



# COLLEGE of BUSINESS and COMMUNICATION

## 外語ビジネス専門学校

### Prospectus for enrollment in April and October in 2026

#### [1] Departments Accepting Applications

**Department of Japanese (1-year course)** with “Student Visa”  
**Department of Advanced Studies in Japanese (1-year course)** with “Student Visa”

Students enrolled in the Department of Japanese may advance to the Department of Advanced Studies in Japanese.

The maximum period of Japanese language study is two years.

Students may continue to the following programs after completing the above courses (please inquire for details)

Name of Department	Duration	Admission
Comprehensive International Business	Daytime 2 years	April
Hotel, Tourism and Bridal Service	Daytime 2 years	April
Global Media and Information Communication Technology	Daytime 2 years	April
Business Japanese	Daytime 2 years	April
Globiz Professional University - Global Business (Bachelor Program)	Daytime 4 years	April

#### [2] Applicant Qualifications

##### Department of Japanese

Applicants must have completed at least 12 years of formal education or be a graduate of a 4-year college in a foreign country. Please consult with us before applying.

##### Department of Advanced Studies in Japanese

In addition to the above, applicants must have Japanese language proficiency equivalent to JLPT N2 level.

It is preferable that the application is submitted within five years of graduation from the most recent school.

- Four-year college graduates -- aged around 30 or below
- High-school graduates -- aged around 23 or below

#### [3] Application Period

	Enrollment	For Student Visa Applicants	For Residents of Japa
April	10 April 2026	1 <sup>st</sup> period: 1 August 2025 – 17 December 2025 2 <sup>nd</sup> period: 18 December 2025 – 28 January 2026	1 August 2025 - late March 2026
October	7 October 2026	1 <sup>st</sup> period: 2 February 2026 – 24 June 2026 2 <sup>nd</sup> period: 25 June 2026 – 29 July 2026	2 February 2026 - late September 2026

The application period may change depending on the Immigration Bureau. Please confirm with us.

- Qualification requirements may vary by nationality. Please inquire.
- Immigration screening results may be delayed depending on the timing of the application.
- The school bears no responsibility for any delay in immigration procedures caused by errors or incomplete documents.
- Once the enrollment capacity is filled, further applications will not be accepted.

**[4] School Expenses**

Fees for the Entrance Procedure		First Semester (6 months)	Second Semester (6 months)
Screening fee	JPY 30,000	Tuition fee JPY 375,000	Tuition fee JPY 375,000
Admission fee	JPY100,000		

- Additional textbook fees may apply.
- Tuition includes regular health checkups, thank-you party, supplementary materials, and Wi-Fi usage.
- We recommend purchasing overseas traveler’s insurance before entering Japan.
- If enrollment is canceled by the end of the month prior to the start date, only tuition will be refunded. Screening and admission fees are non-refundable under any circumstances.

**[5] Payment of School Expenses (Bank Transfer)**

Payment must be made under the name of the applicant. (Some transfer cost is necessary)

Name of Bank	Name of Branch	Savings Account No.
Sumitomo Mitsui Banking Corporation	Kawasaki Branch	8049665
Mega International Commercial Bank	Tokyo Branch	107282
Name of the Account: <b>College of Business and Communication</b>		

**[6] Documents for Application**

**N.B.**

1. **Corrections must be made by striking through errors with double lines, and initialing or signing to indicate voluntary correction. Do not use correction fluid.**
2. **Documents not in Japanese must be accompanied by a Japanese translation.**
3. **Official documents must be issued within 3 months of the application date to Immigration.**
4. **Required documents may vary by nationality/region.**
5. **Additional documents may be requested depending on submissions.**

**Applicant**

No.	
1	Curriculum Vitae (CBC-designated form, 3 pages)
2	Six photos (taken within the last 3 months) Write name, date of birth, and nationality/region on the back.
3	Certificate of Graduation and/or Expected Graduation
4	Academic transcript
5	Copy of Passport (main page + Japanese visa/entry stamps)
6	Certificate of Employment
7	Certificate of Japanese Language Proficiency JLPT N5 or NAT-TEST Level 5 may be required.
8	Certificate of Health (CBC-designated form) TB Clearance Certificate (required for designated nationalities only)

## **Documents from Financial Sponsor**

Ideally, the sponsor should be a parent or a second-degree relative (e.g., grandparent or sibling).

