

# -Application Guideline-

First College Kanazawa  
Department of Global Communications  
[Japanese Language Course]



学校法人ファースト学園  
First College kanazawa

1-6-27 Kitayasue, Kanazawa, Ishikawa 920-0022, Japan

TEL:076-222-5088

FAX:076-261-9881

<http://www.fcti.ac.jp>

## ■Course outline

Course	Admission month	School period	Student capacity
2 years course	April	2 years	20 each year
1.5 years course	October	1.5 years	20 each year

## ■Schedule

Course	Application period	Examination date	Announcement of result	Certificate of Eligibility issued	Month of Enrollment
2 years course	Aug.1~Sep.30	Early October	Mid-October	Late February	April
1.5 years course	Mar.1~Apr.20	Late April	Early May	Late August	October

## ■Eligibility (for Application)

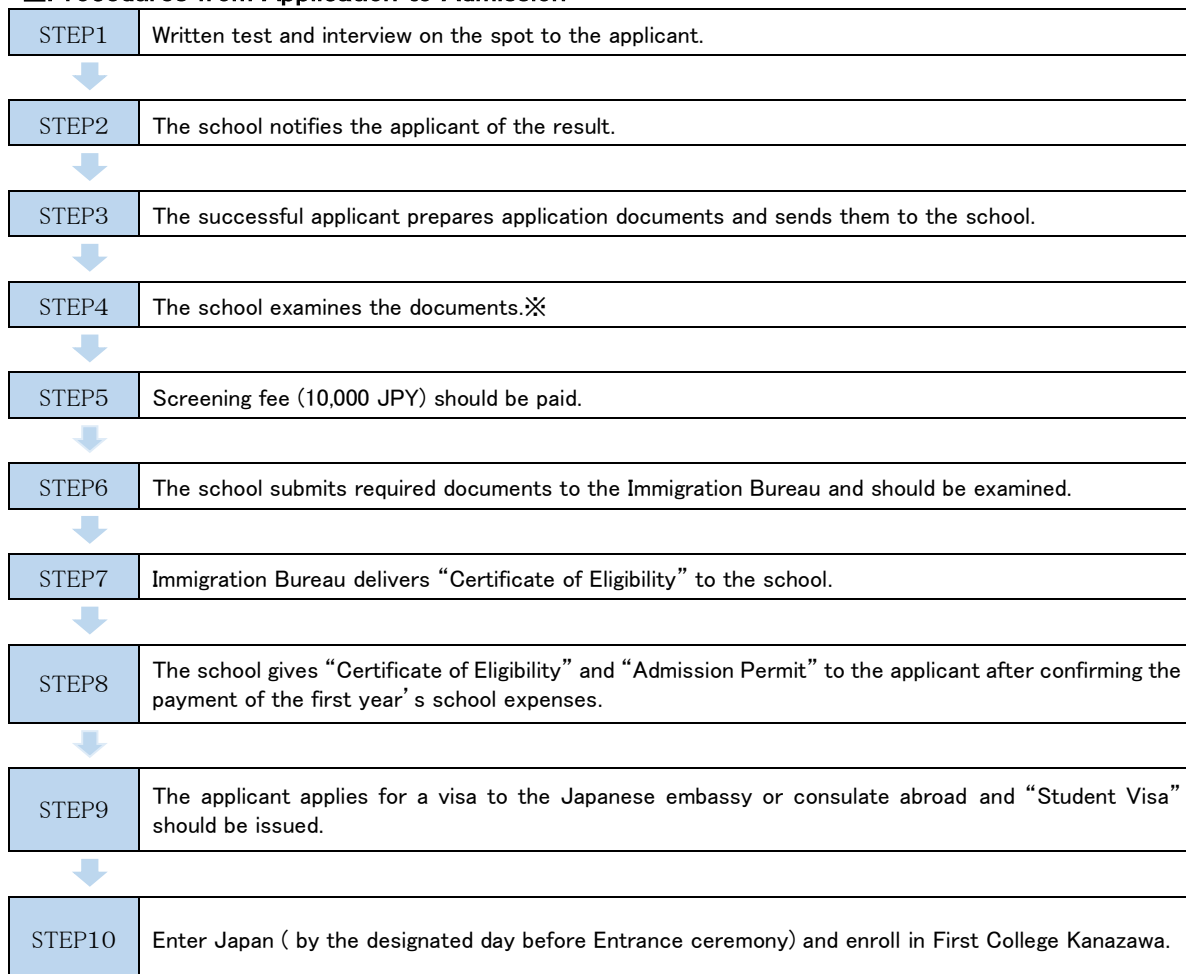
Those who correspond to all of the following 1~3:

