



G | U | I | D | E | L | I | N | E | S
===== **FOR** =====
A | P | P | L | I | C | A | T | I | O | N

**Application Outline for
Japanese Language Program**

Advancement 2-year Course

Advancement 1-year 6-month Course



Trinity College, Hiroshima Medical Care and Welfare Professional Training College

Our school name comes from the Holy Trinity, and represents not only our feelings on the unity of “medical care,” “welfare,” and “health,” but also expresses learning the necessary “knowledge,” “skill,” and “mind.”

Our symbol mark symbolizes 心 (the Japanese symbol for “heart”), and the three rounded squares symbolize the “faces of young friends who learn together.” The blue color symbolizes “youth,” “reason,” “science,” “academism,” and “vigor.”

1. Programs for Application

Program name	Course	Course term	Entrance period	Enrollment limit	Program outline	Class time / days off
Japanese Language Program	Advancement 2-year Course	2 years	April	20 students	This is a 2-year or 1-year 6-month Japanese language course aimed at advancing to a university/graduate school or professional college in Japan. As courses for acquiring comprehensive Japanese language proficiency, students improve the 4 Japanese language skills of reading, writing, speaking, and listening in an overall manner, while also doing fieldwork and research presentations, and practicing speeches. We also provide measures for the various tests required for higher education (Examination for Japanese University Admission for International Students, Japanese-Language Proficiency Test, etc.) and prepare for entrance examination for students such as interview instructions. Also, students will aim to advance to the postsecondary course Care Worker Program at this school and the Izumo School.	Class days 5 days a week (Mon to Fri) Class time 9:00 to 12:20 (2nd year) 13:00 to 16:20 (1st year)
	Advancement 1-year 6-month Course	1 year, 6 months	October	20 students		

2. Criteria for Eligibility

The student must meet ALL of the following criteria.

- (1) The student is 18 years old or older.
- (2) The student has undergone 12 years of school education outside Japan. Also, no more than 5 years have passed since the student's last school graduation (the student is not older than 30 years old).
- (3) The student has Japanese proficiency equivalent to Japanese-Language Proficiency Test N5 or higher, or has 150 hours or more of Japanese learning and can verify that with the result notice of an official Japanese-Language Proficiency Test or the like.
- (4) The student has sufficient assets to cover their tuition and living costs while attending the college.
- (5) The student's goal in studying abroad and their post-graduation career path are clear.
- (6) The student has never been denied after applying for a "student" status of residence from a Japanese education facility other than this school.

3. Entrance Examination

Course	Application period	Date/time and location of the entrance examination
2-year Course, entrance in April	August 1st of the year before the year of entrance to the end of November of the year before the year of entrance (Planned)	After we receive your Entrance Application, we will contact you with the date/time and location for screening. * The entrance examination is carried out in the country where the applicant lives.
1-year 6-month Course, entrance in October	February 1 of the year of entrance to the end of May of the year of entrance (Planned)	

* Test results are mailed by post to the test taker within 1 week of taking the entrance examination. We cannot respond to inquiries by telephone or e-mail.

* Entrance examinations are stopped as soon as the enrollment limit is met. Please inquire our college's executive office for details.

