Admission for The Academic Year 2024

Student Recruitment Guidelines

Japanese Language Department

Ministry of Justice “Designated school”

Hiroshima Immigration Services
Agency Approved “Accredited School”

IGL Medical Welfare College

Japanese language Department

1 Recruitment quota,etc.

Course	department	Course	Duration of study	Admission Date	Capacity
Culture and General Education	Japanese Language	2years course	2years	April	280 people
		1year 6months course	1year 6months	October	

2 Eligibility for Application

Individuals who meet all of the following conditions:

1.Those who have completed 12-year course of school education in a foreign country, or those who are equivalent to this as designated by the Ministry of Education, culture, Sports, Science and Technology.
2.After the enrollment, individuals who are eligble to obtain or renew the status of residence as a mid to long term resident, such as for ”study abroad ”, under the Immigration Control and Refugee Recognition Act.
3.Be 30 years of age or younger at the time of enrollment.
4.Have the ability to cover all expenses during the period of enrollment.
5.Possess Japanese language skills equivalent to or higher than JLPTN5
6.Have a clear purpose for studying abroad and post- graduate plans
7.Have applied for a residence status from a Japanese language education instituton other than this school, with no history of denied issuance

3 Interview Schedule

Admission	Application acceptance period	Interview period	Result	Selection method
April	Late July to late September 2023	Late September to early October	Mid to late October	Document review Interview Japanese language written
October	Late January to late March 2024	LateMarch to early April	Mid to late April	

Once the capacity is reached, no further recruiment will take place.
We will not respondto any inquiries regarding acceptance or rejection.

4 Class Schedule

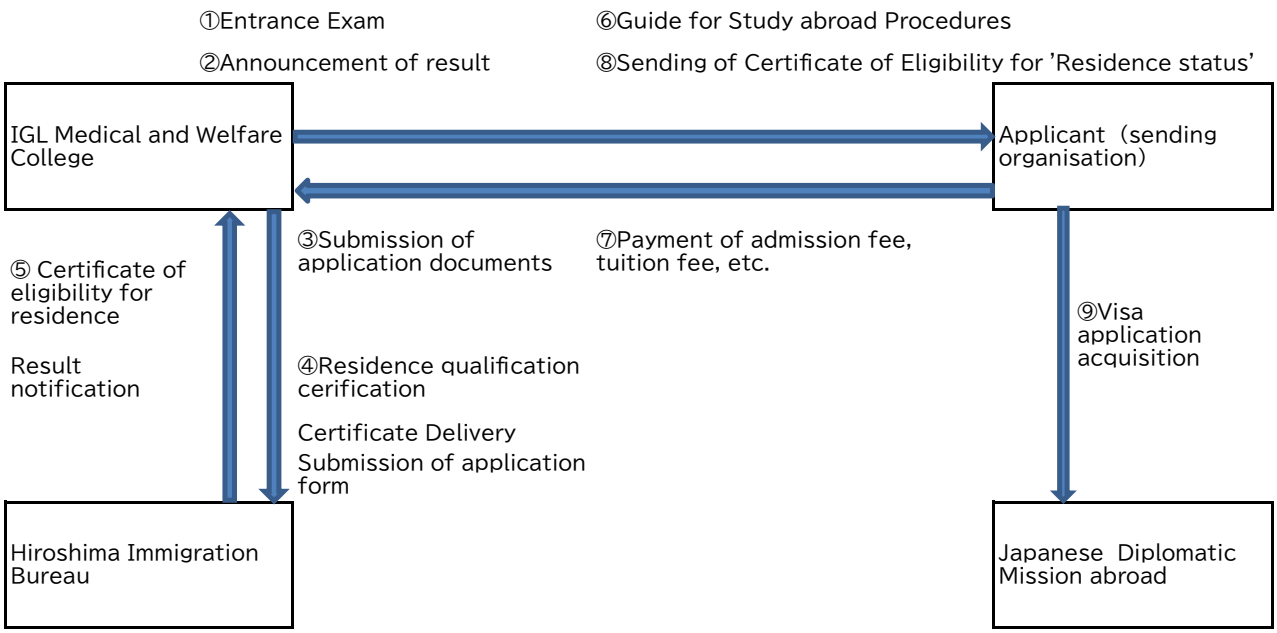
Monday to Friday (Closed on Saturdays, Sundays, public holidays, and days designated by the school.)

