



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

**Professional Training College
Application Outline**

Care Worker Program



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."

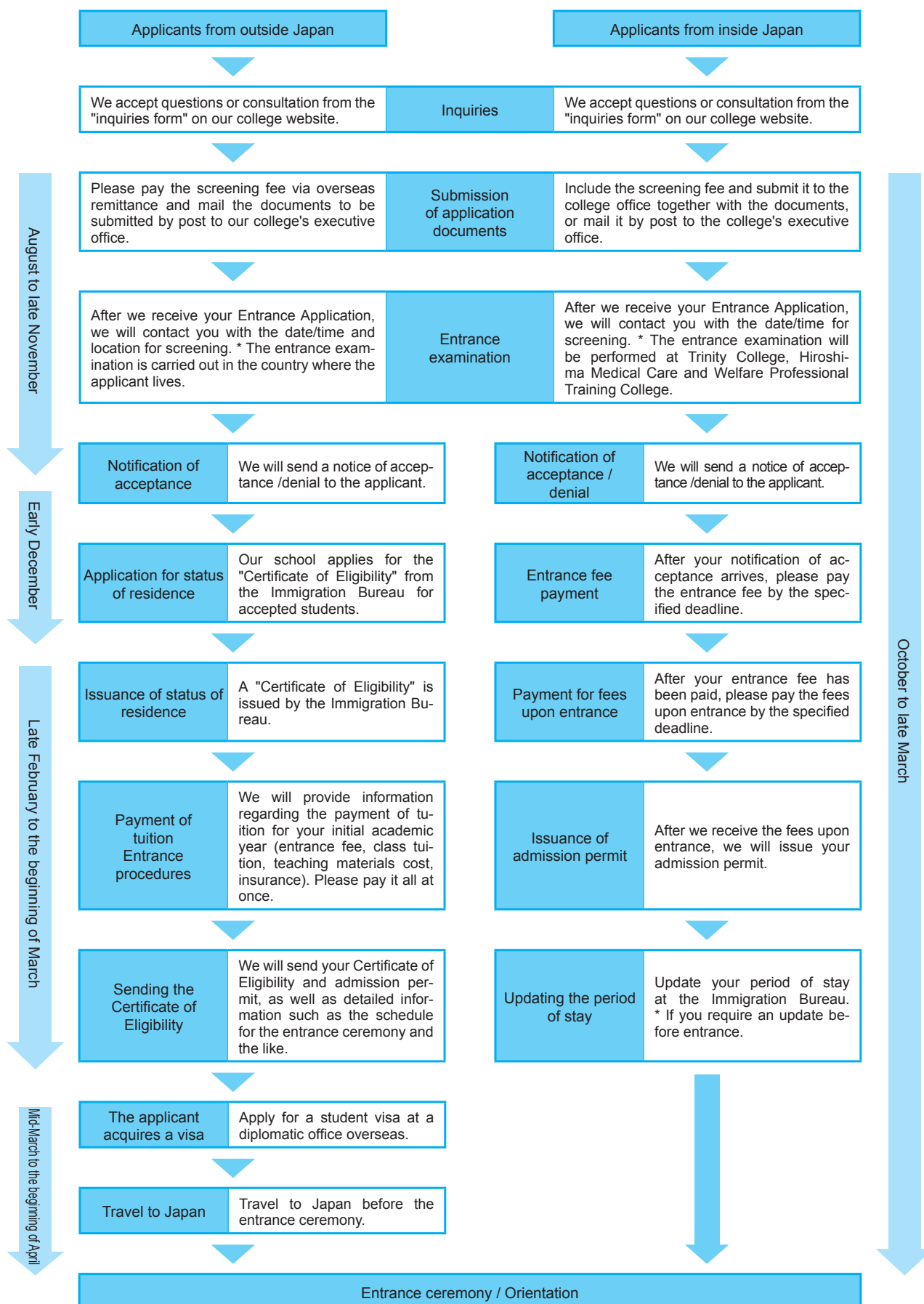
1. Programs for Application

Program name	Course term	Entrance period	Enrollment limit	Program outline	Class time / days off
Care Worker Program	2 years	April	60 students	<p>The Care Worker Program is for students who have Japanese proficiency on the N2 level (in terms of the Japanese-Language Proficiency Test).</p> <p>In this course, students study together with Japanese students aiming to acquire the care worker national qualification as a professional supporting the future aging society. This program sets "practical skill" that can be used when employed as its theme, offering in-depth lectures and practicals where students thoroughly study from the fundamentals to application.</p>	<p>[Class time] Monday to Friday H.R. 9:00 Class 9:10 to 16:20</p> <p>[Days off] Saturdays, Sundays, holidays, and summer vacation, winter vacation, and spring vacation (Excluding periods for practicals)</p>

"Care work" was newly added as a status of residence. If you acquire care worker qualification, you can work in Japan.