1. Those who are healthy mentally and physically.
2. Those who have completed 12 years school education in a foreign country.
3. Those whose total hours of studying Japanese exceed 150 hours and level of Japanese is higher than N5 in JLPT(Grade F in J.TEST, Level 4 in NAT-TEST.)

## ■Selection of Students

Written tests and interviews will be conducted locally for the applicants on the list (from the agency or other). Selection is based on comprehensive assessment of written test, interview and application documents. We will inform the applicants of the results after the screening meeting at First College Kanazawa.

## ■Procedures from Application to Admission



※ If there are many inadequacies in the documents, the application may be declined.

## ■ Application Document List : (Required documents for “student visa” application)

Please submit the following documents to our school.

Applicant related documents		
No	Documents	Contents and notes
1	Copy of passport	<ul style="list-style-type: none"> <li>•Passport Holders Only.</li> <li>•Copies of the page with ID photo and all the pages regarding Japan if you have visited Japan before. (Must be clear colored copies.)</li> </ul>
2	ID photo	<ul style="list-style-type: none"> <li>•Eight ID photos (4cm × 3cm) taken within three months of application. Write your name on the back of each photo.</li> <li>•Must be clear with a plain background.</li> </ul>
3	Application for Admission	<ul style="list-style-type: none"> <li>•Use the form provided by First College Kanazawa.</li> <li>•Must be completed <u>correctly</u> by the applicant.</li> </ul>
4	Personal History	<ul style="list-style-type: none"> <li>•Use the form provided by First College Kanazawa. Enter all the members of your family.</li> <li>•Fill in the form of educational background fully and correctly.</li> <li>•Fill in the form of work experience if previously employed.</li> </ul>
5	Pledge	<ul style="list-style-type: none"> <li>•Use the form provided by First College Kanazawa.</li> <li>•Sign the applicant’s name by him/her-self after understanding all the contents of the written oath.</li> </ul>
6	Letter of Guarantee	<ul style="list-style-type: none"> <li>•Use the form provided by First College Kanazawa.</li> <li>•Fill in the form fully and correctly by him/her guardian. Sign the name of the applicant’s guardian by him/her-self after understanding all the contents.</li> </ul>
7	Reason and purpose of studying Japanese	<ul style="list-style-type: none"> <li>•Use the form provided by First College Kanazawa. Japanese translation must be attached to it.</li> <li>•Must be completed by the applicant. Sign the applicant’s name by him/her-self.</li> <li>•The applicant’s purpose for studying Japanese and plan for the future must be clearly outlined (Starting with self-introduction).</li> </ul>
8	Certificate of final academic background (original)	<p>8. Submit Certificate of Graduation from the final academic institution graduated. 9. Submit Grade Report Certificate or School Record of the final academic institution graduated.</p> <p>※For those still in school, submit Certificate of Student Registration and graduation letter as well as No.8.</p>
9	Final academic transcripts	<p>※For those who left school halfway, submit a description of the status of the school left and its Grade Report Certificate as well as No.8 and No.9. ※Original Certificates will be returned after inspection by the Immigration Bureau. ※Japanese translation must be attached to each certificate.</p>
10	Certificate of Japanese Ability	<p>Submit one of the following certificates.</p> <ol style="list-style-type: none"> <li>1. Certificate of higher education institution.(University etc.)</li> <li>2. Certificate of N5 grade on Japanese Language Proficiency Test(JLPT)or the result of an alternate exam that can prove Japanese Language skills.(NAT-TEST, TOPJ, etc.)</li> <li>3. Certificate of Japanese Language study of more than 150 hours issued by the Japanese Language Institution, including the address, telephone number and the name of representative.</li> </ol>
11	Certificate of Relationship between the sponsor and the applicant	<ul style="list-style-type: none"> <li>•It is required to prove the relationship between the sponsor and an applicant (such as Birth Certificate, certificate of the family /relative relationship or copy of the household registration book etc.)</li> <li>•Japanese translation must be attached.</li> </ul>

## ■ Documents to be submitted by Expense sponsor

Expense sponsors are those who can pay the student's tuition and living expenses. The sponsor must fulfill his/her obligations to perform his/her duty. If this cannot be achieved, the applicant may be ordered to leave Japan.