	Start time	Finish time
First Period	9:20	10:50
Second Period	11:00	12:30
Third Period	13:20	14:50
Fourth Period	15:00	16:30

*This school operates on a two part system :“First period + Second period”(morning classes) or ”Third Period + Fourth Period” (afternoon classes).
Generally first -year students attend afternoon classes, while second-year students attend morning classes.
A placement test at the time of admission will determine morning and afternoon classes

5 Procedure from application to admission

	Items	Admission Period		Content
		April	October	
1	Entrance Exam	Late September Early Octobr	Late March Early March	Applicant's Entrance Exam (Written & interview)
2	Result	Mid October	Mid /late March	The School will notify the result to the sending agency.
3	Submission of Application documents	Mid October ～ Mid november	Mid March ～ Mid May	Applicants submit the required documents to the school.
4	Submitting the form for "'Certificate of Residence"	Mid December	Mid June	The school will submit the 'Application for Certificate of Eligibility ' and other necessary documents to The Hiroshima Immigration Bureau.
5	Certificate of qualification for residence' Result Notification	Late February	Late August	The Hiroshima Immigration Bureau will send the 'certificate of Eligibility of Residence status' to our school upon approval. The applicant will receive a letter.
6	Study Abroad (Ryugaku) procedure guide	Late February	Late August	Upon approval of the stay permit, we will dispatch the 'study Abroad Procedure Guide,' 'Tuition fee Payment request form,' and 'Dormitory Fee Payment Request Form' to the designated institution. In the event of a denied stay permit a 'Non -Delivery Notice' will be sent instead. Moreover, any documents that can be returned, including the original diploma, will be sent back.
7	Entrance Fee, Payment of Tuition and other fees	Early March	Early September	The Applicants will cover all the costs, including tuition, entrance fee, class fees, teaching materials, and miscellaneous expences (including insurance fees).
8	Sending of 'Certificate of Eligibility'	Mid March	Mid September	Once the deposit is verified, we will forward the 'Certificate of Eligibilty for Resident stutus' to the sending organization. Additionally, any documents that can be returned, such as the original diploma, will also be sent back to that point.
9	Verification application aqcuisition	Mid March	Mid september	The applicant or their representative will conduct the visa application procedure at a Japansese Diplomatic mission abroad.
10	Coming to Japan	Early April	Early December	Please come to Japan on the date specified by our school.



6 School fees

Entrance Period	School year	Application fee	Enrollment fee	Tuition fee	Material fee	Miscellaneous	Total	Total amount of payment
April	First year (one year)	¥20,000	¥100,000	¥560,000	¥25,000	¥53,200	¥758,200	¥1,391,400
	Second Year (one year)	-	-	¥560,000	¥20,000	¥53,200	¥633,200	
October	First Year (one year)	¥20,000	¥100,000	¥560,000	¥25,000	¥53,200	¥758,000	¥1,073,500
	Second year (half year)	-	-	¥280,000	¥10,000	¥25,300	¥351,000	

Notes

1 Miscellanneous expenses include insurance premiums of the association for the promotion of Japanese language education and ICT education enhancement fees.

2 Please pay the full tuition fee for the first year.
After that pay the tution fee every half term.

3 Please pay the application fee at the time of application to our school.

7 Payment method

Please transfer the fee to the bank account below by the deadline specified by our school. Please bear the remittance fee.

● Transfer to:

Payee: IGL IRYOFUKUSHISENMONGAKKOU

Name of the Bank: Hiroshimaginkou （Hiroshima Bank）

Name of the Branch: Yasuten (YASU BRANCH)

Number of Branch: 039

Type of Account: Ordinary Deposit

Number of Account 15588907

Swift Code HIROJPJT

Address of Bank: Postal code 731-0154
2-4-37, Kamiyasu,Asaminam-ku,Hiroshima- shi, Hiroshima -ke

Tel.no.of Bank: +81-82-878-1321

● School:

Name of School IGL Medical and Welfare Collage

Address of School Postal code 731-3164
1-12-18, Tomohigashi, Asaminami-ku, Hiroshima-shi, Hiroshima-ken

Tel Number of School +81-82-849-5401

8 Documents to apply

All documents written in language other than Japanese (including English) must be accompanied by a Japanese translation.