4. Application

(1) Application Documents

(1) Documents to be submitted by the applicant

	Type of document	Notes
1	Entrance Application (Form 1)	Sheet specified by this school *The application must be written by the applicant himself/herself. * Use a black ballpoint pen.
2	Statement of Purpose for Entrance (Form 2)	Must be written and signed (stamped) by the applicant himself/herself. Please write specifically and in Japanese.
3	8 photographs	Photographs must be 4 cm x 3 cm and taken within the last 1 month. Affix 1 photograph to your Entrance Application and include the remaining 7 photographs in the envelope. Write your name, nationality, and date of birth on the reverse side of each of the 8 photographs.
4	Entrance screening fee	Pay 15,000 JPY by overseas remittance. Remittance fees are to be borne by the remitter.
5	Curriculum Vitae (Form 3)	Write your school name, address, and other items accurately and without abbreviation. Write starting from elementary school, and ensure there are no blanks for 6 months or longer.
6	Original copy of a diploma, or graduation certificate, or certificate of expected graduation from your latest school	From high school or university (written in one's native language or in English) * Proof that one has undergone 12 years or more of school education outside Japan. * The original copy will be returned to you after the application.
7	Transcript from latest school	Must indicate the student's grades and attendance status. * If the student has not completed a 12-year course of school education, please also submit certification that the student is enrolled in an advancement preparatory education course.
8	Degree authentication certificate * Only for persons from China or Vietnam, which have the authentication system	* Please apply so that the authentication is delivered directly to our college. ◎ For Chinese citizens Apply to: China Higher-education Information and Student Information (CHSI), www.chsi.com.cn/ ◎ For Vietnamese citizens [For those who participated in the college entrance exam] (1) Certificate of college entrance exam results [For those who did not participate in the college entrance exam] (2) Certificate of high school graduation centralized test results (For those who did not participate in the college entrance exam) Apply to: Vietnam International Education Cooperation Department - Ministry of Education and Training, http://japan.ciec.vn/
9	Documents for certifying Japanese language competence (All those that the applicant possesses among the right items)	1 Item listing the period and total number of hours of lessons taken (150 hours or more) issued by a Japanese education facility 2 Certificate of Japanese proficiency or results notification for the Japanese-Language Proficiency Test (JLPT) 3 Results notification for the Examination for Japanese University Admission for International Students (EJU)
10	Enrollment certificate / certificate of leave of absence	Persons enrolled in a university or the like must submit an enrollment certificate. Persons taking a leave of absence to come to Japan must submit a certificate of leave of absence.
11	Employment certificate / retirement certificate	Persons who are employed must submit an "employment certificate" issued by their employer. Persons with employment experience must submit a "retirement certificate."
12	Copy of family register and copy of household register	◎ For persons not from the People's Republic of China: Please submit a copy of family register which lists all your family members. ◎ For persons from the People's Republic of China: Please submit a copy of your household register that lists all your family members. Copy of all pages, issued by the Ministry of Public Security, including descriptions in the academic history and occupation sections, and renewed within the past 6 months. * The content for the academic history and job sections must match one's Curriculum Vitae.
13	Letter of Commitment (Form 4)	Sheet specified by this school * The Letter of Commitment must be written by the applicant himself/herself.
14	Copy of passport	Please submit copies of all pages with information registered.
15	Documents to explain past travel to Japan * For applicable parties only	If you have traveled to Japan in the past, please submit certification of embarkation/disembarkation and the explanation thereof. If you have traveled to Japanese as technical trainee, please submit a certificate for that training history.

(2) Documents to be submitted by the financial sponsor

	Type of document	Cautionary notes
1	Financial Sponsorship Form (Form 5)	To be signed by the sponsor. If the sponsor is not the applicant himself/herself or a family member (within 3 degrees of kinship), a detailed explanation of the reason for accepting sponsorship is required.
2	Identity / Financial Sponsorship Letter of Commitment (Form 6)	To be signed by the sponsor.
3	Documents for certifying the relationship with the applicant	<ul style="list-style-type: none"> ○ For persons not from the People's Republic of China: Please submit a copy of family register which lists all your family members. ○ For persons from the People's Republic of China: Please submit a copy of your household register that lists all your family members. Copy of all pages, issued by the Ministry of Public Security, including descriptions in the academic history and occupation sections, and renewed within the past 6 months. * The content for the academic history and job sections must match one's Curriculum Vitae.
4	Documents for certifying occupation	Company employees: Employment certificate (original copy) * Clearly lists the company name, address, employment period, work contents, etc. Self-employed: Copy of business license, work permit, tax payment certificate (copy) Company managers and directors: Copy of a corporate registry (original)
5	Certificate of revenue and certificate of tax payment	* Only for cases where the financial sponsor resides overseas Please submit certificates of income and certificates of tax payment for the past 3 years. * If issued by the employer, clearly include the employer name, address, telephone number, FAX number, and the name of the person issuing the document.
6	Residence tax taxation certificate and certificate of tax payment	* Only in cases where the financial sponsor resides within Japan Please submit certificates of income and certificates of tax payment for the past 3 years.
7	Certificate of bank savings account balance	Please submit an original copy issued by the financial institutions. The balance must be an amount equivalent to the tuition and living costs for while the applicant will be studying here. The certificate would preferably be in Japanese yen or US dollars. * For persons from the People's Republic of China, a copy of the deposit slip is also required.
8	Resident certificate	* Only in cases where the financial sponsor resides within Japan Lists all household members
9	Documents that clarify how the funds were formed	Submit copies of your savings bank book to explain the process of arranging these funds. (Copies of the cover sheet and all pages with information registered) Or, submit other documents that clarify how the funding was formed, such as documents that certify the selling of an asset.

