


Division of International Business Information

Japanese Interpretation Course • Business Management & Social Welfare Course

Division of Social Welfare

Child Care Course • Social Welfare Course • Education Course • Psychology Course



**Admission Information
for
International Students**

Application for
Admission in April, 2012

Approved by the Governor of Aichi Prefecture and Association for the Promotion of Japanese Language Education
The School Juridical Person Tachibana Gakuen The sister school of Tokyo University of Social Welfare

College of Government Officer, Child Welfare, Care Worker & Business

URL <http://www.nagoya-college.ac.jp>

Table of Contents

■ Admission Information

Privacy Policy	1
Division · Courses and Years to Attend	2
Application Procedure	3
Qualifications for Application/ Application Period/ Method of Screening/ Application Procedures	4
Application Materials	5
Our System: Can apply to more than one school / Application Fee and Method of Payment / Examination Result Announcement / Entrance Formalities / Extension of Period of Stay	6
Tuition and Fees	7

■ Application Materials

Notes on Filling in Application Form (1st page) (Example)	8
Notes on Filling in Oath (Example)	9
Notes on Filling in Application Form (2nd page: front side) (Example)	10
Notes on Filling in Application Form (2nd page: back side) (Example)	11
Application Form · Oath	12~15
Recommendation Form	16
Application Form Applying to More than One School	18
Pledge for Payment	20
Admission Ticket for Examination · Photo Ticket · Transfer Request	22

Personal Information Protection Policy

Being fully aware of the importance of personal information, the School Juridical Person Tachibana Gakuen has established this Personal Information Protection Policy, and implements the following measures to protect personal information.

Article 1 Collection and use of personal information

The School Juridical Person Tachibana Gakuen (hereinafter "the College") will collect and use personal information only to the extent necessary for providing high quality educational services. Personal information will be collected and used only for clear and specific purposes and within the range of such purposes.

Article 2 Management and protection of personal information

The College is fully aware of the risks associated with handling personal information (illegal access, loss, destruction, alteration, and leakage, etc. of personal information). In order to prevent such incidents, the College will take suitable and necessary measures for the safeguard and management of personal information.

The College will execute suitable and necessary supervision on outsourcing agents that are engaged in sending out the College's materials including university brochures, application materials and information on school events.

The College will not disclose or provide personal information to a third party with the exception of the following situations:

1. When we have your consent to disclose or provide your personal information.
2. When a judicial order according to laws in Japan obliges us to disclose personal information.

Article 3 Disclosure, correction and deletion of personal information

The College will respond to your requests when you contact us to inquire about your own personal information or to demand for correction or deletion of your own personal information. The College will respond to you promptly within a reasonable period of time.

Article 4 Observance of laws and regulations

The College strictly observes the laws and regulations of Japan pertaining to the personal information owned by the College.

Article 5 Continual review and improvement of the management systems and organization related to the protection of personal information

The College will continually review and improve the management systems and organization related to the protection of personal information, as well as the efforts described in the articles above.

Note 1 The term "personal information" as used in this Policy means information or combination of information about a living individual including his/her full name, age, date of birth, phone number, address, the names of the schools he/she attended, the name of the firm for which he/she is working or will be working, and the results of national examinations and/or license examinations he/she took, etc., by which a specific customer, student or graduate can be identified.

Note 2 Purposes to use personal information:

- When personal information is necessary to fulfill the duties of Academic Affairs Department. (making the name lists of the students, grade reports, etc.)
- To send out information from the College including university brochures, application materials and to contact you by mail or phone to provide you with information regarding school events.
- To include students' names in the lists of the firms for which graduates/prospective graduate students of TUSW group are working/will be working.
- To include students' names in the lists of successful candidates in national examinations and license examinations from TUSW group, and post those lists in the university buildings.
- To introduce students' names and their background for public relations purpose on the website and/or brochures of TUSW group or in magazines, etc.
- The College may collect information about the names of the schools which students attended/are attending, when such information is considered to be useful for career counseling.

Enacted on October 1, 2004

Revised on April 1, 2007

The School Juridical Person Tachibana Gakuen
College of Government Officer, Child Welfare, Care Work & Business

◇ Public announcement of the Personal Information Protection Policy

- This policy is made known to all the faculty members and employees and posted on the College's website.
- The above basic policy is subject to change. If there is any change in the policy, a public notice will be posted on the College's website.

◇ Inquiries regarding personal information may be directed to:

The School Juridical Person Tachibana Gakuen
Phone 052-454-3503
Fax 052-454-3505
Office hours 10:30 - 17:30 Mon. - Sat. (except Japan's public holidays)

Division • Courses and Years to Attend

Division of International Business Information

Japanese Interpretation Course / Dual Enrollment Program (BA) with TUSW Correspondence Program:
Japanese Interpretation Course, Division of Education

Business Management & Social Welfare Course / Dual Enrollment Program (BA) with TUSW Correspondence Program:
Business Management & Social Welfare Course, Division of Social Welfare

Division of Social Welfare

Child Care Course / Dual Enrollment Program (BA) with TUSW Correspondence Program: Division of Child Care and Early Childhood Education

Social Welfare Course / Dual Enrollment Program (BA) with TUSW Correspondence Program: Division of Social Welfare

Education Course / Dual Enrollment Program (BA) with TUSW Correspondence Program: Division of Education

Psychology Course / Dual Enrollment Program with TUSW Correspondence Program: Division of Psychology