Ⅰ Necessary documents for submission

≪Documents related to the applicant themselves.(A)≫

Documents for Applying		Points to Note
A-①	Application form	Use the form designated by our school and fill it out without any mistakes. Paste the photo in the space provided.
A-②	Resume	Use our school's desinganted form, fill it without mistake, and sign in the designated column.
A-③	Reason for studying abroad	Please use th designated form of our school to clearly write about your purpose of studying in Japan and your plans after graduation.
A-④	8Photos (3x4cm)	Taken within 3 months before application. Write your name and date of birth on the back.
A-⑤	Passport copy (photo) or copy of identification.	A page with photos and a page showing the immigration history to Japan. If you do not have a passport, please provide a copy of official identification document. (Vietnamese individuals should submit the original certificate with a stamp of authentication from the People's Committee).
A-⑥	Copy of Graduation or Certificate of Graduation (Certificte of expected Graduation)	Chinese applicants should submit a copy of the diploma of the last educational background and a notarized ertificat of educational background. Vietnamese applicants must submit a copy of all diplomas from high school to the final education (with the original certificate stamp of the People's Committee or a notary office) For the other countries, the orignal and a copy of diploma of the last educational background, or certificate of graduation. Pleaee submit the original documents.
A-⑦	Educational Background Verification report	For individuals from china, please submit the original educational verification certified by the "chinese Service Center forb Scholarly Exchange(CDGDC)" or the "China Higher Education Student Imformation and Career Center (CHESICC)", whenever possible, for graduates of Chinese universites, including junior colleges. For individuals from Vietnam, please provide a certificate issued by NARIC (https: //en.naric.edu.vn/).
A-⑧	Transcript of the final eductional background	Please submit your final academic transcript for individuals from China. For individuals from Vietnam, please provide copies of all academic transcripts from high school to final eduction level, with the original certification stamp of the People's Committee or Notary Office
A-⑨	Documents to prove Japanese Language proficiency	Please submit documentation proving Japanese Language Proficiency at the level equivalent to or above the Japanese Proficiency Test N5. If you are unable to provide proof at the application stage, please submit a 'Certificate of Japanese Language Learning Status' and a copy of the 'Examination Admission Ticket' issued by a Japanese language learning instituion.
A-⑩	A copy of family register	Please submit a family registerr that shows the applicant's family composition. If from China, please provide household registration.
A-⑪	Certificate of translation	Please submit a document with the signaure of the person who created theJapanese translaion.
A-⑫	Health certificate	Please provide a document issued by the hospital or facility designated by this school.
A-⑬	Confirmation document regarding personal information protection.	Please use the form designated by our school.

Document concerning financial supporter (B)

Application documents		Points to note
B-①	ID card (copy)	Please submit a copy of your official ID. Vietnamese applicants must have the original certification stamp of the People's Committee or a notary office.
B-②	Statement of financial support	Please use the form designated by our chool and fill out without any mistakes.
B-③	Bank balance certificate	Please submit a bank statement on official bank letterhead showing the bank balance.
B-④	Copy of bankbook	Please submit a copy of the bankbook of the account in the certificate of B-③ and certificate of deposit.
B-⑤	Documents to prove the asset formation history for the past three years	Please submit your bank statement, bankbook, etc. For individuals from China please provide proof of balance certificate
B-⑥	Documents certifying the relationship between the applicant and the financial supporter	Please submit documents such as kinship certificates and birth certificates.
B-⑦	Certificate regarding occupation	Please submit documents that indicate the business in which the expense payer engaged in, such as a Certificate of Employment (for company employees and government officials) or a Business License (for self-employed individuals). For Vietnam, please provide the business registration number and tax code.
B-⑧	Income certificate	Please submit a certificate that that shows your annual income for the past three years
B-⑨	Tax payment certificate or tax exemption certificate	Please submit a certificate that shows the tax payment for the past three years. If you are eligible for tax exemption, please submit a document that clarifies the lawes and ordinances for this exemption. (Not required if the income certificate includes a tax payment record.)
B-⑩	Copy of family register (resident card)	Please submit a family register that shows the family structure of the financial supporter. (Not required if the applicant is in the same household.) For individuals from China, please submit ahousehold registration record. For individuals residing in Japan, please submit a resident certificate that includes information for all members of the household.

*The following applies only to those who apply

<<Documents to be submitted by the applicants (a) >>

Application Documents		Points to Note
a-①	Cerificate of Employment	For those currently employed, please submit documents that include the name, adress,phone number, fax number of your workplace for official use by the company. Also provide the name of the representative, job description, and the period of employment. (For Vietnam, please include the business resistration number and the tax code.)
a-②	Certificate of employment (Upon completion of technical training)	In Japan if you have stayed for the purpose of technical training and have a record of reemployment after returning to your home country, please submit a certificate of employment or equivalent. For those currently emplomyed, please submit a document on company letterhead stating the name, address, phone/fax number of your workplace, the name of the representative, job responsibilities, and the period of employment. (For Vietnam, please include the business resistration number and the tax code.)
a-③	Military service certificate	If you have a military service history, please submit the relevant documentation to prove it.
a-④	Certificate of leave of absence from school	If you are currently enrolled or on a leave of absence from a university or a similar institution, please submit documentation to prove it.
a-⑤	Current address explanation documents	In case the registered address and the current address are different, please submit an explanation document regarding that.
a-⑥	Blank period explanation document	If there is a blank period of six months or more whithin your history, please submit a statement regrding the event during that period.

* An istruction manual may need to be created and submitted as necessary.