* Cautionary Notes on Documents to be Submitted

- * If you make a mistake when writing, do not use correction lines or corrective fluid. Fill in a new document.
- * All certificates must have been issued within 3 months of the month in which they are to be submitted to the Hiroshima Immigration Bureau (early June for students entering in October / early December for students entering in April).
- * All documents written in a language other than Japanese must include a Japanese translation. The Japanese translation must list the date and name of the translator and be stamped.
- * Documents to be submitted may vary depending on changes in the Immigration Bureau's policy and the student's nationality.
- * The submission of additional documents may be necessary depending on the examination by the Immigration Bureau.
- * Please use the A4 size for all copies. Do not use both sides of the paper for copies.
- * Please be aware your application cannot be accepted if there is a problem with the documents (lacking documents, sections not filled in or not stamped, etc.).
- * In the event that a falsehood is discovered regarding the application documents, your eligibility to enter the college will immediately be revoked.
- * The financial sponsor shall be held fully responsible regarding the tuition, living costs, and the like while the applicant is enrolled as a student, as well as advancement in education and all personal issues.

(2) Application Process

Please pay the screening fee via overseas remittance and mail the documents to be submitted by post to our college's executive office.

Reception hours: Monday to Friday, 9:00 to 17:00

(Reception not available on Saturdays, Sundays, and holidays.)

Submit to: Trinity College, Hiroshima Medical Care and Welfare Professional Training College,
Executive Office, Entrance Examination Section

8-18 Kaminobori-cho Naka-ku
Hiroshima City, Hiroshima Prefecture,
730-0014, JAPAN

〒730-0014 広島市中区上幟町8-18
トリニティカレッジ広島医療福祉専門学校 事務局入試係

(3) Cautionary Notes for Application

We cannot accept applications with information missing or problems in the application documents. Please be sure to double-check your application. We do not refund entrance screening fees once they are received. Those submitted documents that can be returned to you will be mailed by post.

5. Entrance Screening Method

We comprehensively judge applicants through a “document screening,” “interview”, and “Japanese language test.”

Advancement 2-year Course, Advancement 1-year 6-month Course Entrance Examination

Content	Notes
Document screening Japanese language test Personal interview	Japanese language test: Writing, listening comprehension, and composition on the level of Japanese-Language Proficiency Test N5 Interview: Personal interview of about 30 minutes

6. Tuition

Advancement 2-year Course

Annual	Screening fee	Entrance fee	1st semester tuition	2nd semester tuition	Total annual payment	Total payment	Teaching materials cost / Insurance
1st year	15,000 JPY	100,000 JPY	350,000 JPY	350,000 JPY	815,000 JPY	1,515,000 JPY	60,000 JPY
2nd year			350,000 JPY	350,000 JPY	700,000 JPY		60,000 JPY

Advancement 1-year 6-month Course

Annual	Screening fee	Entrance fee	1st semester tuition	2nd semester tuition	Total annual payment	Total payment	Teaching materials cost / Insurance
1st year	15,000 JPY	100,000 JPY	350,000 JPY	350,000 JPY	815,000 JPY	1,165,000 JPY	60,000 JPY
2nd year			350,000 JPY		350,000 JPY		34,000 JPY

* All amounts include tax.

* Transportation fees involved in daily commuting and practicals are to be borne by the student.

* Fees involved in the Examination for Japanese University Admission for International Students (EJU), Japanese-Language Proficiency Test (JLPT), and other qualification tests are to be borne by the student.