Name of Division and Course		Code Number	Years to Attend
Japanese Interpretation Course Division of International Business Information	Freshman	65	4 years
	3rd grade transfer students	88	2 years
Business Management & Social Welfare Course Division of International Business Information	Freshman	66	4 years
	3rd grade transfer students	89	2 years
Child Care Course Division of Social Welfare	Freshman	16	4 years
	2nd grade transfer students	75	3 years
	3rd grade transfer students	76	2 years
	4th grade transfer students	77	1 year
Social Welfare Course Division of Social Welfare	Freshman	11	4 years
	3rd grade transfer students	73	2 years
Education Course Division of Social Welfare	Freshman	18	4 years
	3rd grade transfer students	80	2 years
Social Welfare Course Division of Social Welfare	Freshman	12	4 years
	3rd grade transfer students	83	2 years

● **Take benefit of early application within this year!**

**Privilege and Scholarship
for International Students**
(Admission in April, 2012)

Our System:

- **Once you pass our entrance exam, you can secure TUSW's pass certificate only by paying admission fee.**
- **If you pass an entrance exam of another university and you wish to enter it, the admission fee you had paid to us will be refunded to you.**

Students who apply to TUSW by the end of this year, pass the entrance exam, and wish to apply to other universities or graduate schools as well (including research students programs) will have to pay to us only the admission fee. You can postpone the payment of other tuitions and fees until the day when you will be notified the result of the entrance exams of other schools you applied to. If you decide to enter another school, the entire admission fee you paid to us will be returned to you. If you decide to enter TUSW, you will only have to pay the rest of the fees excluding the admission fee.

Students applying by the end of the year from the designated schools will get benefit including exemption of tuition!

Students who apply within this year, pass the examination, and apply with the recommendation from the schools designated by TUSW will be exempt of the admission fee of this vocational college (100,000 yen) as scholarship. Furthermore, students who pay the tuition and fees as a lump sum will be exempt of additional 50,000 yen from the total fee.

Scholarship for high-achieving pupils

Students, whose attendance rate and academic performance are good, will receive a scholarship which is decided stepwise from the maximum amount of exemption after admission.

Grade	1st	2nd	3rd	4th
The Rate of Tuition Exemption	100%	50%	30%	Equivalent to admission fee

We are adopting Internal Recommendation System (Planning);

Students have chances to obtain a Recommendation Certificate for MA such as Graduate School of Social Welfare (Master of Social Welfare) upon admission.

Students who have a good attendance rate, academic performance, and have paid the full tuition will get a Recommendation Certificate for Graduate School through the Internal Recommendation System.

※Please contact us for further information.

Scholarship from Japan Student Service Organization

Honors Scholarship for Private Financed International Students

Students, whose attendance rate and academic performance are good, can apply for this scholarship. (48,000 yen per month) (No need for repayment)

Application Procedure

Preparation of Application Materials

Payment of Application Fee	Please bring the Admission ticket A · B · C · D to a bank and pay the application fee. Please keep the payment receipt with you, and mail the admission ticket for examination and photo ticket with other application materials.
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Procedure of Application	Please mail the application materials during the application period or bring them to the admission office (in Nagoya College of Physical & Occupational Therapy).
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Receipt the admission ticket for examination	In case you bring the application materials to the school, you can receive the ticket there. In case you mail them, you get the ticket by mail. Please keep it with great care and bring it on the selection day.
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Screening	Document screening · Interview (Japanese) · Japanese writing test · Composition in Japanese (600~800 Japanese letters)
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Pass the Examination

Receipt the Letter of Success · the Transfer Request	<p>We will mail the letter of success within 10 days after the examination day. Please complete the payment of the tuition and fees by the due date (in 7 days after you receive the success of letter) which is written on the letter.</p> <p>※You might lose the qualification for admission if you don't complete the admission procedure.</p> <p>※Please complete the payment of the tuition and fees by the prescribed transfer request. The payment receipt from the bank will be the receipt of the tuition.</p>
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Submission the application materials for Tokyo University of Social Welfare (TUSW) Correspondence Program	<p>Those who passed the examination need to fill in the application materials for TUSW Correspondence Program which they'll get at the orientation. Please mail the materials to the admission office (in Nagoya College of Physical & Occupational Therapy).</p> <p>※These materials are different from ones for the college.</p>
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Arrival of the Admission Permit	You will receive the admission permit after completion of the payment and application materials.
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Receipt the Letter of Success · the Transfer Request	You will receive the letter of success after screening the documents. Please complete the payment of the tuition to TUSW and fees by the due date (in 7 days after you receive the success of letter) which is written the letter.
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Admission
We will mail the notification about the entrance ceremony and orientation in the middle of March.

Admission Permit from TUSW Correspondence Program
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※We may withdraw the admission permit even after completion of the admission procedure, if observable facts indicate that the applicant is not suitable for our college are revealed.

1 Qualifications for Application

<For entering as a freshman>

All 4 following qualifications must be fulfilled.

- 1) Those who will or have completed school education for more than 12 years in their home countries.
- 2) Those who have studied at a Japanese language school approved by Association for the Promotion of Japanese Language Education more than half a year (600 hours), passed N2 or higher level of the Japanese Language Proficiency Test (JLPT), obtained more than 200 points at Examination for Japanese University Admission for International Students (EJU), or passed pre-higher level of GNK Life & Business Style Japanese Language Test.
- 3) Those who are sound in both mind and body.
- 4) Those who can economically continue their study at school.

