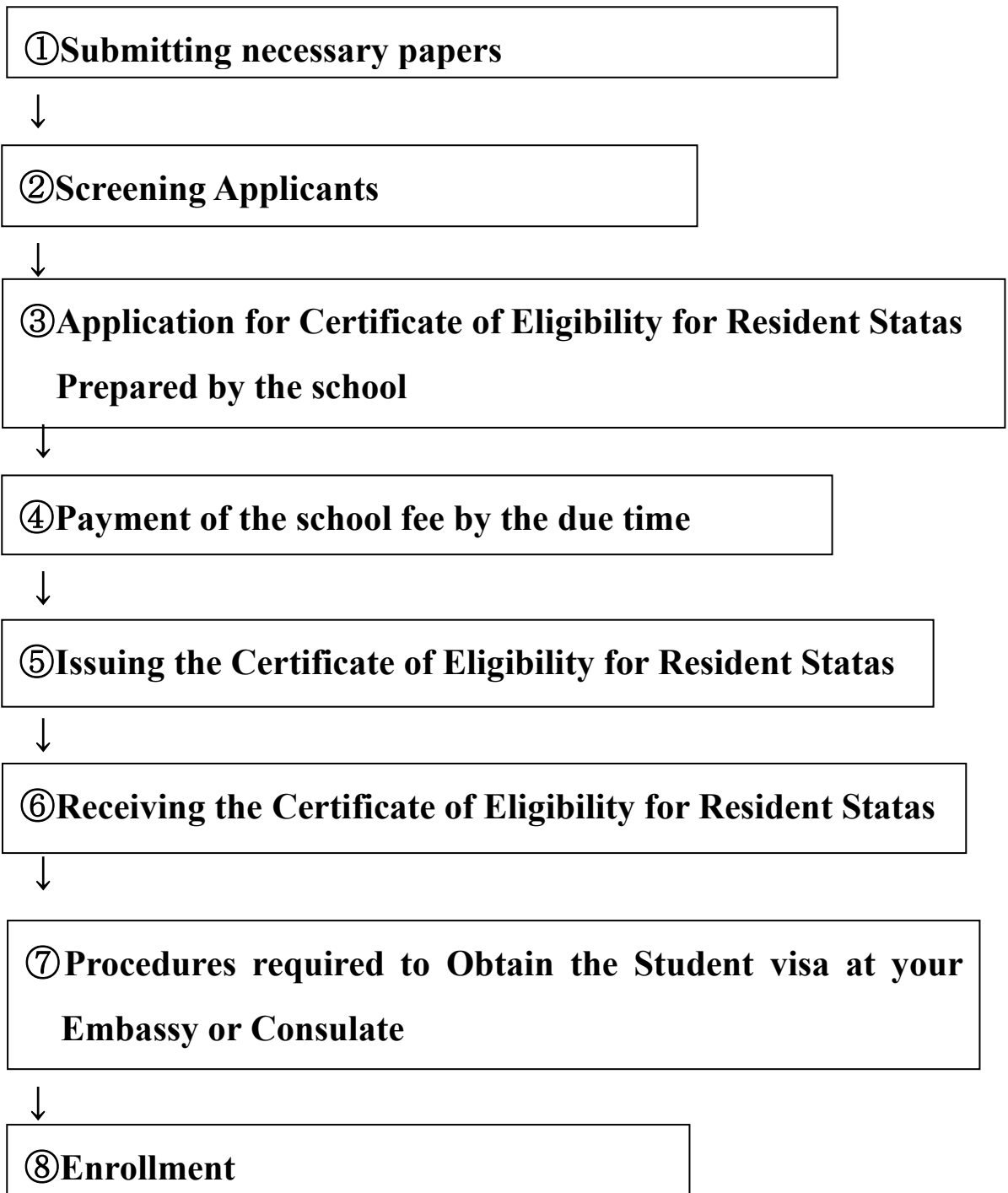


So far, Evergreen has accepted students from 77 countries and most of the graduates have gone to colleges and universities for further study. Some have gone into business and are successfully working for Japanese and foreign affiliated companies. Others are contributing to their countries, working for their governments or establishing their own companies after returning to their homeland.

APPLICATION

Applying for enrollment to the school



***Please read the directions carefully before filling out the forms.**

VISA

In order to study in Japan, you must have an entry permit issued by the Japanese government. For our school, we recommend that you obtain a Student Visa before entering Japan. To obtain a Student Visa, several documents (see page4) and the necessary fees(see page 7) must be sent to the school office by the dead line for the applications period. Your application, together with these documents, will be processed and sent to the Ministry of Justice by our school. When your documents have been examined and approved by the Ministry of Justice, they will issue the Certificate of Eligibility approximately 1 month before the new term begins.

