For Intermediate learners of Japanese, Japan through my eyes	2,860 JPY
Minna no Nihongo Shokyu 2, II Ed.	2,750 JPY	Comprehensive Japanese Practice through Specific Topics – Upper intermediate	1,650 JPY
Kana Master revised edition	1,650 JPY	Comprehensive Japanese Practice through Specific Topics – Advanced	1,650 JPY
Kanji Master N5 revised edition	1,980 JPY	Images of Japan	2,640 JPY
Kanji Master N4 revised edition	1,980 JPY	Kanji Master N2	1,980 JPY
Kanji Master N3 revised edition	1,980 JPY	Kanji Master N1	2,200 JPY

7. Life in Japan

1. Cost of life, Bank account

Living expenses (food, housing, utilities etc.) range from approximately 100,000JPY to 150,000JPY per month. When signing a housing contract, the tenant might have to pay, besides rent, a deposit and a non-refundable deposit. In addition, a commuter pass is necessary for the daily commute to school. The school recommends students bring at least 400,000~500,000JPY for living expenses for the first few months. Many students take part-time jobs; minimum hourly wage in Tokyo area is around 1,000JPY.

For the first 6 months in Japan, you will not be able to open a bank account for residents that allows overseas remittance. Until then, we recommend using Japan Post Bank services, that allows also nonresidents to open an account.

2. National Health Insurance, Foreign Students Plan Insurance

Students holding a Student Visa are issued a Resident Card upon arrival in Japan. Within 14 days since establishing the address, foreigners must submit the "Moving-In Notification" to the nearest city hall or ward office and apply for National Health Insurance. Students who applied for National Health Insurance can use JLIC Foreign Student Plan Insurance system through ARC Academy. JLIC Insurance covers the medical fees not reimbursed by the National Health Insurance (30%) for any illness or injury the student suffers during the enrollment (medical expense per case must be over 3,000JPY). Students with short-term visa cannot apply for National Health Insurance, but can apply for JLIC Insurance after admission. All people living in Japan above 20, including international students, have to pay insurance premiums for the National Pension. International students can apply for the "Students Special System", which allows to get full exemption for insurance premium payments while they are in school. Please ask the school for details.

3. Part-time job

Foreigners in Japan under a student visa, after obtaining a specific permission called "Shikakugai Kyoka" from the Immigration Bureau, can work up to 28 hours per week (8 hours a day during long holidays). Students are not allowed to work in the entertainment and amusement trades.

4. Criminal acts

A student who infringes the law or school regulations, or fails to pay the tuition within the deadlines, would be expelled or asked to withdraw from school and leave the country. The same applies for unmotivated long absence from school or misconduct. Student must keep an attendance rate of 90%.

5. Accommodation

The school can provide information on accommodations within a convenient reach. In case the housing facilities do not have vacant rooms, it might not be possible to meet students' requests.

Affiliated student dormitories ※projection for 3 months stay (including entrance fees)

【Tokyo school・Shinjuku school】

①Tokyo LIFE STYLE HigashiJujo(Tokyo Lifestyle) Closest station: 3 minutes' walk from JR Keihin Tohoku line "Higashi Jujo" station.

Description: 6 stories reinforced concrete house, with Western-style rooms.

Facilities: Internet, AC, TV, fridge, toilet in the bathroom, mini-kitchen, desk, chairs, bed and bedding.

Pick up service at the airport available for groups of 3 people or more, 5,000 JPY

	Admission fee	Facility fee	Monthly Rent	Utilities	Futon	Cleaning fee	Total (3 months)
Single	30,000JPY	60,000JPY	59,000JPY	9,000JPY	9,000JPY	20,000JPY	323,000JPY
Double	30,000JPY	60,000JPY	39,000JPY	9,000JPY	9,000JPY	10,000JPY	253,000JPY

②DK House Shinkoiwa (Daiichi Kosan) Closest station: 8 minutes' walk by Shinkoiwa station.

Description: 4 stories reinforced concrete house, with Western-style rooms.

Facilities: Internet, bed, desk, chairs, fridge, AC.

Common toilets, shower, kitchen and coin-operated washing machine. Dining room and recreation facilities available. At departure, 35,000JPY of deposit are redeemed.

	Deposit	Entrance fee	Monthly Rent	Utilities	Mattress rental fee	Total (3 months)
Single	20,000JPY	30,000JPY	55,000JPY	12,000JPY	10,500JPY	261,500JPY

【Kyoto school】

③SAKURA MASHION Imadegawa Station (Sakura Co. Ltd) Closest station: 5 minutes' walk from "Imadegawa" metro station.

Description: 3-story reinforced concrete building. Internet, air conditioner, bed, bedding, desk, chair, lighting equipment, kitchen, refrigerator,

Equipped with a unit bath. Shared use of coin laundry. Utilities are charged separately.

	Contract cost	Monthly rent	Management fee (monthly)	Disaster insurance	Total (3 months)
Single room	50,000JPY	45,000JPY (includes water fee)	5,000JPY	7,000JPY	207,000JPY

On photo and video shooting in school

For recording purposes and use in classroom activities, photos and video shooting is organized within the school. Kindly be informed that this material might also be used for promotional purposes (website, brochures, etc.).

8. School Information

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