7. Entrance Procedures / Tuition Payment, Etc.

- (1) Please pay the tuition for your initial academic year all at once.
- (2) Once your “Certificate of Eligibility” from the Immigration Bureau has been issued in late February for the Advancement 2-year Course or in late August for the Advancement 1-year 6-month Course, we will contact you with information for paying tuition. Please make the payment by the specified deadline.
- (3) Once we confirm payment of tuition, we will send your “Certificate of Eligibility” and “Admission Permit.”
- (4) For your second year and later, you will pay the first semester tuition in March and the second semester tuition in September.
- (5) You will pay the teaching materials cost (textbooks, fees for practicals, etc.) in May and November.

8. Tuition Refunds

We refund students who withdraw from entering the college for payments made only in the following situations. (In cases of bank transfers, refunding the amount subtracting bank fees)

- (1) After a Certificate of Eligibility was issued, the student applied for a visa at a diplomatic office overseas but was denied.
We will refund all payments made, excluding the screening fee. However, we require the return of the “Admission Permit,” and a document that can confirm that a visa was not supplied by a diplomatic office overseas.
- (2) The applicant withdraws from entering the college due to personal reasons.
We will refund payments made, excluding the entrance screening fee and entrance fee. Refunds of payments made require the return of the “Certificate of Eligibility” and “Admission Permit.”

9. Scholarship System

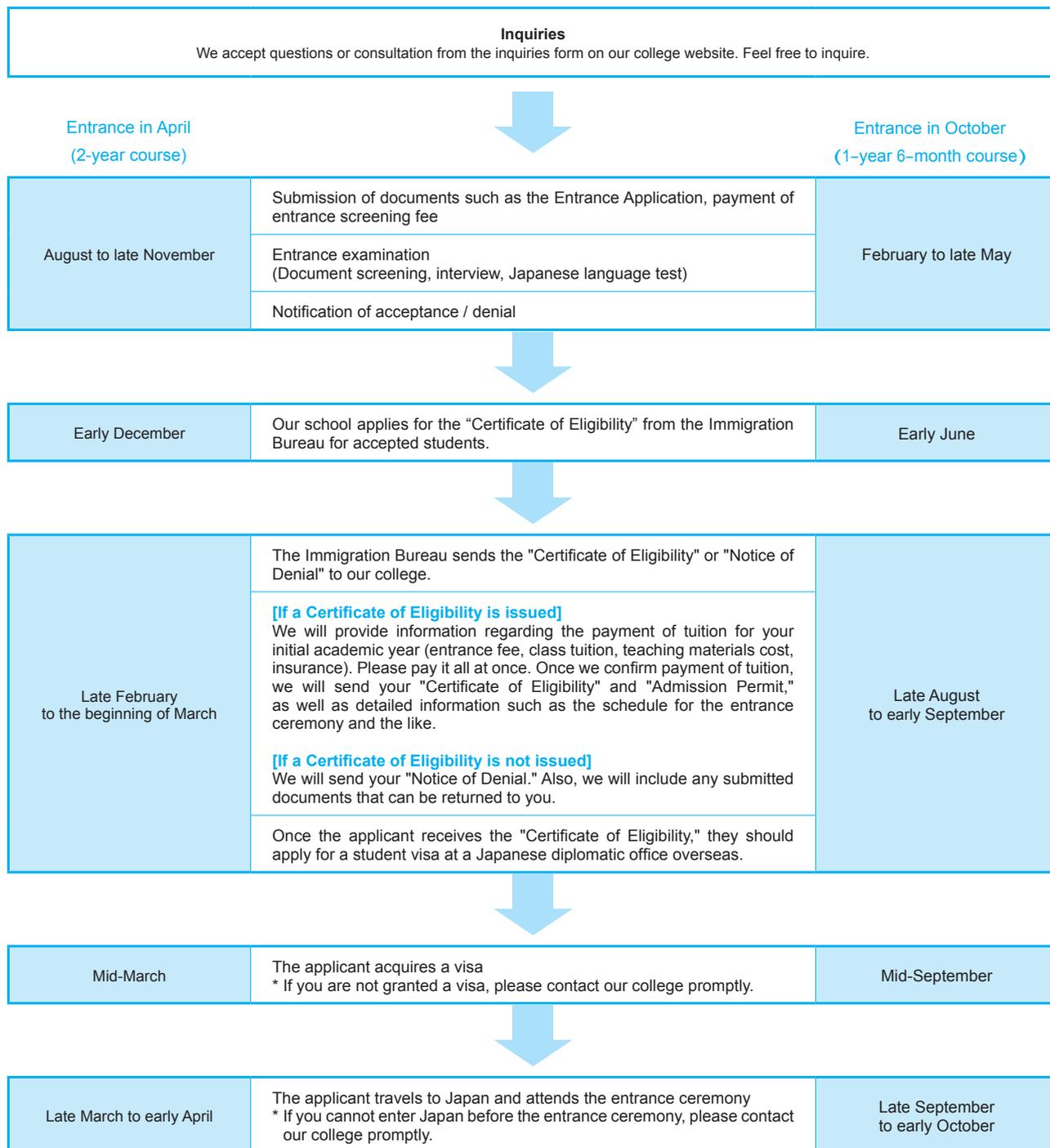
■ Japan Student Services Organization, Scholarship for Privately-Financed International Students