The school will send the necessary documents such as the Certificate of Eligibility, the receipt of the school fees, the certificate of school enrollment, and so on to the sponsor or to the applicant. You should then take these to the Japanese Embassy in your home country to obtain the Student Visa.

NOTE: The Certificate of Eligibility is valid for only 3 months from the date of issue.

SPONSORSHIP

When you apply for the entry permit, you may need a financial sponsor who will pay all the necessary living expenses for you during your stay in Japan. Unless you are paying the cost by yourself, the sponsor will also be screened for their eligibility (the relationship with the applicant) and their financial ability (annual income, property, etc.) to be accepted as your sponsor.

If the sponsor lives abroad, she/he should be able to send expenses through bank transfer. In this case, she/he may be requested to show an approval for overseas money transfer.

PART TIME JOB PERMISSION

When you obtain the permission to work part time from the immigration office, you can work 28hours a week, and 40 hours a week during summer and winter vacation.

Student VISA Course

Evergreen Language School offers Student VISA Courses for University and College , Vocational School Entrants.

TERM

<u>Courses</u>	<u>Enrollment</u>	<u>Period</u>	<u>Application Period</u>
A – Course	APR.	2 Years	20 th August ~ 15 th October
B – Course	OCT.	18 Months	20 th March ~ 30 th April
C – Course	JUL.	21 Months	5 th January ~ 15 th February
General Course	OCT.	2 Years	20 th March ~ 30 th April

*The deadline for the application fee (¥ 30,000) is also the same as each of the application period. (The applications cannot be made if payment cannot be confirmed.)

*A-Course will be the best term for students who are trying to enter a university in Japan.

*Students who are trying to enter a higher-level educational institute should not select the General Course.

CLASS SCHEDULE

* Monday thru Friday (Unit : 20hours / week)

Morning Class 09:00 – 12:30 (including short breaks)

or

Afternoon Class 13:15 – 16:45 (including short breaks)

Morning Class or Afternoon class is decided after your level check.

(Unit: Months)

<u>Course</u>	<u>Basic</u>	<u>Intermediate</u>	<u>Advanced</u>	<u>Total</u>
A – APR.	6	9	9	24
B – OCT.	6	9	3	18
C – JUL.	6	9	6	21
General	6	9	9	24

NECESSARY DOCUMENTS TO OBTAIN THE STUDENT VISA

Students must prepare the following

- *1. Application for the school. (with passport number and validity)
- *2. Application for Certificate of Eligibility. (3 pieces of paper)
- *3. Personal history in English.
 - a) If there was an interruption in your school history, please submit a signed explanation stating reason(s) for the interruption.
 - b) If you are working now, working records proving your career, annual income, and so on.
 - c) Statement of purpose written in English for studying Japanese (Personal History No.9) is greatly emphasized. (See p.6)
4. Diploma and school records from previous school either high school or university with English translation. → **Original Only**
5. 6 Photos. (4cm × 3cm) Prepare six identical photographs of the applicant, front view-with hat off.
6. Photocopy of passport.
- 7*. Evergreen language school written oath. (The sponsor signature is necessary)
8. Certificate of Japanese language study (not required for university graduates and higher)
 - **All documents must be properly translated into Japanese language.**

Sponsor must prepare the following

- 9*. Written oath and Explanatory Note on reasons for accepting the Role as your Financial Sponsor. ⇒ A signature is necessary
10. Financial Sponsor's Family List (Same signature as passport)
11. Certificate of occupation. (Originals only, with English translations.)

When your sponsor is a corporate manager, the register copy of a company is required.
12. Taxation certificate or tax payment certificate, proving annual income and amount of tax payment. (Originals only, with English translations.)

If your sponsor has no duty for tax payment, please submit a signed explanation.
13. Certificate of bank account balance. (Originals only, with English translations.)

Bank Account should be enough for a student to study and live in Japan.
14. Certification of relationship between the student and his/her sponsor.

Ex: Birth Certificate, Authorized document of explanation.

※The documents with*(next to them)must be handed in using a specific form that we stipulate.

Attention

- All documents will be addressed to 'The immigration office' or 'To whom it may concern'.
- When the documents are completed, please visit our school or post them to our office along with the application fee.
- All documents are valid for only **3 months** from the date of issue.

