



# COLLEGE of BUSINESS and COMMUNICATION

## 外語ビジネス専門学校

### Prospectus for enrollment in April and October in 2022

#### [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 / September
Hotel, Tourism and Bridal Service	Daytime 2 years	April
Global Media and Information Communication Technology	Daytime 2 years	April
International ICT and Tourism	Daytime 4 years	April
Intensive International Business	Daytime 1 year	April / September
Business Japanese	Daytime 2 years	April

#### [2] Applicant Qualifications

**Department of Japanese** \*Afternoon class is also available for basic level.

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.

**In both departments, the applicants must meet the following age requirements.**

- Four-year college graduates -- aged around 30 or below
  - High-school graduates -- aged around 23 or below
- It is preferable that the application is within 5 years of graduation from the last school or the institution.

#### [3] Application Period

	Date of enrollment	Those applying for college student visa	Those already living in Japan
April	8 April 2022	1 <sup>st</sup> period: 2 August 2021 – 15 December 2021 2 <sup>nd</sup> period: 16 December 2021 – 2 February 2022	2 August 2021 - late March 2022
October	7 October 2022	1 <sup>st</sup> period: 1 February 2022 – 29 June 2022 2 <sup>nd</sup> period: 30 June 2022 – 3 August 2022	1 February 2022 - late September 2022

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 350,000
Admission fee	JPY100,000		Tuition fee JPY 350,000

- 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 should 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.**

**Official documents have to be issued within the last 3 months.**

April enrollment	Issued after late September 2021
October enrollment	Issued after late March 2022

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. **Required documents may differ depending on nationality or region.**
4. **Additional documents may be required depending on the documents to be 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 photos.
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 Such as JLPT N5 and NAT-TEST Level 5

## **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 should be financially and socially responsible for the applicant may be required.

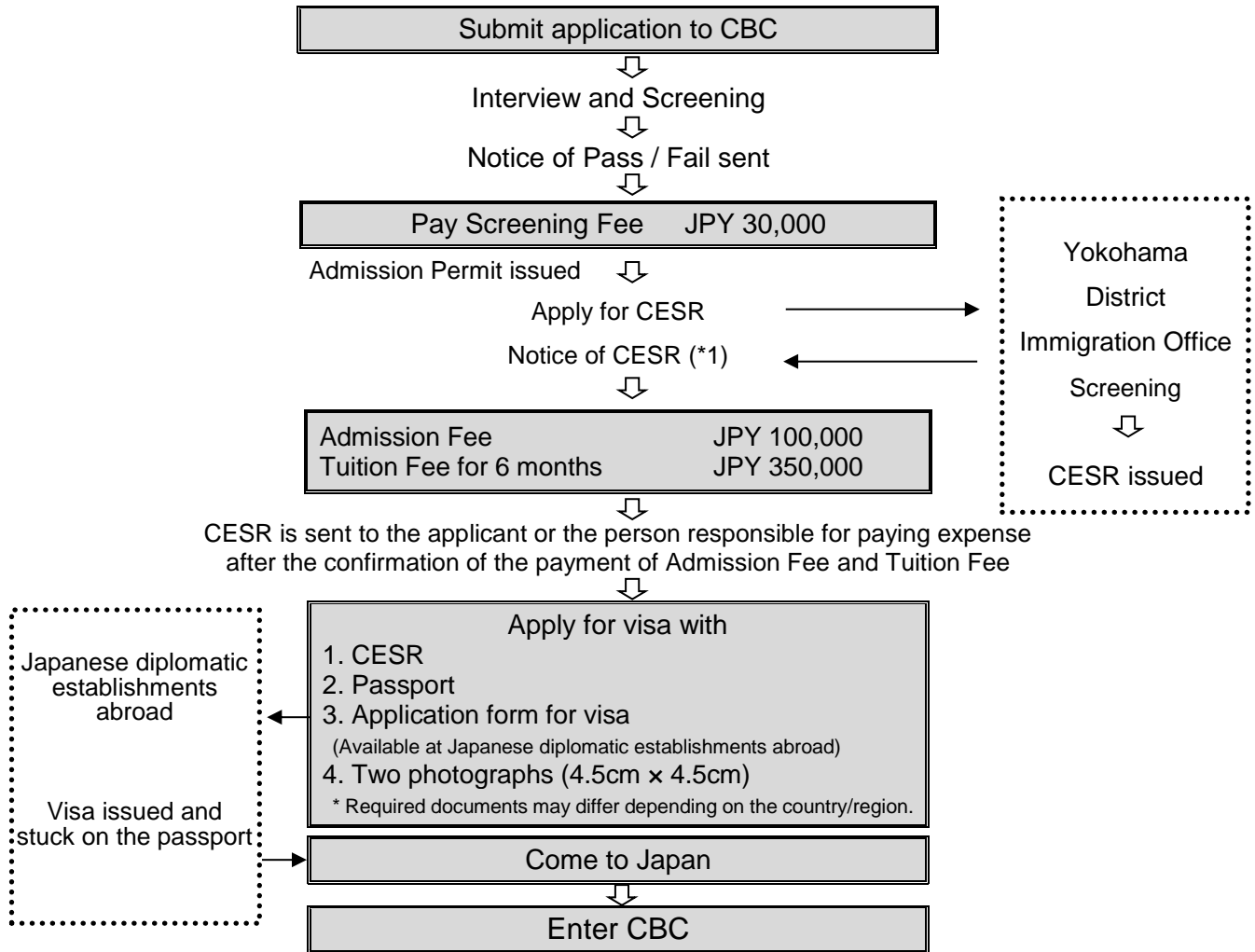
No.	Document
1	Affidavit to the president of College of Business and Communication (Designated form)
2	Payment of Expense (Designated form)
3	Certificate of employment
4	Certificate of annual income for the last 3 years
5	Certificate of tax payment certificate for the last 3 years
6	Certificate of bank 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.**

