

■2019■
Guidelines for Applicants

Heisei Iryo Gakuen Educational Association
HEISEI IRYO MEDICAL COLLEGE
Japanese Language Department

1. Enrollment Period / Course Capacity/ Course / Application Period

Course	Enrollment period	Applicant capacity	Course length	Application period
Medical Welfare	April	40	1 year	September01 st – November30 th
Academic		40	2 years	
Academic	October	40	1 year 6 months	March01 st – May30 th

2. Admission Requirements

Applicants must meet the following requirements:

- 1 Completion of 12 years of formal education abroad.
- 2 Able to submit JLPT or other official Japanese language test scores.
- 3 Medical welfare course applicants should intend to enter into an academic program or work in the medical welfare field.

3. Application Procedure

(1) Application method

① Apply in person.

Please contact school beforehand and be sure to bring application and passport.

② Apply through mail.

Applications are only accepted from applicants who have passed a preliminary review (interview, exam, etc.).

③ Apply through affiliated office.

Interviews and testing is carried out by the local affiliate. Applications are only accepted from applicants who have passed a preliminary review.

(2) Selection process

① Document review based on entry sheet.

② Candidate interview and written exam (exemption from written exam may be issued based on documents submitted).

③ Financial Guarantor interview.

④ Document review based on application materials.

※ Please see page 6 for details.

(3) Financial Guarantor

Financial Guarantors have a special responsibility in supporting a student financially and personally during their time in the program. Therefore, the Financial Guarantor must fulfill the following conditions:

① Be able to provide periodic financial support to cover the student's academic fees and living costs.

② Be able to ensure the student prioritizes his/her studies.

③ Be able to counsel the student regarding life and academic-related matters during the program.

※ In order to confirm requirement ① is met, the Financial Guarantor is to provide certificates of annual income and bank balance statement.

※ Financial Guarantors do not need to reside in Japan.

4. Program Fees

(1) Program Fee Details (Japanese yen)

Course		Application fee	Entrance fee	Tuition	Student disaster insurance	Other fees	Total
Medical Welfare (1 year)		¥20,000	¥100,000	¥620,000	¥10,000	¥10,000	¥760,000
Academic (2 years)	1 st year	¥20,000	¥100,000	¥620,000	¥10,000	¥10,000	¥760,000
	2 nd year			¥620,000	¥10,000		¥630,000
	Total	¥20,000	¥100,000	¥1,240,000	¥20,000	¥10,000	¥1,390,000
Academic (1.5 years)	1 st year	¥20,000	¥100,000	¥310,000	¥5,800	¥10,000	¥445,800
	2 nd year			¥620,000	¥10,000		¥630,000
	Total	¥20,000	¥100,000	¥930,000	¥15,800	¥10,000	¥1,075,800

※ Textbook fees are included in tuition.

※ Other fees incurred may be collected separately.

※ Need to take out Student insurance. For details regarding student insurance, please see page 8.

(2) Payment period

【April entrance】

Program fees	Amount (Japanese yen)	Payment period
Application fee	¥20,000	At time of application submission.
Entrance fee	¥100,000	Beginning of March. (by deadline indicated in program fee guidelines)
Tuition	¥620,000	
Student insurance	¥10,000 (2 year course(1 year))	

【October entrance】

Program fees	Amount (Japanese yen)	Payment period
Application fee	¥20,000	At time of application submission.
Entrance fee	¥100,000	Beginning of September (by deadline indicated in program fee guidelines)
Tuition	¥310,000	
Student insurance	¥5,800 (1.5 year course (6 months))	

(3) Payment method

① Payment method

- Program fees are to be paid by bank transfer to the school's designated account. Please be sure transfers are conducted in the applicant's name.
- Bank transfer fees are to be covered by the applicant.
- In cases of payment by remittance, please submit payment in Japanese yen.

② Caution when submitting payment

- Once payment is received, under no circumstance will refunds be granted.
- In the case where a visa is not issued by a local Japanese Consulate, based on a request by the applicant, fees paid, excluding entrance fees, will be refunded.
- In the event payment is not received by the deadline, applicants will be withdrawn from the course. Please be sure to prepare entrance, tuition and other fees in advance.

Application materials

Documents to be provided by applicant

A Documents to be provided by ALL applicants

Documents	Important points
Picture 8 copies	Taken within last 3 months. Please write country of citizenship, full name and date of birth on back.
Entry sheet	Form designated by school to be filled in.
Entrance application	Form designated by school to be filled in.
Resume	Form designated by school to be filled in.
Certificate of graduation from last school attended	Please submit original.
Academic transcript from last school attended	Please submit original.
Letter of commitment	Form designated by school to be filled in.
Copy of personal identification	Passport, drivers license, home country citizen ID, etc.
Japanese proficiency certification	Certification showing proficiency level above Japanese Proficiency Test (JLPT) N5, J-TEST Level F, or other recognized exam.