<For transferring to the third academic year (junior)>

Following 1) or 2) and 3)~5) qualifications must be fulfilled.

- 1) Those who will or have graduated from university or junior college in their home countries which are equivalent to Japanese school education system (either for 16 years or 14 years), or those who are acknowledged to have equivalent scholastic abilities to the above.
- 2) Those who will or have left or completed university for more than 2 years (more than 62 units) in their home countries which are equivalent to Japanese school education system.
- 3) Those who have studied at a Japanese language school approved by Association for the Promotion of Japanese Language Education more than half a year (600 hours), passed N2 or higher level of the Japanese Language Proficiency Test (JLPT), obtained more than 200 points at Examination for Japanese University Admission for International Students (EJU), or passed pre-higher level of GNK Life & Business Style Japanese Language Test.
- 4) Those who are sound in both mind and body.
- 5) Those who can economically continue their study at school.

2 Application Period

Please apply for admission following application period.

	Date of Examination	Application Period
1st	11/16 (Wed), 2011	11/ 1 (Tue)~11/12 (Sat), 2011
2nd	11/30 (Wed), 2011	11/14 (Mon)~11/26 (Sat), 2011
3rd	12/14 (Wed), 2011	11/28 (Mon)~12/10 (Sat), 2011
4th	1 /18 (Wed), 2012	12/12 (Mon)~ 1 /14 (Sat), 2012
5th	2 / 1 (Wed), 2012	1 /16 (Mon)~ 1 /28 (Sat), 2012
6th	2 /15 (Wed), 2012	1 /30 (Mon)~ 2 /10 (Fri), 2012
7th	2 /29 (Wed), 2012	2 /13 (Mon)~ 2 /25 (Sat), 2012
8th	3 /13 (Tue), 2012	2 /27 (Mon)~ 3 / 9 (Fri), 2012

3 Method of Screening

Document screening · Interview (in Japanese) · Japanese writing test · Composition in Japanese (600~800 Japanese letters)

※Examination time will be informed after application.

4 Application Procedures

Application materials (1 to 15 **5** Application Materials p.5) must be prepared during the application period, and after paying the application fee, applicants must mail the materials with the envelop provided by the school **by express recorded delivery**. If you want to bring the materials to **the admission office, please come to Nagoya College of Physical & Occupational Therapy** (We won't accept the materials at College of Government Officer, Child Welfare, Care Worker & Business.) Furthermore, **you must pay the application fee at a bank** (We won't accept the fee at the admission office).

※Please contact us before application.

<Admission Office> 〒453-0014 1-1-4 Noritake Nakamura-ku Nagoya City, Aichi

Tachibana Gakuen School Corporation

College of Government Officer, Child Welfare, Care Worker & Business Admission Office

(Nagoya College of Physical & Occupational Therapy 2F)

TEL (free call): 0120-159-672 (cell phone · PHS available)

<Reception hours> 10 am~5 pm

5 Application Materials

<Materials to be submitted for application>

1	Application Form · Oath	The prescribed form (P12~15)
2	Admission ticket for examination · Photo ticket	Must use the Admission ticket A · B · C · D provided by school. Must pay the application fee before application and submit the ticket with the stamp from the bank you transfer the fee. ※Must submit the ticket A and B.
3	The original and photocopy of Certificate of Graduation of the last attended school in applicants' home countries and its translation in Japanese	The certificate should be issued within 6 months before application. The Certificate will be returned after checking. ※Students from China must submit both original and photocopy of the certificate.
4	Academic Transcript of the last attended school in applicants' home countries and its translation in Japanese	The certificate should be issued within 6 months before application.
5	Certificate of Graduation from the Japanese Language School	The certificate should be issued within 6 months before application. ※If you are in a vocational school in Japan, you must submit the certificate of graduation of the vocational school.
6	Attendance and Academic Transcripts of the school where applicants are currently on the register	Must be submitted the transcripts for all semesters. Attendance rate should be divided by each month. The transcripts must be issued within 3 months before application. ※Higher than 90 % of the attendance rate is desirable. ※If you are in a vocational school in Japan, you must submit the certificate of graduation of the vocational school.
7	Photocopy of passport	Must be submitted all pages which has travel records must be photocopied on A4 paper except blank pages.
8	Photocopy of Alien Registration Certificate	Both sides must be photocopied on A4 paper.
9	Photos of applicant (6 photos) <4cm×3cm>	6photos (4x3 cm) The photos should have been taken within 3 months before application. The photos must be taken without hats showing applicant's upper body. Two of the photos must be pasted on both the application form and Photo ticket (Admission ticket A). Other 4 photos must be put into the envelop. Applicant's name should be written on the back of all photos.
10	Photocopy of Certificate of Japanese Language Proficiency Test (JLPT) (N2 or higher level)	Must submit the photocopy of the certificate of JLPT if you have passed N2 or higher level. ※If you take N1 of JLPT, even though you fail it, submit the photocopy of the result.
11	Photocopy of result report of Examination for Japanese University Admission for International Students (EJU)	Must submit the photocopy of EJU result report, if you take the test.
12	Recommendation Form from the designated school	Must submit if you want to apply with the recommendation from the designated school. Must use the prescribed form (p16) written by the president of the school. Must be issued within 6 months before application.
13	Pledge for Payment	Prescribed form (p20). Must submit the form signed and put the stamp on by the sponsor.
14	Documents proving the way of payment for school and living expense and their translation in Japanese	Must submit the documents proving the fact of remittance and the photocopy of the banknote in the name of the applicant which shows the remittance.
15	Application form applying to more than one school	Must use the prescribed form (p18) only if applicants also want to apply for other universities, junior colleges, vocational schools or graduate schools. ※Refer to the system (p6)