### **A. Sponsor Residing in Japan**

No.	Document
1	Affidavit (CBC-designated form)
2	Payment of Expenses (CBC-designated form)
3	Certificate of Employment
4	Taxation Certificate (課税証明書 / Kazei Shomeisho) - Last 3 years * Certificate of Annual Income
5	Tax Payment Certificate (納税証明書 / Nozei Shomeisho) - Last 3 years
6	Certificate of Bank Balance
7	Bank Statement – Last 1 year
8	Proof of Relationship
9	Certificate of Residence (住民票 / Juuminhyou) - listing all household members

### **B. Sponsor Residing Outside Japan**

Depending on nationality, a sponsor residing in Japan may be required.

No.	Document
1	Affidavit (CBC-designated form)
2	Payment of Expenses (CBC-designated form)
3	Certificate of Employment
4	Certificate of Annual Income – Last 3 years
5	Tax Payment Certificate – Last 3 years
6	Certificate of Bank Balance
7	Bank Statement – Last 1 year
8	Proof of Relationship

### **C. Self-Sponsoring Applicants**

No.	Document
1	Affidavit (CBC-designated form) Must be completed by a family member
2	Payment of Expenses (CBC-designated form)
3	Certificate of Employment
4	Certificate of Annual Income – Last 3 years
5	Tax Payment Certificate – Last 3 years
6	Certificate of Bank Balance
7	Bank Statement – Last 1 year

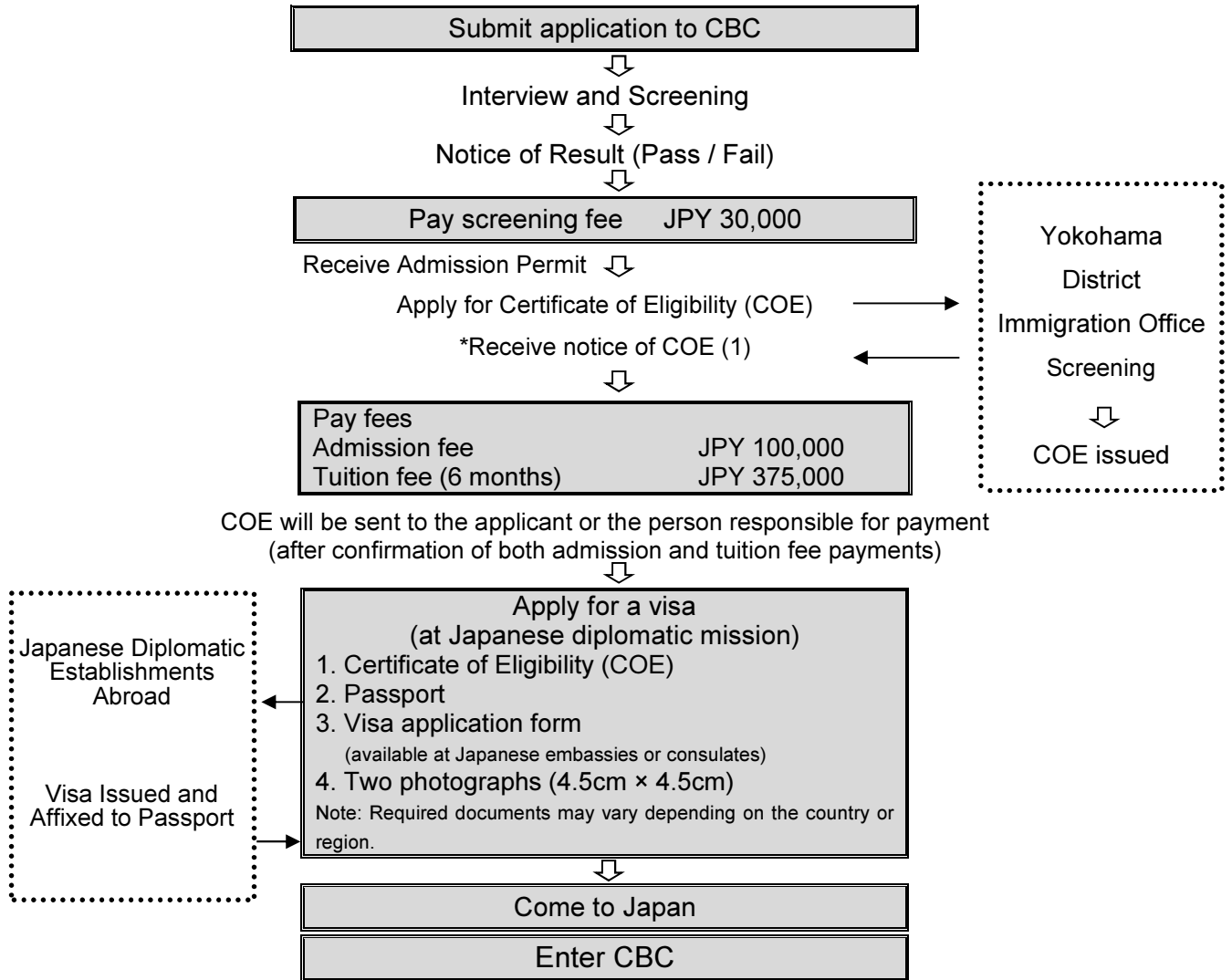
### **Additional documents (if applicable):**