Please submit either " I " or " II " documents, depending on the sponsor's residence.

I .When the expense sponsor resides in your home country (outside of Japan)		
No	Documents	Contents and notes
12	Financial Support Statement	•Use the form provided by First College Kanazawa.
		•Generally, the applicant's parent or the elder of the family will be the sponsor.
		•If the sponsor and the applicant do not have a parent-child relationship, a detailed explanation is necessary.
		•About (2) Living expense, Enter the monthly amount to be remitted by the sponsor.
		•The amount must be entered by JPY with the exchange rate.
		•About (3) Method of Payment, describe in detail how to remit tuition and living expenses.(bank transfer, mail remittance etc.)
		•The sponsor must fill in the form correctly and sign by him/her-self. (The applicant must report to the Immigration Bureau after coming to Japan that the remittance is regularly made according to "Financial Support Statement".)
13	Certificate of Bank Balance	•Submit original Certificate of Bank Balance in the name of the sponsor issued by a bank.
		•Must deposit the enough amount to cover the applicant's tuitions and living expenses for 1 to 1.5 years.
14	Explanation of Funds Formation Process	•Submit one of the following certificates. 1. Colored copy of Bankbook of foreign and domestic currency deposits(for the last three years) 2. Withdrawal details(for the last three years) 3. The explanation of funds formation process which has been presented by bank balance(No.13) to show how you intend to manage the payment of applicant's expenses.

II .When the expense sponsor resides in Japan (inside of Japan)		
No	Documents	Contents and notes
15	Financial Support Statement	•Use the form provided by First College Kanazawa.
		•The sponsor must fill in the form correctly and sign by him/her-self.
		•If the sponsor and the applicant do not have a parent-child relationship, a detailed explanation is necessary.
16	Certificate of Bank Balance	•Submit the original certificate of Bank Balance in the name of the sponsor issued by a Japanese bank.
17	A Copy of Bankbook	•Colored copy of Bankbook for the last three years.
18	Certificate of Relationship	•Certificate of the family /relative relationship. •If the sponsor is not related to the applicant by blood, please clarify the relationship with the applicant by photo/letter/copy of passport etc.

## ■ Notices Regarding Submission of Documents

We will examine the submitted documents in order to prevent illegal stay or work and then make an application on behalf of the successful applicant for a Certificate of Eligibility at the Immigration Bureau. Check and make sure that the documents are prepared fully and correctly.

1. The applicant and the sponsor must fill in the form and sign by him/her-self. Documents written by someone else will not be accepted. The sponsor should be one of the applicant's relatives. If not, consult us.
2. If you have long stayed in Japan before or you have applied for a Certificate of Eligibility before, please inform us of that.
3. The documents must have been made or issued within the last three months.
4. Documents without the date of issue or signature are not acceptable. Do not scratch or use white-out in correcting errors.
5. A Japanese translation must be attached to any document written in any language other than Japanese.
6. Additional documents may be requested as necessary.
7. Announcement of admission can be cancelled if there are any false descriptions in the documents.
8. Documents must be copied on the A4 papers. Write in the margin the date of copy, the name of its copier and the relationship with the applicant,(Example: 15/04/2020, Name~, ~Agent, ~School)

## ■ Screening Fee

- Payment of Screening fee (10,000JPY) is due to all the applicants, and it should be paid before the school submits required documents to the Immigration Bureau.
- Screening fee cannot be refunded even if Certificate of Eligibility is not issued.
- Only those who have got Certificate of Eligibility must transfer the additional fee (20,000JPY) to our bank account as well as the following school fees.

## ■ School expenses

All the fees without screening fee must be paid after the issue of Certificate of Eligibility. Applicants will receive Certificate of Eligibility and the Admission Permit from First College Kanazawa after the completion of payment.