When an international student attempts to gain employment at a Japanese corporation after graduating college, one of the requirements for a working visa is for their "major" in school to be related to their "work" at the employer. Therefore, there are many cases where they are deemed to have no "relationship" and the work visa is not permitted. You can see it is difficult to find employment in Japan. However, as "care work" was newly added as a status of residence, if you aim to be a care worker in a professional college and then work as a care worker after graduation, there is zero chance that your major at school and your work at your employer will be deemed to have no "relationship." In regards to that, it is certainly easier to get a working visa. Therefore, if you study hard at our college which has over 20 years of experience as a care worker training school and gain qualification as a care worker, you should be able to achieve your dream of working in Japan!

2. Flow Until Entrance



3. Criteria for Eligibility

Criteria for Eligibility I

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. Or, if the student graduated from a secondary education agency with 10 or 11 years, they have completed an agency designated as a "preparatory education course." 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 sufficient assets to cover their tuition and living costs while attending the college.
- (4) The student's goal in studying abroad and their post-graduation career path are clear, and the student has a strong desire to acquire the knowledge and skills in a professional field.

Criteria for Eligibility II

The student must meet ONE of the following criteria.

- (1) The student has undergone 6 months or more of Japanese language education at a Japanese language education organization certified by the Association for the Promotion of Japanese Language Education and announced by the Minister of Justice, and the student has Japanese proficiency equivalent to the N2 level of the Japanese-Language Proficiency Test.
- (2) The student has passed the N1 or N2 level of the Japanese-Language Proficiency Test.
- (3) The student has a score of 200 points or higher on the Examination for Japanese University Admission for International Students [Japanese as a foreign language (total of reading comprehension / listening comprehension and listening-reading comprehension)].
- (4) The student has undergone 1 year or more of education at an elementary school, junior high school, high school, junior college, or university in Japan.

4. Entrance Examination

◎ Applicants from outside Japan

Application period	Date/time and location of the entrance examination
August 1st of the year before the year of entrance to the end of November of the year before the year of entrance	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.

◎ Applicants from inside Japan

Application period	Date/time and location of the entrance examination
October 1st of the year before the year of entrance to Mid-March of the year of entrance	After we receive your Entrance Application, we will contact you with the date/time for screening. [Entrance examination venue] Trinity College, Hiroshima Medical Care and Welfare Professional Training College 8-18 Kaminobori-cho, Naka-ku, Hiroshima City, 730-0014, JAPAN TEL: 082-223-1164

* 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.

5. Application

(1) Application Documents

(1) Documents to be submitted by the applicant

	Type of document	Applicant		Notes
		Overseas	Japan	
1	Entrance Application (Form 1)	✓	✓	Sheet specified by this school * The application must be written by the applicant himself/herself. * Use a black ball 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 of 20,000 JPY	✓	✓	◎ Applicants from outside Japan Applicants from outside Japan should pay by overseas remittance. Remittance fees are to be borne by the remitter. ◎ Applicants from inside Japan If sending by post, please use a postal money order. * Do not fill in the "Beneficiary / Address / Name" fields for the postal money order.
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	Graduation certificate (or certificate of expected graduation) and transcript from a Japanese language school		✓	1 copy of each. 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.
10	Documents for certifying Japanese language competence (All those that the applicant possesses among the right items)	✓	✓	1 Certificate of Japanese proficiency (N1 or N2) or results notification for the Japanese-Language Proficiency Test (JLPT) 2 Results notification for the Examination for Japanese University Admission for International Students (EJU) (total of reading comprehension, listening comprehension, and listening-reading comprehension in Japanese as a foreign language is 200 points or higher)
11	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.
12	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."
13	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.
14	Letter of Commitment (Form 4)	✓	✓	Sheet specified by this school * The Letter of Commitment must be written by the applicant himself/herself.
15	Copy of passport	✓	✓	Please submit copies of all pages with information registered.
16	Documents to explain past travel to Japan	✓		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.
17	Copy of Residence Card		✓	Please submit copies of the front and back of your Residence Card.
18	Copy of National Health Insurance Card		✓	International students staying in Japan for 1 year or longer absolutely must enroll in National Health Insurance. * Persons not enrolled in National Health Insurance cannot apply to this college.