If you have family members, relatives, or someone you plan to live with in Japan, please also submit the following:

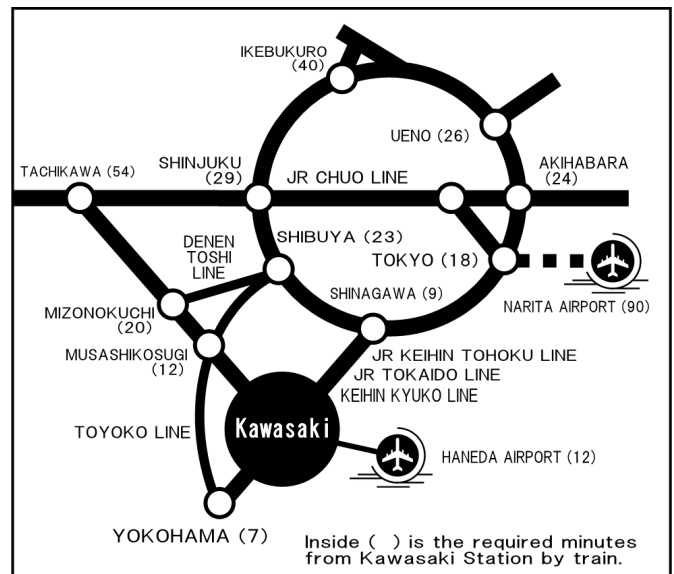
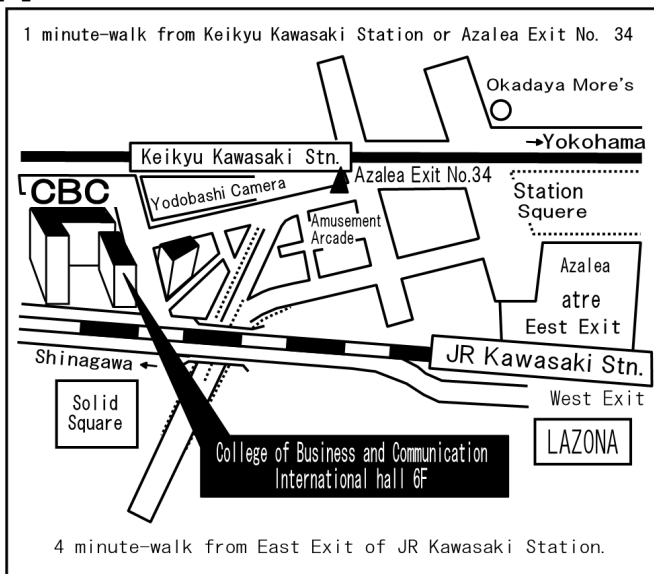
No.	Document
1	Certificate of Residence (住民票 / Juuminhyou) of the person living in Japan
2	Documents Showing Place of Study or Employment (e.g., student ID, enrollment certificate, employment certificate, etc.)

## [7] Admission-Procedure Flowchart

Note: Entry into Japan is only possible once a Certificate of Eligibility (COE) has been issued by Immigration. Entry into Japan is not permitted with only a CBC Admission Permit.



## [8] Location of CBC



### DEPARTMENT OF JAPANESE, COLLEGE OF BUSINESS AND COMMUNICATION

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