9 About student dormitories

Division	Number of person	Room Type	Rent per month per peron	Payment	Facilities and equipment
Girls	one room 2 people	group Type Common Shower/toilet Kitchen & washing machine	¥19,000	Pay the rent for 6months upon enrollment and every months thereafter.	Shower, toilet, washing machine, microwave, electric cooker, fridge, desk, chair, bunk bed, air conditioner, Wi-Fi
		one room type includes shower/toilet kitchen	¥23,000		
Boys		one room type includes shower/ toilet kitchen	¥20,000		

＊Dormitory management fee will be collected separately.

10 About Airport transfer fee

Regarding students living in the dormitory, school staff will provide transportation from Hiroshima Airport.

Pick up date fixed by school: ¥3,000
Pick up date fixed by student: ¥5,000

For students living in private accommodations, the school shuttle service will not be available.

If stdents entering in April arrive in March, or if students entering in October arrive in September, they will be charged for one month of Insurance Premium (approximately 1,500yen) and this cost will be collected as an actual expense.

11 Regarding refunds

<table>
<tr><td></td><td>application fee</td><td>admission fee</td><td>tution and material fee miscellaneous expenses</td></tr>
<tr><td>Payment time / Period of withdrawal</td><td>application documents to this school</td><td colspan="2">Before receiving the Certificate of resident status</td></tr>
<tr><td>Withdrawal up to 2 weeks before submitting the Certificate of Eligibility application to Immigration</td><td>Refundable</td><td colspan="2" rowspan="4">-
(before payment)</td></tr>
<tr><td>Withdrawal up to 2 weeks after submitting the Certificate of Eligibility application to Immigration</td><td rowspan="6">Not refundable</td></tr>
<tr><td>Not submitting the Certificate of Eligibiliy application form</td></tr>
<tr><td>Withdrawl before the start of classes after payment of entrance and other fees</td><td rowspan="3">Not refundable</td><td rowspan="3">Refund possible
*Requires COE enrollment
Return of books</td></tr>
<tr><td>Visa issuance failure due to the applicant</td></tr>
<tr><td>After class starts</td><td>Not refundable</td></tr>
</table>

12 IGL Medical and welfare collage ‘Specialized Course’ for Internal admission

Upon completion of studies in the Japanese Language Department, you have the opportunity to transitions to various other Departments within our school, including the International Arts Communication Dedepartment, Care welfare Department, Dental Hygiene Department, Acupunture and Moxibustion Department, Physical Therapy Department).
During this transition, you will be eligible for advantageous benefit of having enrance examination fees and entrance fees waived.

13 Part-time Job

Regarding (Activities outside of qualifications)

International students come to Japan for the purpose of study and are not allowed to work. Therefore, in order to work part-time, you need to obtain a `Certificate of Eligibility for Activities Outside of Qualifications’ from the Immigration Bereau.
If you work part-time without permission, work in the adult entertainment industry, or exceed the allowed limits (up to 28hours per week during class periods, up to 8 hours per day during long breaks), it will be considered illegal and subject to punishment.

14 About the School

■ **Address**	Postal code 731-3164 1-12-18, Tomohigashi, Asaminami-ku, Hiroshima-shi, Hiroshima-ken
■ **URL**	https://www.igl.ac.jp/int/
■ **Email**	igl-iryofukushi@igl.or.jp
■ **Name of the establishment**	IGL Gakuen
■ **Start date of Japanese Language Education**	October 1st, 2009
■ **Type of Establisher**	Eductional Corporation
■ **Name of Represenative**	chairperson Kengo Nagami
■ **Name of Principal**	Motohiro Atsunori
■ **Positioning within the School education Law**	Specialized school (specialized course)

■ **History**

April	1993	IGL Health and Welfare College opened the ”Care Welfare Department”
April	2001	IGL Medical College opened ”Acupunture and Moxibustion Department, Chiropractic Department
March	2003	Establishment of IGL Medical College Affliated Accupunture and Moxibustion Clinic, Affliated Orthopedic Clinic
April	2004	Establishment of IGLHealth and Welfare College, `Childcare Welfare Studies’
April	2007	IGL Medical College, Establishment of ’Oral Health Care Department’
October	2009	IGL Health and Welfare Collegel Japanese LanguageDepartment Established
April	2014	IGL Health and Welfare College and IGL Medical College intrigated to IGL Medical Support’
April	2015	Establishment of IGL Medical College `International Liberal Arts and Communication Department’
April	2021	Oral Health Department changed to Dental Hygiene Department

IGL Medical Welfare College

〒731-3164 1-12-18, Tomohigashi, Asaminami-ku, Hiroshima-shi, Hiroshima-ken
TEL (082)849-5001
FAX (082)849-5115
Freedial 0120-849-501 (only in Japan)
E-mail igl-iryofukushi@igl.or.jp
homepage https://www.igl.ac.jp/int/