APPLICANTS RULES

1. To qualify for the admission to Evergreen Language School, the applicant must have graduated from high school and/or have academic ability acceptable by our principal. (above 12 years)
2. The student's application form should be sent together with the other necessary documents, along with the application fee (¥20,000) and translation fee (if translated at Evergreen: please check with our office about the amount). Overseas money transfer should be sent to our bank account. (See P.7)
3. Students must come to the school for registration within one week of their arrival in Japan. A placement test will be given at this time.
4. Delay of arrival to Japan should be immediately informed to us.
Email address : info@evergreen.gr.jp
5. Students must register for a residence card at the Ward/City of the office where they reside as soon as their residence has been decided.
It is mandatory that the students on a Student visa apply for 'National Health Insurance' at the Ward/City office. Also, it is the students' responsibility to pay the insurance fee. Please ask details to the related department at the Ward/City office.
6. The Student VISA will be extended every 6 months ~ 1year 3months for up to 2 years through our school. However, poor attendance (less than 90%) might result in a refusal of your extension. If an application for extension is refused due to a student's poor attendance, the tuition fee will not be refunded.
7. A student card is given to each student at the time of registration, and she/he should carry it at all times with his/her residence card.
8. There is a mid-term and a final examination for all levels. Also, we observe the attitude and attendance of the student in class, and these factors will be reflected in the final grade.
9. School fees are not refundable. (See page 7)
10. Change of schools is not permitted.
11. Violations of the law, or the rules of the school, poor attendance, or a poor attitude in class may result in expulsion from the school without refund.

NOTICE FOR NECESSARY DOCUMENTS

Personal History

1. If you are currently unemployed or did not work for a while after graduation, you must explain what you were doing for that period, such as helping in the family business, traveling, voluntary work or doing national service.
2. Please be extremely careful when writing the day, month and year of your birth. Any discrepancy between the dates of birth listed on your graduation certificate and your personal history will automatically lead to a rejection of your application.
3. The spelling of the name of a student and his/her financial sponsor must be the same on every document. Please be careful when writing.

Purpose for studying Japanese Language (See attached Personal History No.10)

Recently the number of applicants who are refused Student VISA by the immigration office has been increasing. This is because their purpose of study is not clear. Please ensure that you follow these guidelines:

1. Your purpose of studying Japanese should be concrete and be clearly stated in print, including the future plans after returning to your country.
2. Write at least 80 to 100 words; a very brief explanation will not prove you are a keen applicant.
3. The reason you chose Japan for your study is necessary in the explanation. (If the specific field of your study can be done in your own country, the reason is not sufficient to come to Japan) You must explain why this course is not available in your country and why Japan is the only country to offer this type of course.
4. If you wish to enter college or university, write the name and the department of the university where you wish to study.
5. Please state your plans after you return to your country. (How do you wish to enhance and use the experience you received in Japan?)
6. Your explanation must be consistent. For example, if you studied engineering in your country and you wish to study Japanese art and culture, this is not a very consistent explanation.
7. For applicants over 25 years of age, your examination will be severe unless your purpose for studying is definite. You must write very precisely why you wish to study at such a late age.

Attention!

Once the application and documents are sent to the immigration office, even if the applicant wishes to cancel his /her application, none of the documents will be returned. If you wish to apply again, new documents must be prepared and submitted to the school together with an application fee (¥30,000).

Evergreen Language School Tuition Fees

Student VISA Course (Morning or Afternoon class)

① When you apply	Application Fee	¥30,000-
② When you enroll	Registration Fee	¥55,000
	Facility Fee	¥5,500
	Tuition	¥660,000.- (12 months)
	Text books	¥33,000.-
	<u>Event fee</u>	<u>¥11,000.-</u>
	SUBTOTAL	¥764,500.-
	※including tax(10%)	
	Insurance	¥15,450
	TOTAL	¥779,950

③ When you need translation ¥15,000~

※No tax is charged on screening, insurance and translation fees. All other fees include 10% tax.

- ① When applying to our school, you will need to pay ¥30,000(Application Fee) at first. The application fee is not refundable.
- ② If the Immigration office accepts you, you should then pay ¥779,950.
- Depending on the enrollment term and student's Japanese level, class schedule will be decided, the morning class or afternoon class.

Dental treatment or chronic ailment is not included.

- All the students should apply for National Health Insurance by themselves.
- From the second academic year, the tuition should be paid semi-annually by the due date. The payment should be paid on time to be able to receive both extensions of Visa and your register in our school.
- All expenses should be remitted to the following bank account. (Please use a student's name at the time of payment.) Upon the confirmation of payment, we will commence the application procedure.
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MUFG Bank, Ltd. Yutenji Branch

Address: 2-1-2 Kamimeguro, Meguro-ku, Tokyo 153-0051 Japan

Tel: +81-3-3760-4006 Fax: +81-3760-4089

Swift address: BOTKJPJT **Bank Code No.:** 0005

Saving Account No. 3968246

Account name: Evergreen Language School

Address: 1-21-18 Yutenji, Meguro-ku, Tokyo 153-0052