- ◆ If the guarantor is Japanese, the guarantor must be economically stable. The guarantor who is from overseas must be a permanent resident, or have a spouse and be economically stable. We can't accept those who are single and under 30 years-old.
- ◆ We won't return the application materials you submitted.
- ◆ Please contact us beforehand in case you can't prepare all necessary documents at the application.
- ◆ You may need submit documents other than the ones above for admission.
- ◆ Students who will change the visa status or want to apply from overseas should contact us before application since the application materials may be different from the above.

6 Our System: Can apply to more than one school

Those who apply for our school within the year 2011 and pass our entrance exam can only pay the admission fee if they want to apply to other universities or graduate schools (including research students program). They can postpone the payment of other fees including tuition until the dates of other universities' results announcement. If they passed other school and enter there, the admission fee will be refunded. Those who want to enter our school should pay only other fees and tuition excluding the admission fee.

●Complete the procedures below.

- ①Those who want to apply to other universities or schools must fill in the application form (p18) and seal it, and submit the form at the application.
- ②Those who applied for our school within 2011 and passed the exam should pay only the admission fee by the due day. Once you paid, you'll be considered as the successful candidate. You can postpone the payment of tuition and other fees except the admission fee **until the date of other universities' results announcement which you filled in the form.** <The final due day: **March 26th (Mon), 2012**>
- ③Those who passed other school and want to decline the admission to our school must mail back the notification of admission refusal (the prescribed form) enclosed with the Certificate. After we confirmed the notification, we'll conduct the procedure for refund. If the notification hasn't arrived, we'll consider it as admission to our school and conduct the procedure for admission.
- ④In case you wish to enter our school, please contact us immediately and complete the payment for of other fees and tuition by bank transfer within 3 days.
- ⑤Although you can postpone the payment of other fees and tuition until the date of other universities' results announcement which you filled in the form <The final due day: March 26th (Mon), 2012>, we'll inform you in case the fixed number for each division is full since we'll conduct the procedure for admission approval in order.

7 Application Fee and Method of Payment

1	Application Fee	20,000 yen
2	Method of Payment	A. Fill in the admission ticket for examination (A · B · C · D)(the prescribed form on P22) and complete the payment to the designated bank account. B. The tickets without the sign from the bank will be invalid. C. Keep the payment receipt (D) with you. Don't put it into the envelop for application.

※The application fee will not be refunded.

8 Examination Result Announcement

We'll inform you of the examination result by mail within 10 days after the examination.

We can't accept any questions about the result. (We won't post up the notice at school.)

9 Entrance Formalities

Please complete the payment of the fees and tuition for the first year by the due day (in 7 days after the examination result announcement).

※If you haven't completed the payment by the due day, we'll consider it admission refusal.

※You'll receive the certificate of admission permission after you completed the payment of tuition and fees.

※Once you paid the tuition and fees, they will not be refunded.

※You must pay the tuition and fees as a lump also for the second year before you move up to the second year.

10 Extension of Period of Stay

We'll conduct application commission for extension of period of stay of students who passed our school.

FYI

Necessary documents for application to extension of period of stay

1. Application form for extension of period of stay (prescribed form by Immigration Bureau: 5 sheets)
2. Photocopy of Admission Certificate of College of Government Officer, Child Welfare, Care Worker & Business. (The certificate will be issued after the payment of the tuition and fees.)
3. Passport or travel certificate
4. Photocopy of Alien Registration Certificate
5. Attendance and Academic Transcripts / graduation certificate of the Japanese language school
※In case the attendance rate gets worse, the admission approval might be withdrawn.
6. Sign the Statement of Payment (prescribed form by Immigration Bureau) and paste a revenue stamp (4,000 yen).
※You can apply for Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted after April 2nd.

Other necessary documents: in case Immigration Bureau requires.

11 Tuition and Fees

■ Tuition and Fees for the first year of College of Government Officer, Child Welfare, Care Worker & Business (Division of International Business Information, Division of Social Welfare) (Planning)

Tuition and Fees for the first year (freshman, 3rd year transfer students)

Division · Course	Admission Fee	Tuition (for a year)	Facilities Fee	Total
Division of International Business Information Japanese Interpretation Course / Business Management & Social Welfare Course Division of Social Welfare Child Care Course / Social Welfare Course / Education Course / Psychology Course	100,000 yen ※Students who apply within 2011, pass the examination, and apply with the recommendation from the designated school will be exempt of the admission fee.	632,000 yen	45,000 yen	777,000 yen

※The plan of 2012

※The admission fee must be paid only for the first year.

※Must complete the payment of the tuition and fees with the prescribed transfer request.

※The payment receipt of transfer request will be the receipt of the tuition and fees.

※Miscellaneous charges are also needed in addition to the above.

※The fees for textbooks are needed after admission.

※Documents, the application fee, and admission fee will not be returned with any reasons.

However, the tuition and fees will be refunded for students who declined the admission by March 31st (Sat).

