



COLLEGE of BUSINESS and COMMUNICATION

外語ビジネス専門学校

Prospectus for enrollment in April and October in 2025

[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”

- ✧ It is possible for the students of the Department of Japanese to promote to the Department of Advanced Studies in Japanese. The maximum length of studying Japanese is 2 years.

It is possible to advance from these courses to the following programs: (Ask 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 / September
Business Japanese	Daytime 2 years	April
Globiz Professional University - Global Business (Bachelor Program)	Daytime 4 years	April

[2] Applicant Qualifications

Department of Japanese

Formal school education of no less than 12 years or a 4-year college graduate from a foreign country. Please ask for details before applying.

Department of Advanced Studies in Japanese

In addition to the above, Japanese ability equivalent to Level N2 in the Japanese Language Proficiency Test is required.

It is preferable that the application is within 5 years of graduation from the last school.

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

[3] Application Period

	Date of enrollment	Those applying for college student visa	Those already living in Japan
April	10 April 2025	1 st period: 1 August 2024 – 18 December 2024 2 nd period: 19 December 2024 – 29 January 2025	1 August 2024 - late March 2025
October	7 October 2025	1 st period: 3 February 2025 – 25 June 2025 2 nd period: 26 June 2025 – 30 July 2025	3 February 2025 - late September 2025

The application period may be changed by the Immigration Bureau. Please ask us for confirmation.

- The applicant qualification requirements may differ depending on nationality. Please inquire for these details.
- The result of immigration screening may be delayed depending on the time of application.
- The school cannot bear any responsibility for the failure in meeting the deadline for immigration application due to flaws in the submitted documents.
- When the number of applicants reaches the full quota, no more applicants will 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 365,000	Tuition fee JPY 365,000
Admission fee	JPY100,000		

- In addition to the above, some textbook fees are necessary.
- Tuition fee includes regular health examination, thank-you party, supplementary teaching materials, and wi-fi usage fees.
- Before entering Japan, purchasing overseas travelers' personal accident insurance is recommended.
- In the event of cancellation by the end of the previous month of enrollment, only the tuition fee shall be refunded. The screening and admission fees are non-refundable for any reason.

[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: College of Business and Communication		

[6] Documents for Application

N.B.

1. **When making a correction in the description, cross out the unnecessary words with double lines and put a name stamp or a signature there to show that a correction has been made willingly. Please do not use correction fluid (whiteout).**
2. **Please attach Japanese translation if the document is not in Japanese.**
3. **Official documents must be issued within 3 months from the date of application to the immigration office.**
4. **Required documents may differ depending on nationality or region.**
5. **Additional documents may be required depending on the documents submitted.**

Applicant

No.	
1	Curriculum Vitae (CBC-designated form, 3 pages)
2	6 photos of the applicant taken within the last 3 months * Write the name, date of birth and nationality/region on the back of each photo.
3	Certificate of graduation and/or Certificate of expected graduation
4	Academic transcript
5	Copy of passport * Main page and Japan immigration stamp page(s)
6	Certificate of employment
7	Certificate of Japanese language ability JLPT N5 and NAT-TEST Level 5 may be required.

The person responsible for paying fees/expenses

It is preferable that the person responsible for paying fees/expenses to be the applicant's parent or a relative in the second degree (a grandparent or a sibling).

A. The person responsible for paying expenses is living in Japan.

The person must be financially and socially responsible for the applicant.

No.	Document
1	Affidavit to the president of College of Business and Communication (Designated form)
2	Payment of Expense (Designated form)
3	Certificate of employment
4	Certificate of taxation (Kazei Shomeisho 課税証明書) for the last 3 years * Certificate of annual income
5	Certificate of tax payment (Nozei shomeisho 納税証明書) for the last 3 years
6	Certificate of bank balance
7	Bank statement for the last 1 year
8	Certificate of relationship with the applicant
9	Certificate of residence (Juuminhyou 住民票) bearing all the members of the household

B. The person responsible for paying expenses is living outside Japan.

Depending on nationality, a person living in Japan who is financially and socially responsible for the applicant may be required.