B Documents to be provided by specified applicants only

Applicant	Documents	Important points
Passport holders	Passport copy	• Please submit copies of all pages with identification information.
Individuals without academic transcripts <ul style="list-style-type: none"> • individuals who entered elementary school earlier than normal. • Individuals who stayed longer than normal in school due to absence, etc. 	<ul style="list-style-type: none"> • Letter of explanation • Certificate of proof from school 	<ul style="list-style-type: none"> • Please write in own handwriting. • Please ensure school certificate has entrance graduation date. • Please ensure school certificate is printed on school's official stationery.
Applicants currently enrolled in university	<ul style="list-style-type: none"> • Certificate of enrollment • Certified transcript 	<ul style="list-style-type: none"> • Please submit certificates from school attended.
Applicants who have previously been employed	<ul style="list-style-type: none"> • Certificate of employment • Certificate of retirement from company 	<ul style="list-style-type: none"> • Please submit certificate with company letterhead. • Please include employment period, position, work duties, etc.

Applicants who have studied at Japanese language schools	• Certificate of Japanese study	• Please obtain certificate from school attended. Please make sure enrollment period, attendance record, level, etc., is included on the certificate.
Applicants residing in China	• Certificate of approval of Uniform Examination	• Please have 「教育部学位与研究生教育发展中心」 or 「全国高等学校学生信息咨询就业指导中心」 certificate sent directly to the school.
Applicants residing in Vietnam	• Certificate of approval	• Please have certificate of approval sent directly to the school.
Applicants with healthcare-related qualifications	• Proof of qualification	

Documents to be provided by Financial Guarantor

A Financial Guarantor living abroad, excluding China (mainland)

Documents	Important points
Financial guarantor form	Form designated by school.
Proof of relationship to applicant	Family register, certificate of residence or other proof of relationship.
Certificate of employment	Certificate of employment, business permit, certified copy of register, etc.
Certificate of bank account balance	To be issued by a bank. Amount in local currency is to be the equivalent of, or more than, ¥2,500,000.
Certificate of income and tax payment	To be issued by tax office or other institution in home country.

B Financial Guarantor residing in China (mainland)

Documents	Important points
Financial guarantor form	Form designated by school.
Proof of relationship to applicant	Notarized certificate (family relationship). Copy of family register showing all family members.
Certificate of employment	Certificate of employment issued by employer (including employment period, position, work duties, etc.). Business permit.
Certificate of bank account balance	To be issued by a bank. Amount in local currency is to be the equivalent of, or more than, ¥2,500,000.
Certificate of income and tax payment	To be issued by tax office or other institution in home country.

※ Please ensure documents issued by a company are printed on the company's letterhead. If a letterhead is not available, please include company details such as address and telephone number.

C Financial Guarantor residing in Japan

Documents	Important points
Financial guarantor form	Form designated by school. Please provide details regarding financial support of applicant. If additional space is needed, please use A4 paper.

Statement of relationship to applicant	If related to applicant and applicant's family, please submit family register certificate or other proof. If holding Chinese citizenship please submit notarized certificate (family relationship)
Certificate of income	If employed, please submit SHOTOKU SHOMEISHO (certificate of income) or GENSEN CHOSHUHYO (certificate of income and withholding tax) issued by local tax office. Please submit a copy of one of the above documents.
Certificate of employment	If a company employee, please submit a certificate of employment issued by the company president. If self-employed please submit a copy of one of the following: business registration, business permit, income tax return.
Certificate of residence	All family members should be included.
Certificate of bank account balance	Please submit a bank-issued certificate of balance for an account registered in the Guarantor's name.

※ For any questions, please contact a local affiliate or main school office.

5. Selection exam

(1) Application

- Please be sure to fill in the Entry Sheet form included in the application documents and return via FAX or e-mail attachment.
- Candidates will be contacted by admissions regarding interview date, place and necessary documents.
- Admissions will contact candidates by telephone or e-mail so please include contact number and e-mail address by which you can be reached.