■ Tuition and Fees for the first year of correspondence programs of Division of International Business Information/ Division of Social Welfare at Tokyo University of Social Welfare (TUSW)

Students who enter Division of International Business Information/ Division of Social Welfare also need to pay the tuition and fees for correspondence program.

Freshman

Correspondence Program at TUSW	Admission Fee	Tuition (for a year)	In-school Lectures Fee	Total
	9,000 yen	Exempted	97,000 yen ※It will vary in subjects to take.	106,000 yen

Third year transfer (2nd year and 4th year transfer in Child Care Course: please contact us.)

Correspondence Program at TUSW	Admission Fee	Tuition (for a year)	In-school Lectures Fee	Total
	58,000 yen Including the fee for transferring (40,000 yen)	149,000 yen	97,000 yen ※It will vary in subjects to take.	304,000 yen

※The in-school lectures fee in the table is the example of School of Education. (It will vary in each course.)

※The plan of 2012

※Except the tuition and fees for correspondence program, please pay the application fee and miscellaneous charge (47,940 yen)

※TUSW tuition and fees is 153,440 yen from 2nd year to 4th year (planning).

※Miscellaneous charges of subjects to take are also needed in addition to the above every year.

※The tuition and fees might change year by year.

※Documents, the application fee, and admission fee will not be refunded with any reasons.

However, the tuition and fees will be refunded for students who declined the admission by March 31st (Sat).

※Please contact us for application with the recommendation from the designated schools.

Total	Freshman	3rd year transfer
	883,000 yen	1,081,000 yen

Students who pay the tuition and fees as a lump will be exempt of 50,000 yen.

Total	Freshman	3rd year transfer
	833,000 yen	1,031,000 yen

Students (applying to freshman or 3rd year transfer) who apply within 2011, with the recommendation from the school designated by our school will be exempted the college admission fee (100,000 yen) as a scholarship grant. Furthermore, students who pay the tuition and fees as a lump will be exempt of additional 50,000 yen from the total fee.

	Freshman	3rd year transfer
In case you apply within 2011 and the application is made from the schools designated by our school	783,000 yen	981,000 yen
When paid in a lump sum	733,000 yen	931,000 yen

※the example of Education Course, Division of Social Welfare (It will vary in each course.)

Notes on filling in Application Form (Example)

※Must clearly fill in with a black pen.

※In case you miswrite, don't use a whiteout. Must write doublet and put the correction seal on it and rewrite correctly below.

※Must fill in your address properly even with the name of apartment or mansion.

公務員・保育・介護・ビジネス専門学校
校長 殿

こくさい じょうほうがつか
国際ビジネス情報学科
しゃかいふくしがつか
社会福祉学科
にゅう がく がん しょ
入学願書
Application for Admission

日付/Date _____
学籍番号/LD.No. _____
受付番号/Application No. _____

希望選考日
Examination Date
of your choice

年 月 日
Year Month Day

本人記載
To be filled in
by Applicant

※P4 募集期間を参照

志望学科・コース Division・Course of your choice			コード番号 Code Number
志望入学年次 Admission Grade	1年次入学 ・ 2年次編入学 ・ 3年次編入学 ・ 4年次編入学		
氏名 Name in Full	日本語 (漢字) In Japanese		写真 Photo 4cm×3cm
	フリガナ		
	英語 In English (As in Passport)		
生年月日 Date of Birth	年 月 日 (才) Year Month Day (Age)		
婚姻の有無 Marital Status	M 有 S 無 Married Single	性別 Sex	男 女 Male Female
国籍 Nationality	出生地 Place of Birth		
本国の住所 Home Address	Tel.		
現住所 Present Address	Tel.		
携帯電話・PHS Mobile Phone・PHS	Eメールアドレス PC		他の大学・大学院等との併願希望 Will you apply for other schools, too? 有・無 Yes No
Eメールアドレス E-mail Address (PC)	Eメールアドレス 携帯電話 Email Address (Mobile Phone)		
職業 Occupation			
旅券番号 Passport No.	有効期限 Valid Until	年 月 日 Year Month Day	
査証 Visa Status	外国人登録番号 Alien Reg. No.		
来日歴 Previous Stay in Japan	入国日 Date of Entry	在留資格 Status	在留期間 Period of Stay
	年 月 日 Year Month Day		年 月 日～ 年 月 日 Year Month Day Year Month Day
	年 月 日 Year Month Day		年 月 日～ 年 月 日 Year Month Day Year Month Day
入学希望理由 Purpose of Study			
本校卒業後の予定 Specific Plan after Graduation			
保証人氏名 (フリガナ) Guarantor's Name			
保証人住所 Guarantor's Address	Tel.		

Fill in the examination date of your choice.

Read 「Division・Courses and Years to Attend」 (P2), and fill in the code number.
And put the circle (○) in the admission grade of your choice.

Paste the photo same as the one in Photo Ticket (Admission ticket A).

If you are a student, write "Student".

Fill in correctly as in your passport and alien registration certificate.

Notes on filling in Oath (Example)

※Must clearly fill in with a black pen.

※In case you miswrite, don't use a whiteout. Must write doublet and put the correction seal on it and rewrite correctly below.

※Must fill in your address properly even with the name of apartment or mansion.