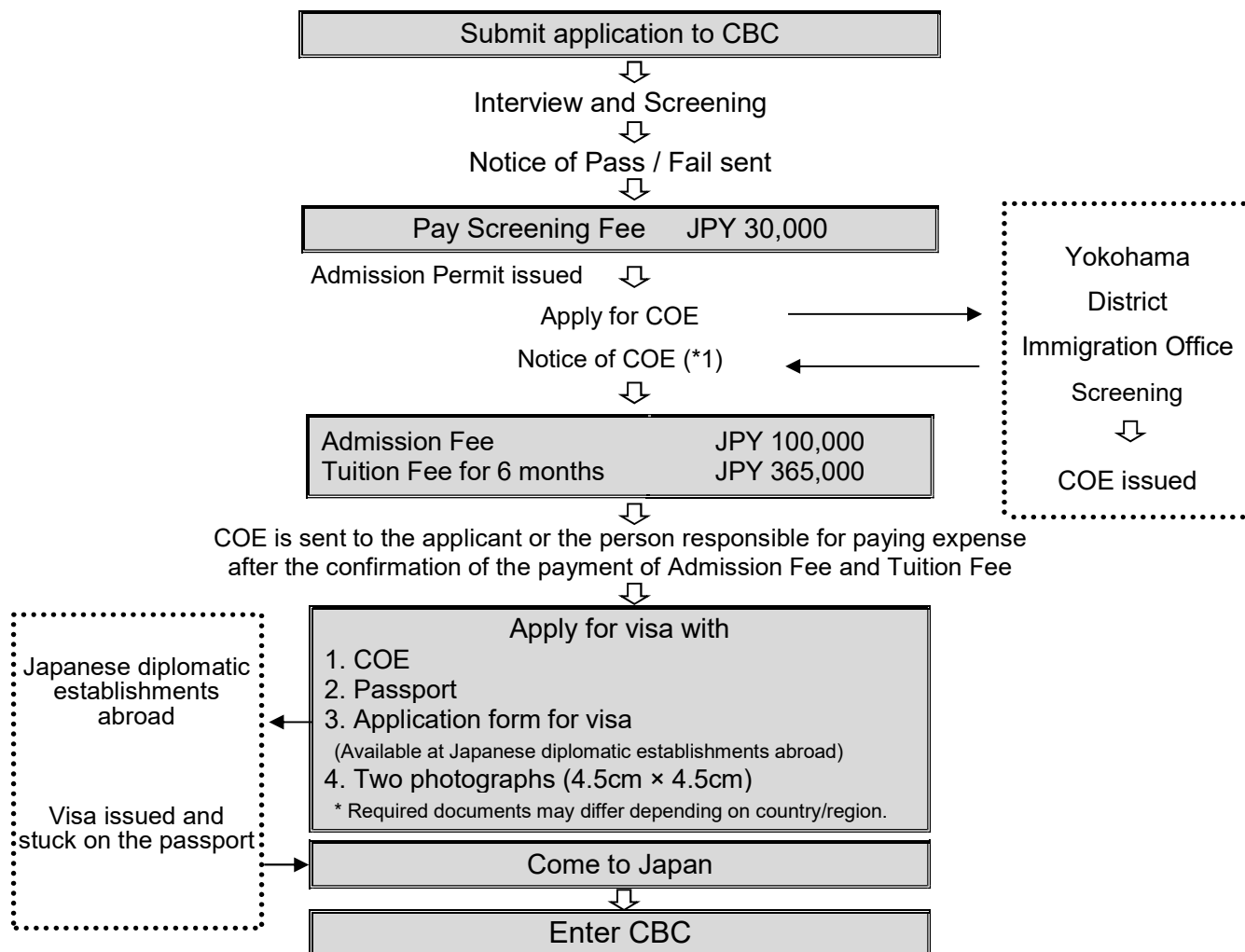
No.	Document
1	Affidavit to the president of College of Business and Communication (Designated form)
2	Payment of Expense (Designated form)
3	Certificate of employment
4	Certificate of annual income for the last 3 years
5	Certificate of tax payment certificate for the last 3 years
6	Certificate of bank balance
7	Bank statement for the last 1 year
8	Certificate of relationship with the applicant

C. The person responsible for paying expenses is himself/herself.

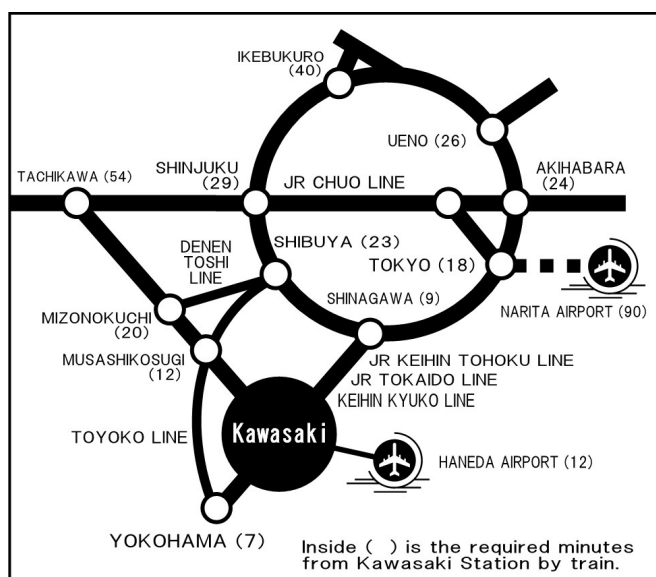
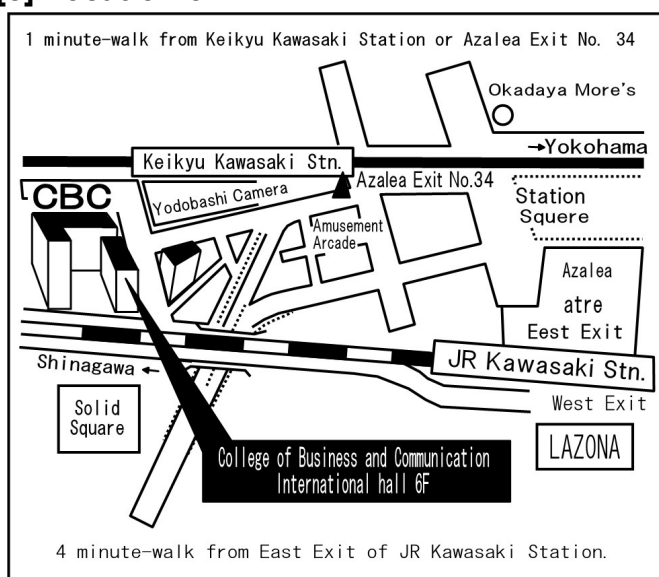
No.	Document
1	Affidavit to the president of College of Business and Communication (Designated form) *A member of the family of applicant must fill out this form.
2	Payment of Expense (Designated form)
3	Certificate of employment
4	Annual income certificate for the last 3 years
5	Tax payment certificate for the last 3 years
6	Certificate of bank balance
7	Bank statement for the last 1 year

[7] Admission-Procedure Flow Chart

The applicant is able to come to Japan only when COE (Certificate of Eligibility to a Status of Residence) is issued by the immigration. (It is not possible only with the Admission Permit from CBC.)



[8] Location of CBC



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