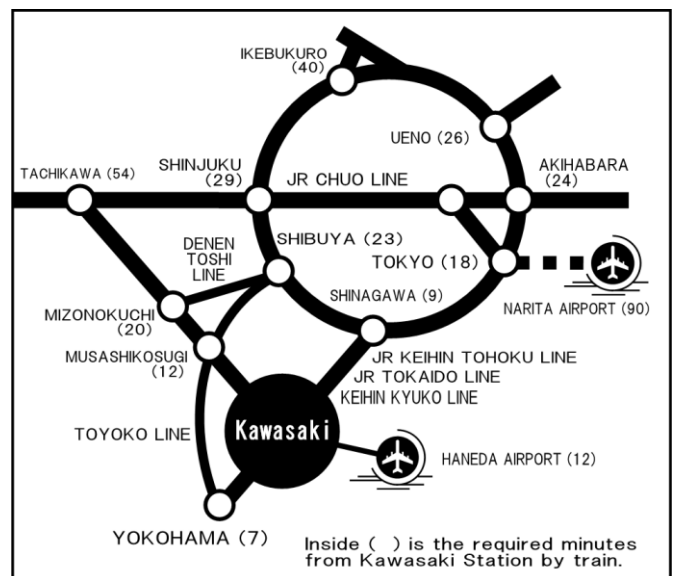
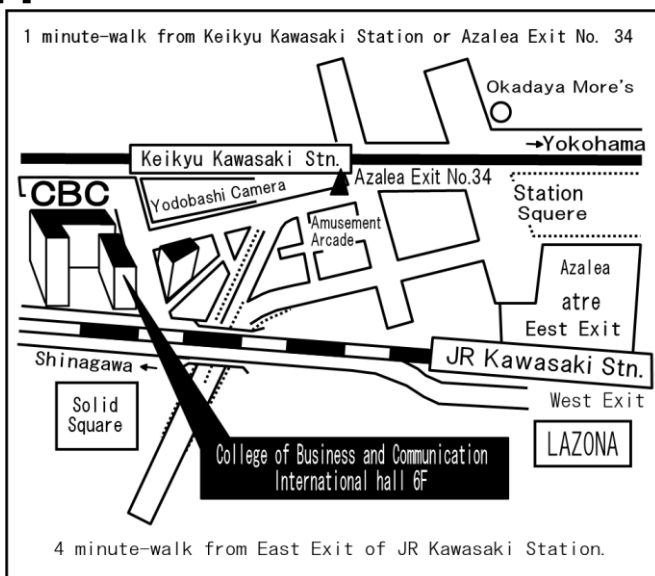
No.	Document
1	Affidavit to the president of College of Business and Communication (Designated form) *A member of the family of applicant must fill out this form.
2	Payment of Expense (Designated form)
3	Certificate of employment
4	Annual income certificate for the last 3 years
5	Tax payment certificate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