にゅうがくがんしょうらめん
入学願書裏面

せいやくしょ 誓約書 Oath	ねん がつ ちち 年 月 日 Year Month Day
公務員・保育・介護・ビジネス専門学校 校長 殿	
しぼうがっか 志望学科・ コース Division・ Course of your choice _____	
ほんにん 本人 Name in full	しめい 氏名 _____ <div style="text-align: right;"> いん 印 </div>
せいねんがっぴ 生年月日 _____ Date of Birth	
こくせき 国籍 _____ Nationality	
ほごしや 保護者 (保証人)	
ほんにん 本人 Name in full	じゅうしょ 住所 Address _____ <div style="text-align: right;"> いん 印 </div>
にゅうがくしがんと 入学志願に際し、下記の通り誓約致します。 1. 入学願書に記載の事項はすべて事実と相違ありません。 2. 入学の上は貴校の学則を守り、真面目に勉強に励みます。 3. 私の個人情報については、貴校の個人情報保護基本方針に則り、適切 に活用されることに同意いたします。 4. 学費を滞納した場合または出席率が悪い場合は除籍されても異議あり ません。 5. 学則に違反した場合は退学処分を受けても異議ありません。	
いじょう 以上	

Fill in the date when you write the oath.

Put your seal with your stamp. (If you don't have a stamp, don't need a seal.)

Guarantor's address and name must be filled in by the guarantor himself.

Put the seal different from the one of the applicant. (If he doesn't have a stamp, don't need a seal.)

注：本人・保護者（保証人）はそれぞれ各自で署名・捺印のこと（印鑑のない方は署名のみで可）。

Notes on filling in Application Form (the second page: the front side) (Example)

※Must clearly fill in with a black pen.

※In case you miswrite, don't use a whiteout. Must write doublet and put the correction seal on it and rewrite correctly below.

※Must fill in your address properly even with the name of apartment or mansion.

おもてめん 表面

がく 学 歴 Educational Background	がっこうめいおよ び しよざい ち 学校名及び所在地 Name of School Location of School	にゅうがくねんがつ び およ び そつぎょうねんがつ び 入学年月日及び卒業年月日 Date of Entrance Date of Graduation
しよとうきょう 初等教育 Elementary Education	がっこうめい 学校名 しよざい ち 所在地	ねん 年 がつかい がく 月入学 From : Year Month ねん 年 がつかい がく 月卒業 To : Year Month
ちゆうとうきょう 中等教育 Secondary Education	がっこうめい 学校名 しよざい ち 所在地	ねん 年 がつかい がく 月入学 From : Year Month ねん 年 がつかい がく 月卒業 To : Year Month
こうとうきょう 高等教育 Higher Education	がっこうめい 学校名 しよざい ち 所在地	ねん 年 がつかい がく 月入学 From : Year Month ねん 年 がつかい がく 月卒業 To : Year Month
だいがく 大学教育 College Education	がっこうめい 学校名 しよざい ち 所在地	ねん 年 がつかい がく 月入学 From : Year Month ねん 年 がつかい がく 月卒業 To : Year Month

Must fill in the official names of the schools.

Must fill in the correct years and months of entrance and graduation of your school.

しよくれき ふけい 職歴 (含兵役) Work Experience (including military service)

しよく ば めい 職場名 Name of Company or Employer	しよく しゆ 種 Type of Business	しよ ざい ち 所在地 Location	きん む 期 間 勤務期間 Period
			ねん 年 がつかい がく 月から From : Year Month ねん 年 がつかい がく 月まで To : Year Month
			ねん 年 がつかい がく 月から From : Year Month ねん 年 がつかい がく 月まで To : Year Month

Don't need to fill in if you haven't experienced the military service.

にほんご がくしゆ 日本語学習歴 Japanese Language Coursework

がく こう めい 学校 (教師名) Institution (Name of Teacher)	しよ ざい ち 所在地 Location	がくしゆ きかん 学習期間 Period
		ねん 年 がつかい がく 月から From : Year Month ねん 年 がつかい がく 月まで To : Year Month
		ねん 年 がつかい がく 月から From : Year Month ねん 年 がつかい がく 月まで To : Year Month

Fill in the name of the Japanese language school and teacher, its address, and the period of your study.

Notes on filling in Application Form (the second page: the back side) (Example)

※Must clearly fill in with a black pen.

※In case you miswrite, don't use a whiteout. Must write doublet and put the correction seal on it and rewrite correctly below.

※Must fill in your address properly even with the name of apartment or mansion.

うらめん
裏面

かぞく じゆうきょう
家族の状況 Family

し 氏 氏名 Name in Full	ぞく 統 統柄 Relationship	ねん 年 年齢 Age	しよく 職 職業 Occupation	じゆう 住 住所 Address	でん 電 電話 Telephone

Fill in your family members' name, relationship, age, occupation, and address.

がくひ みたんしや
学費負担者 Person Responsible for Your Fees

し 氏 氏名 Name in Full	ほんにん 本人との関係 Relationship
じゆう 住 住所 Address	〒 Tel.
しよく 職 職業 Occupation	

Must correctly fill in the name, address, and occupation of the person responsible for your fees.

にほん しんせき ちゆう
日本での親戚、知友 Relatives, Friends in Japan

し 氏 氏名 Name in Full	かん 関 関係 Relationship	ねん 年 年齢 Age	しよく 職 職業 Occupation	じゆう 住 住所 Address	でん 電 電話 Telephone

Don't need to fill in case you don't have any relatives or friends in Japan.

じゆうき とお ちゆうい
上記の通り相違なく、入学を申し込みます。

I hereby declare the above statement is true and correct and apply for admission.