(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	<p>◎ For persons not from the People's Republic of China: Please submit a copy of family register which lists all your family members.</p> <p>◎ 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.</p>
4	Documents for certifying occupation	<p>Company employees: Employment certificate (original copy) * Clearly lists the company name, address, employment period, work contents, etc.</p> <p>Self-employed: Copy of business license, work permit, tax payment certificate (copy)</p> <p>Company managers and directors: Copy of a corporate registry (original)</p>
5	Certificate of revenue and certificate of tax payment	<p>* 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.</p>
6	Residence tax taxation certificate and certificate of tax payment	<p>* 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.</p>
7	Certificate of bank savings account balance	<p>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.</p>
8	Resident certificate	<p>* Only in cases where the financial sponsor resides within Japan Lists all household members</p>
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 to be submitted the Immigration Bureau should be issued within the past 3 months.
- * 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

◎ Applicants from outside Japan

Applicants from outside Japan should pay the screening fee via overseas remittance and mail the documents to be submitted by post to our college's executive office.

◎ Applicants from inside Japan

If sending by post, include the documents to be submitted in the application registered envelop and mail it by post to our college's executive office.

If delivering in person, put all documents to be submitted together in an envelope and have the financial sponsor or applicant submit that to our college's executive office.

Reception hours: Monday to Friday, 8:30 to 18:00 (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,
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.

6. Entrance Screening Method

◎ Applicants from outside Japan

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

Content	Notes
Document screening Japanese language test Interview	Japanese language test: Writing, listening comprehension, and composition on the level of Japanese-Language Proficiency Test N2 Interview: Personal interview of about 30 minutes

◎ Applicants from inside Japan

We comprehensively judge applicants through a "document screening," "composition," "Japanese language test," and "interview."

Content	Notes
Document screening Composition Japanese language test Interview	Composition: Within 800 characters Japanese language test: Writing, listening comprehension, and composition on the level of Japanese-Language Proficiency Test N2 Interview: Personal interview of about 15 minutes

7. Assistance for Travel Costs for Entrance Examination (Applicants from Inside Japan)

In order to reduce the economic burden on international students, we offer assistance for one-way travel (upper limit of 5,000 JPY) for travel costs (public transportation only) involved in the entrance examination. Apply at the reception on the day of the entrance examination.

8. Tuition

(1) Normal tuition

Annual	Screening fee	Entrance fee	1st semester tuition	2nd semester tuition	Total annual payment	Total payment	Teaching materials cost
1st year	20,000 JPY	200,000 JPY	440,000 JPY	440,000 JPY	1,100,000 JPY	1,980,000 JPY	Approx. 171,000 JPY
2nd year			440,000 JPY	440,000 JPY	880,000 JPY		Approx. 137,000 JPY

* Teaching materials cost is an estimate for the textbooks, clothes for practicals, fees for practicals, and the like for 1 year. The amounts are the results for the previous academic year and are subject to change.

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

(2) International scholarship system

In order to reduce the economic burden on international students as well as nurture capable human resources in the field of welfare, our college provides the following international student scholarship (S, A, B) systems for international students with outstanding grades.

Annual	Screening fee	Entrance fee	1st semester tuition	2nd semester tuition	Total annual payment	Total payment	Teaching materials cost	
International scholar S	1st year	20,000 JPY	0 JPY	0 JPY	0 JPY	20,000 JPY	20,000 JPY	Approx. 171,000 JPY
	2nd year			0 JPY	0 JPY	0 JPY		Approx. 137,000 JPY

Annual	Screening fee	Entrance fee	1st semester tuition	2nd semester tuition	Total annual payment	Total payment	Teaching materials cost	
International scholar A	1st year	20,000 JPY	0 JPY	290,000 JPY	290,000 JPY	600,000 JPY	1,180,000 JPY	Approx. 171,000 JPY
	2nd year			290,000 JPY	290,000 JPY	580,000 JPY		Approx. 137,000 JPY

Annual	Screening fee	Entrance fee	1st semester tuition	2nd semester tuition	Total annual payment	Total payment	Teaching materials cost	
International scholar B	1st year	20,000 JPY	0 JPY	390,000 JPY	390,000 JPY	800,000 JPY	1,580,000 JPY	Approx. 171,000 JPY
	2nd year			390,000 JPY	390,000 JPY	780,000 JPY		Approx. 137,000 JPY

9. Entrance Procedures / Tuition Payment, Etc.

◎ Applicants from outside Japan

- (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, 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 August.
- (5) You will pay the teaching materials cost (textbooks, fees for practicals, etc.) in May and October.