(Unit: Yen)

2 years course (entrance in April)				
School expenses	Cost item	First year	Second year	
	Admission fee	100,000	—	
	Tuition	564,000	534,000	
	Other fees	140,000	90,000	Total of 2-years course
	Total	804,000	624,000	1,428,000

1.5 years course (entrance in October)				
School expenses	Cost item	First year	Second year(Oct.~Mar.)	
	Admission fee	100,000	—	
	Tuition	564,000	267,000	
	Other fees	140,000	60,000	Total of 1.5-years course
	Total	804,000	327,000	1,131,000

“Other Fees” includes expenses of facilities, extracurricular activities, teaching materials and Medical insurance for 1.5 or 2 years.

## ■Housing expenses for one year (example) :per person

(Unit: Yen)

Housing expenses	30,000 × 12 months = 360,000
Total	360,000

The example above: double use (two people in one room), furnished including water and electric bill. Contact us if you prefer other type or other residences.

## ■About other expenses

1. When first entering the apartment house, must pay about 150,000JPY including boarding fee for 2~3 months, security deposit and key money. Please transfer these expenses in addition to school expenses to our bank account.
2. Penalty will be charged if you cancel the contract of apartment within a year.
3. Your cost of living except boarding fee will be 40,000~80,000JPY per month(food, phone bill etc.). It is not recommended that you try to cover all living cost by doing part-time job. So please prepare enough money for living in Japan before you come.
4. Foreign students staying in Japan for more than three months must join "National Health Insurance Plan" and pay its insurance fee every month. When you receive medical treatment, you will pay only 30% of medical expenses. The money you pay at a hospital will return afterward since you have joined optional Medical insurance(up to 800,000JPY) .

## ■Designated bank account

【Name of Bank】	THE HOKURIKU BANK, LTD.
【Bank Code】	0144
【Bank branch name】	KANAZAWA BRANCH
【Account Number】	301-6076332
【SWIFT Cord】	RIKBJPJT
【Address of Bank, TEL】	5-28 MINAMICHO KANAZAWA, ISHIKAWA, JAPAN TEL:076-263-5131
【Account Name】	Gakkou houjin First college
【Account holder's address】	1-6-27 KITAYASUE KANAZAWA, ISHIKAWA, JAPAN

※Please pay the first year's school expenses (JPY) in a lump sum. If impossible, consult us.

※The applicant must pay a fee of overseas remittance. If not paid, we will charge you for the fee after enrollment.

## ■Tuition Refund Policy

1. The tuition fees once paid will not be refunded. If the application for a Student Visa is refused by the Japanese embassy or consulate abroad, we will refund the tuition fees to the applicant.
2. As a rule we do not refund the tuition fees after enrollment.

## ■ Scholarships

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Those who have excellent attitudes, grades and attendance may be recommended after six months of enrollment, if chosen, receive a scholarship.

NO	Scholarship type
1	JASSO (Japan Student Services Organization)
	MEXT Honors Scholarship for Privately-Financed international/ students: 30,000yen per month from April in the academic year of selection to next March.
2	Ishikawa Prefectural Scholarship for Privately – financed international students
	20,000yen per month from April in the academic year of selection to next March. (One of our College students received it for a year.)

※The number of grantees may be a few.

※The conditions and amounts may change depending on the year.

## ■ First College Kanazawa Incentive Award

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Original Award for our college students;

Every student who clears the following conditions can get the award.

There is no limit on the number of winners.

**【Award】** 20,000 JPY once a year.

**【Conditions】**

- The attendance percentage is over 95.
- Good attitude.
- Superior results.

## 【学校沿革】

- 平成 4年 8月 ファーストコンピュータ専門学校 設置
- 平成 6年 3月 学校法人 ファースト学園 認可
- 平成16年 6月 金沢市堀川新町に校舎を新築移転
- 平成28年 4月 現所在地(金沢市北安江1丁目6番27号)に移転  
「専門学校ファースト学園 金沢校」に校名変更
- 平成28年 8月 法務省日本語教育機関として告示
- 平成28年10月 日本語教育の「グローバルコミュニケーション科」開設

## 【所属団体】

- 一般社団法人 石川県専修学校各種学校連合会
- 公益社団法人 石川県私学振興会
- 公益社団法人 金沢法人会
- 一般社団法人 石川県情報システム工業会