ひづけ 20 ねん がつ じち
Date : Year Month Day
ほんにんしよめい
本人署名
Signature : _____

Must fill in the date when you write it and your signature.

公務員・保育・介護・ビジネス専門学校

校長 殿

こくさい じょうほうがっか
国際ビジネス情報学科

しゃかいふくしがっか
社会福祉学科

にゅう がく がん しょ
入学願書

Application for Admission

ひづけ
日付/Date

がくせきばんごう
学籍番号/I.D.No.

うけつけばんごう
受付番号/Application No.

きぼうせんこうび 希望選考日 Examination Date of your choice	ねん 年 Year	がつ 月 Month	にち 日 Day
---	-----------------	------------------	----------------

ほんにんきざい 本人記載 To be filled in by Applicant
--

※P4 募集期間を参照

しぼうがっか 志望学科・コース Division・Course of your choice				コード番号 Code Number	
しぼうにゅうがくねんじ 志望入学年次 Admission Grade	ねんじにゅうがく ねんじへんにゅうがく ねんじへんにゅうがく ねんじへんにゅうがく 1年次入学 ・ 2年次編入学 ・ 3年次編入学 ・ 4年次編入学				
しめい 氏名 Name in Full	にほんご かんじ 日本語 (漢字) In Japanese			しや 写真 Photo 4cm×3cm	
	フリガナ				
	えいご 英語 In English (As in Passport)				
せいねんがっぴ 生年月日 Date of Birth	ねん 年 Year	がつ 月 Month	にち 日 Day	(才) Age	
こんいん 婚姻の有無 Marital Status	あり M 有 Married	なし S 無 Single	せいべつ 性別 Sex	おとこ 男 Male	めいよ 女 Female
こく 国籍 Nationality	しゅうせいち 出生地 Place of Birth				
ほんこく 本国の住所 Home Address	〒			Tel.	
げんじゅう 現住所 Present Address	〒			Tel.	
けいたいでんわ 携帯電話・PHS Mobile Phone・PHS			た 他の大学・大学院等との併願希望 Will you apply for other schools, too?	あり 有・無 Yes No	
Eメールアドレス PC E-mail Address (PC)	Eメールアドレス 携帯電話 E-mail Address (Mobile Phone)				

しやく 職業 Occupation				
りょけんばんごう 旅券番号 Passport No.	ゆうこうきげん 有効期限 Valid Until			
きさ 査証 Visa Status	がいこくじんとうろくばんごう 外国人登録番号 Alien Reg. No.			
らいにちれき 来日歴 Previous Stay in Japan	にゅうこくび 入国日 Date of Entry	ざいりゅうしやく 在留資格 Status		ざいりゅうきかん 在留期間 Period of Stay
	ねん がつ 日 年 月 日 Year Month Day			ねん がつ 日 ~ ねん がつ 日 年 月 日 ~ 年 月 日 Year Month Day Year Month Day
	ねん がつ 日 年 月 日 Year Month Day			ねん がつ 日 ~ ねん がつ 日 年 月 日 ~ 年 月 日 Year Month Day Year Month Day
にゅうがくきぼうりゆう 入学希望理由 Purpose of Study				
ほんこうそつぎようこ 本校卒業後の予定 Specific Plan after Graduation				
ほしやうじんしめい 保証人氏名 (フリガナ) Guarantor's Name	〒			
ほしやうにんじゅう 保証人住所 Guarantor's Address	〒			Tel.

せい やく しょ
誓 約 書

Oath

ねん がつ にち
年 月 日
Year Month Day

公務員・保育・介護・ビジネス専門学校
校長 殿

しぼうがつか
志望学科・
コース

Division・
Course of
your choice _____

ほんにん
本人

Name in full 氏名 _____ (印)

せいねんがっぴ
生年月日

Date of Birth _____

こくせき
国籍

Nationality _____

ほ こしや
保護者

(保証人) 住所
Guarantor's Address _____

しめい
氏名

Name in full _____ (印)

にゅうがくし がん さい か き とお せいやくいた
入学志願に際し、下記の通り誓約致します。

1. 入学願書に記載の事項はすべて事実と相違ありません。
2. 入学の上は貴校の学則を守り、真面目に勉強に励みます。
3. 私の個人情報については、貴校の個人情報保護基本方針に則り、適切に活用されることに同意いたします。
4. 学費を滞納した場合または出席率が悪い場合は除籍されても異議ありません。
5. 学則に違反した場合は退学処分を受けても異議ありません。

いじょう
以上

ちゅう ほんにん ほ こしや ほしやうにん かくじ しよめい なつていん いんかん かた しよめい か
注：本人・保護者（保証人）はそれぞれ各自で署名・捺印のこと（印鑑のない方は署名のみで可）。

がく 歴 Educational Background	がっこうめい およ しょざい ち 学校名及び所在地 Name of School Location of School	にゅうがくねんがっ び およ そつぎょうねんがっ び 入学年月日及び卒業年月日 Date of Entrance Date of Graduation
しょうとうきょういく 初等教育 Elementary Education	がっこうめい 学校名 ----- しょざい ち 所在地	ねん がつにゅうがく 年 月入学 From : Year Month ----- ねん がつそつぎょう 年 月卒業 To : Year Month
ちゅうとうきょういく 中等教育 Secondary Education	がっこうめい 学校名 ----- しょざい ち 所在地	ねん がつにゅうがく 年 月入学 From : Year Month ----- ねん がつそつぎょう 年 月卒業 To : Year Month
こうとうきょういく 高等教育 Higher Education	がっこうめい 学校名 ----- しょざい ち 所在地	ねん がつにゅうがく 年 月入学 From : Year Month ----- ねん がつそつぎょう 年 月卒業 To : Year Month
だいがくきょういく 大学教育 College Education	がっこうめい 学校名 ----- しょざい ち 所在地	ねん がつにゅうがく 年 月入学 From : Year Month ----- ねん がつそつぎょう 年 月卒業 To : Year Month