◎ Applicants from inside Japan

- (1) After your notification of acceptance arrives, please pay the entrance fee by the specified deadline (generally within 2 weeks).
- (2) After your entrance fee has been paid, please pay the fees upon entrance (same amount as the first semester tuition to be used for first year first semester tuition) by the specified deadline (generally within 1 month). After we receive the fees upon entrance, we will issue your admission permit. If your status of residence will expire before entering our college, apply for a change or a renewal by yourself (or have your Japanese language school apply for you).
Our college will prepare and send by post the "For organization" section necessary for the application.
- (3) First year second semester tuition must be paid in August.
- (4) For your second year and later, you will pay the first semester tuition in March and the second semester tuition in August.
- (5) You will pay the teaching materials cost (textbooks, clothes for practicals, fees for practicals, etc.) in May and October of each year.

10. Tuition Refunds

◎ Applicants from outside Japan

We refund students who withdraw from entering the college for payments made only in the following situations. (Only 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."

◎ Applicants from inside Japan

Only for applicants who took the general entrance examination (for applying to multiple schools), if you submit your withdrawal from entering the college by the end of March, we will refund payments made, excluding the entrance screening fee and entrance fee.

11. Scholarship System

■ Hiroshima Prefecture Care Worker Schooling Funds Loan System

In this system, the student is loaned money for tuition and the like while they are attending a training facility such as a professional school, and if, after graduating, the student engages in work as a care worker for the specified time in Hiroshima Prefecture, they are granted exemption from returning a total of 1,640,000 JPY.

Type of loan	Loan upper limit
(1) Reserve funds for school entrance	(1) Within 200,000 JPY
(2) Part equivalent to tuition + (3) Reserve fund for finding employment	(2) Within 50,000 JPY per month (3 months paid together for 4 annual payments) (3) Within 200,000 JPY (Paid together with monthly amount on last time)
(4) Funds for undergoing national qualification tests	(4) Within 40,000 JPY

■ 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 48,000 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 International Foundation Scholarship
Grantees	15 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 100,000 JPY
Provided period	2 years
Decision	Mid-March

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

■ Care worker scholarship loan system by cooperating social welfare corporations and medical corporations

In this system, the student is loaned funds for tuition by the cooperating social welfare corporation while they are attending this school, and if, after graduating, the student engages in work as a care worker for the specified time at the loaning corporation, they are granted exemption from returning the funds.

12. 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.
- (4) Our college recommends part-time jobs at care-giving facilities for the elderly and the like, and introduces part-time jobs at cooperating social welfare corporations and the like.

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.

13. Introduction of Partnership Apartment

Trinity College, Hiroshima Medical Care and Welfare Professional Training College does not have a student dormitory. However, 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 20,000 to 30,000 JPY per month.

14. 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.).

15. 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.

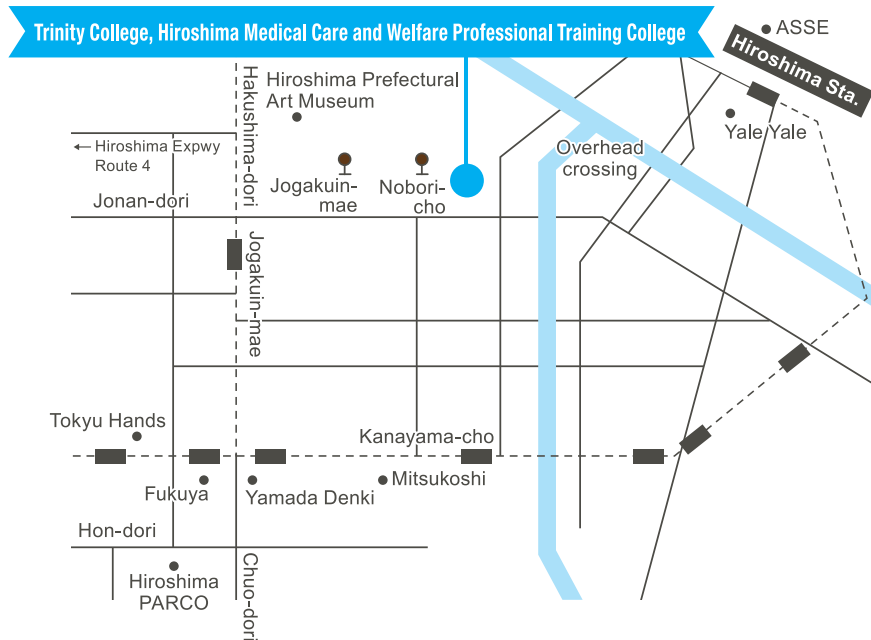
Please check the information below to ensure that there are no mistakes before performing the procedure.

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.

16. MAP

Access



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

E-mail: ryugaku@trinity.ac.jp