Grantees	Several persons (Varies by academic year depending on the rules set by the Japan Student Services Organization.)
Criteria for eligibility	The student has both outstanding schoolwork and character, and has difficulty receiving education due to economic reasons.
Provided amount	Monthly amount of 30,000 JPY
Provided period	1 year
Method of application	An explanatory session is held after entrance, and then grantees are screened based on documents.
Decision	Mid-June

■ Scholarship by the Kyoritsu International Foundation

Name	Kyoritsu Maintenance Scholarship
Grantees	35 students *1 student per school type
Criteria for eligibility	Student with nationality in an Asian country with outstanding grades and attendance
Provided amount	Monthly amount of 60,000 JPY
Provided period	1 year
Decision	Mid-March

10. Flow Until Entrance



11. Part-time Jobs

International students are permitted to stay in Japan for the purpose of receiving education. If engaging in activities outside of that purpose (such as a part-time job), they absolutely must receive a permit to engage in activity other than that permitted by the status of residence previously granted from the Immigration Bureau in advance.

Also, if working a part-time job, students must observe the following criteria.

- (1) There is no problem with their grades or attendance at the school.
- (2) The working hours are within 28 hours per week. (Within 8 hours per day during long-term vacations)
- (3) The part-time job is at a location that does not engage in adult entertainment business or business related to adult entertainment.

Furthermore, our school can act as an agent and apply for the permit to engage in activity other than that permitted by the status of residence previously granted in place of the international student.

12 Introduction of Partnership Apartment

We introduce student dormitories for international students and help look for apartments. The student dorms we mainly introduce are about a 30-minute to 40-minute commute from the school, and cost about 15,000 to 30,000 JPY per month (per student, 2 students to a room).

13. Handling of Personal Information

This college strictly observes laws regarding personal information and appropriately handles personal information as described below. Please be aware of the following in advance.

- (1) We use the personal information, including names and addresses, learned through the documents and the like submitted for the application in order to screen applicants and create the documents for applying for a status of residence to be submitted to the Immigration Bureau.
- (2) Regarding the entering student, we use the information in order to perform (1) education-related work (school guidances, reports on attendance / grades to guardians, etc.) and (2) student support work (creating various documents related to health care and Immigration Control Law, applications for scholarships, etc.).

14. Information on Remittances from Overseas

When you pay the entrance fee / tuition from overseas, please use the “Remittance Telegraphic Transfer” from the service window of your local financial institution.

[Bank to receive payment in Japan]

Our school’s bank account to receive payment is as follows.