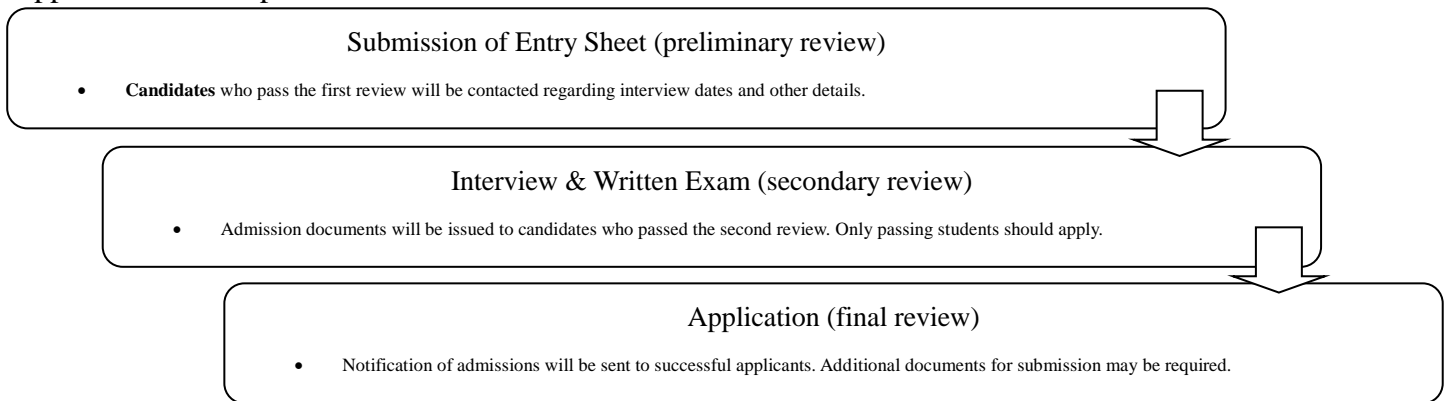
(2) Interview

- Candidate and Guarantor interviews are conducted.
- Please bring the following documents to the interview:
 - ① Personal identification (one of the following)
 - ID
 - Driver's license
 - Passport
 ※ Chinese citizens should be sure to bring ID to the interview.
 - ② Proof of Japanese Proficiency.
 - Passing notification for level above JLPT level N5.
 - Certificate of passing for level above J-TEST F kyu.
 - JLPT or J-TEST test admission ticket.
 - ③ Original certificate of graduation.
 - ④ Other documents indicated in admissions packet.
 - ※ Chinese citizens should be sure to bring their hukou 「戸口簿」 certificate.

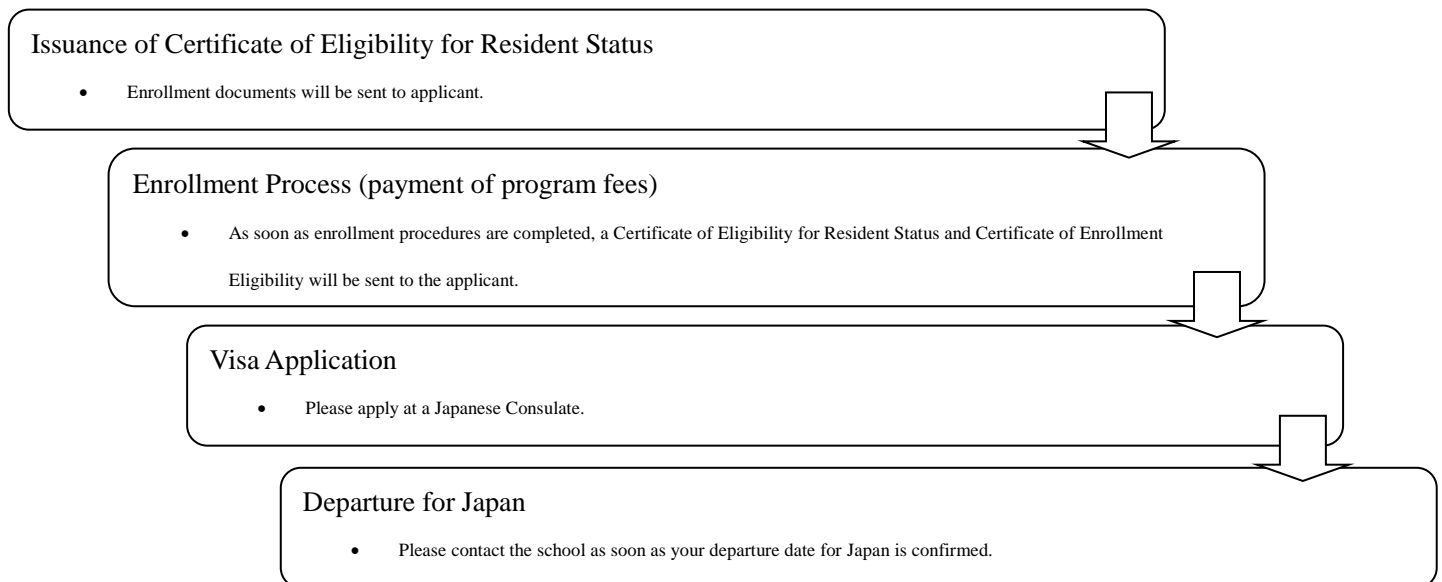
- (3) Written exam
- Japanese language, math and English will be tested.
 - Exemption from the exam may be issued based on documents submitted.
- (4) Document screening
- Only applicants who have passed the secondary review will be recommended for document screening.
 - If insufficient documentation has been provided, the applicant should quickly correct and/or submit the additional information necessary.

6. Flow of application preparation to immigration process

Application to acceptance



Issuance of Certificate of Eligibility for Resident Status to school entry



7. Student insurance

In order to ensure the safety and health of exchange students during their stay in Japan, enrollment in disaster and national

health insurance is required.

■ National health insurance

- Applications are to be submitted at the city office in which the student lives.
- Monthly costs vary according to region, but are approximately ¥2,500.
- Upon entry into the national health care system, 70% of healthcare costs are covered by the government, with students responsible for 30%.

■ Student disaster insurance

- Students will enter a student disaster insurance plan. Cost varies according to length of enrollment.
- This insurance covers students in the event of sickness or injury.
- In the event an exchange student is stricken with a severe injury or sickness and needs surgery, travel to Japan as well as accommodation costs of the student's parents are also covered.

※ Some illnesses are not covered under this plan.