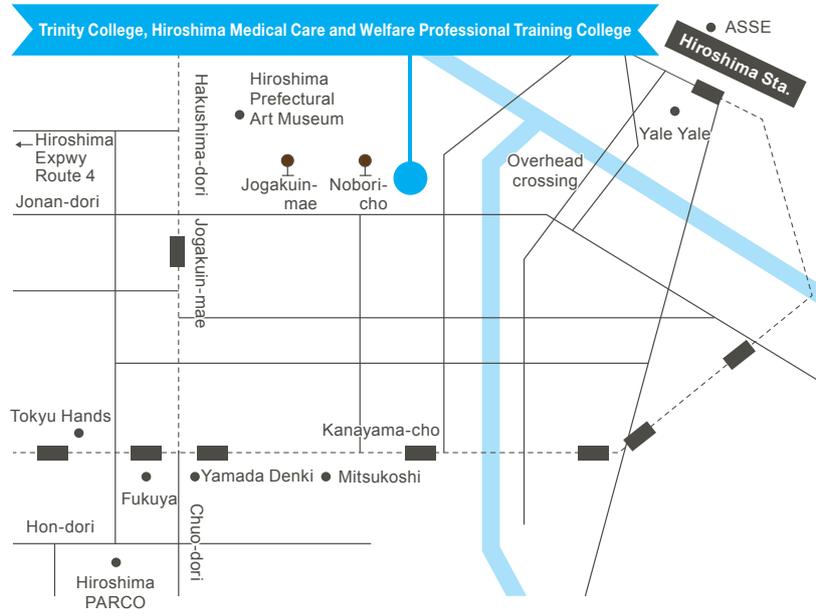
Please check the information below to ensure that there are no mistakes before performing the procedure.

Beneficiary bank	THE HIROSHIMA BANK
Branch name	HEAD OFFICE
Bank address	1-3-8 KAMIYA-CHO NAKA-KU HIROSHIMA JAPAN
Beneficiary account No.	001-2379176
Bank telephone No.	+81-82-247-5151
SWIFT code	HIROJPJT
Beneficiary	TORINITIKAREJJI HIROSHIMAIRYOFUKUSHISENMONGAKKO RIJICHO KIMURA HAJIME
Beneficiary address	8-18 KAMINOBORI-CHO NAKA-KU HIROSHIMA JAPAN
Beneficiary telephone No.	+81-82-223-1164

- * All fees and the like involved in the Remittance Telegraphic Transfer are to be borne by the remitter.
- * Please add on the amounts for fees when sending the remittance so that the amount received in Japan is exactly the required amount.
- * Please confirm the amount of the fees with your local financial institution.
- * When making the transfer, be sure to transfer using the applicant’s name.

15 MAP

Access



<http://international.trinity.ac.jp/hiroshima>

E-mail: ryugaku@trinity.ac.jp

日本語学科留学生入学願書

Application for Admission

日付
Date

受験番号 / Application No.

志望コース	<input type="checkbox"/> 進学2年コース		<input type="checkbox"/> 進学1年6ヶ月コース		
フリガナ	英語 In English (As in Passport)		日本語 (漢字) In Japanese		
氏名 Name in Full					
生年月日 Date of Birth	年 Year	月 Month	日 Day	(歳) Age	
婚姻の有無 Marital Status	M (有) Married	S (無) Single	性別 Sex	男 Male	女 Female
国籍 Nationality			出生地 Place of Birth		
現住所 Current address	〒 (-)			TEL	
本国住所 Home address	〒 (-)			TEL	
携帯番号 Mobile Phone					
E-mail Address(PC)					
E-mail Address(Mobile)					

現在の通学校 Present School	学習期間 Period of Study	年 月入学 From: Year Month
		年 月卒業 (見込) To : Year Month
旅券番号 Passport No.	有効期限 Valid Until	年 月 日 Year Month Day
査証 Visa Status	在留カード番号 Alien Reg No.	
来日歴 Previous Stay in Japan	入国日 Date of Entry	在留期間 Period of Stay
	年 月 日 Year Month Day	年 月 日 Year Month Day

せい やく しょ
誓 約 書

トリニティカレッジ広島医療福祉専門学校
学校長 殿

わたし こんかいきこう にゅうがく きよか うえ つぎ じこう まも きこう りゅうがくせい
私は、今回貴校への入学を許可されました上は、次の事項を守り、貴校の留学生としての
せきむ は せいやく
責務を果たすことを誓約いたします。

き
記

1. けんがく せいしん のつと がくそく じゅんしゆ
建学の精神に則り、学則を順守すること
2. りゅうがく もくてき りかい がくぎょう せんねん
留学の目的をよく理解し、学業に専念すること
3. きこう うんえいおよ じゅぎょうとう ししょう き こうい
貴校の運営及び授業等に支障を来たすような行為をしないこと
4. がくし たざいがくきかんちゅう わたしじしん かか いっさい せきにん けいひしべんしゃ
学資、その他在学期間中の私自身に関わる一切の責任を、経費支弁者に
おいて負うこと

このせいやく はん ばあい には、がくそく さだ しょち う いぎ
この誓約に反した場合には、学則に定められた処置を受けても異議ありません。

年 月 日

Year Month Day

しゅつがんしゃしめい
出願者氏名

経費支弁書

日本国法務大臣 殿

国 籍 _____

学生氏名 _____

生年月日 _____ 年 _____ 月 _____ 日 (男・女)

私は、このたび上記の者が日本国に入国した場合及び在留中の経費支弁者になりましたので、下記のとおり経費支弁の引き受け経緯を説明するとともに、経費支弁について説明します。

1. 経費支弁の引受経緯 (申請者の経費の支弁を引き受けた経緯及び申請者との関係について具体的に記載して下さい。)

※不足する場合には別紙に記載してください。

2. 経費支弁内容

私 _____ は、上記の日本滞在について、下記のとおり経費支弁することを証明いたします。

また、上記の者が在留期間更新許可申請を行う際には、送金証明書又は本人名義の預金通帳 (送金事実・経費支弁事実が記載されたもの) の写しなどで、生活費等の支弁事実を明らかにする書類を提出します。

記

(1) 学費 1年6ヶ月 2年 _____ 円

(2) 生活費 _____ 月額 _____ 円

(3) 支弁方法 (送金・振込み等の支弁方法を具体的に書いてください)

以上の通り相違ありません。 _____ 年 _____ 月 _____ 日

経費支弁者 住 所 _____

電 話 _____

氏 名 (署名) _____

学生との関係 _____

みもと けいひしべんせいやくしょ
身元・経費支弁誓約書

(ボールペンを使って、太枠内の必要項目に日本語で記入してください。)

し がん しゃ し めい 志 願 者 氏 名	Name of Applicant				
げん じゅう しょ 現 住 所	〒				
せい ねん がっ び 生 年 月 日	年	月	日	せいべつ 性別	<input type="checkbox"/> おとこ 男 <input type="checkbox"/> おんな 女
				こくせき 国籍	TEL

ひろしまいりょうふくしせんもんがっこう
トリニティカレッジ広島医療福祉専門学校
がっこうちょうどの
学校長 殿

わたし じょうき もの にほんざいりゅう かん か き じこう せいやく
私は上記の者の日本在留に関し、下記の事項について誓約いたします。

1. にほんこく ほうりつ まも いほう しかくがいかつどう おこな
日本国の法律を守り、違法な資格外活動を行わせません。
2. がくそく まも がくしゅう せんねん むだんけつせき
学則を守り、学習に専念させます。無断欠席はさせません。
3. がくひ じゅうきよひ ふく せいかつひ きこくりよひ たたいざいちゅう じ こ かか ぞんがいほしょう さいむ
学費、住居費を含む生活費、帰国旅費、その他滞在中の事故に関わる損害補償を債務します。

けいひしべんしゃしめい 経費支弁者氏名	姓 (Family Name) 名 (Given Name)				
げん じゅう しょ 現 住 所	〒				
せい ねん がっ び 生 年 月 日	年	月	日	せいべつ 性別	<input type="checkbox"/> おとこ 男 <input type="checkbox"/> おんな 女
しよく ぎょう 職 業	<input type="checkbox"/> かいしゃいん 会社員	<input type="checkbox"/> こうむいん 公務員	<input type="checkbox"/> じえいぎょう 自営業	<input type="checkbox"/> そのた ()	TEL
きん む さき めい 勤 務 先 名					
きん む さき じゅう しょ 勤 務 先 住 所	〒				
こく せき 国 籍				ひほしょうにん かんけい 被保証人との関係	TEL

かな けいひしべんしゃほんにん きにゅう
※必ず経費支弁者本人が記入してください。