しよくれき ふくひへいえき
職歴 (含兵役) Work Experience (including military service)

しよく ば めい 職 場 名 Name of Company or Employer	しよく しゆ 職 種 Type of Business	しょ ざい ち 所 在 地 Location	きん む き かん 勤 務 期 間 Period
			ねん がつ 年 月から From : Year Month ねん がつ 年 月まで To : Year Month
			ねん がつ 年 月から From : Year Month ねん がつ 年 月まで To : Year Month

にほん ごがくしゅうれき
日本語学習歴 Japanese Language Coursework

がっ こう きょう しめい 学 校 (教師名) Institution (Name of Teacher)	しょ ざい ち 所 在 地 Location	がくしゅう き かん 学習期間 Period
		ねん がつ 年 月から From : Year Month ねん がつ 年 月まで To : Year Month
		ねん がつ 年 月から From : Year Month ねん がつ 年 月まで To : Year Month

かぞく じょうきょう
家族の状況 Family

し 氏 めい 名 Name in Full	ぞく 続 がら 柄 Relationship	ねん 年 れい 齢 Age	しよく 職 ぎよう 業 Occupation	じゆう 住 しょ 所 Address	でん 電 わ 話 Telephone

がくひ ふ たんしゃ
学費負担者 Person Responsible for Your Fees

し 氏 めい 名 Name in Full	ほんにん 本人との関係 かんけい Relationship
じゆう 住 しょ 所 Address	〒 Tel.
しよく 職 ぎよう 業 Occupation	

にほん 日本での親戚、知友
しんせき ちゆう
Relatives, Friends in Japan

し 氏 めい 名 Name in Full	かん 関 けい 係 Relationship	ねん 年 れい 齢 Age	しよく 職 ぎよう 業 Occupation	じゆう 住 しょ 所 Address	でん 電 わ 話 Telephone

じゆうき とお そうい
上記の通り相違なく、入学を申し込みます。

I hereby declare the above statement is true and correct and apply for admission.

ひ づけ 日付 20 ねん 年 がつ 月 にち 日
Date : _____ Year _____ Month _____ Day

ほんにんしよめい
本人署名
Signature : _____

指定校用
The designated School

推薦書

Recommendation Form

公務員・保育・介護・ビジネス専門学校
校長 殿

※受付日	年	月	日
※受験番号			
20	年	月	日
Year		Month	Day

(推薦者)
所在地 _____
The address of the school

学校名 _____
The name of the school

校長名 _____ (印)
The name of the president

下記の者は、貴校の合格の基準に該当すると認め、ここに推薦いたします。
We admit the person below satisfies the standard of your school, and We'd like to recommend to your school.

フリガナ	性別 Sex	Date of birth			
氏名 Name of Applicant		19	年	月	日生
		Year		Month	Day
		年	月	卒業・卒業見込	
		Year	Month	graduated・Will graduate	
〒					
現住所 Address of Applicant		TEL. ()			
①学習態度 Learning attitude					
②健康状態 Health Condition					
③人物 Personality					
④出欠状況 Attendance					
総合所見 Overall assessment					
記載責任者 The person responsible for the form					(印)

Please don't write anything in ※.

併願申請書

Application Form Applying to More than One School

公務員・保育・介護・ビジネス専門学校
校長 殿

※受付日	ねん年	がつ月	にち日
※受験番号			
20	ねん年	がつ月	にち日
	Year	Month	Day

志望学科・
コース

Division・Course
of your choice

氏名

Name of Applicant



保護者
(保証人) 氏名

Name of Guardian



私は下記の他の大学・大学院・短期大学・専門学校を受験するため、貴校の完全併願制度の適用を希望いたします。
なお、他の大学・大学院・短期大学・専門学校合格の場合は、ただちに必ず連絡いたします。

I'd like to apply to your school and also other schools. In case I pass other schools, I'll immediately inform you.

き記

受験予定大学・大学院・短期大学・専門学校名 The name of graduate school, university, college, and vocational school to apply	合格発表日 Result Announcement Day
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>大学 大学院 短期大学 専門学校</p> <p>The name of school</p> </div> <div style="width: 20%;"> <p>学部 研究科</p> <p>Faculty</p> </div> <div style="width: 30%;"> <p>学科 専攻</p> <p>Division・Course</p> </div> </div>	<p>西暦</p> <p>ねん年 がつ月 にち日</p> <p>Year Month Day</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>大学 大学院 短期大学 専門学校</p> <p>The name of school</p> </div> <div style="width: 20%;"> <p>学部 研究科</p> <p>Faculty</p> </div> <div style="width: 30%;"> <p>学科 専攻</p> <p>Division・Course</p> </div> </div>	<p>ねん年 がつ月 にち日</p> <p>Year Month Day</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>大学 大学院 短期大学 専門学校</p> <p>The name of school</p> </div> <div style="width: 20%;"> <p>学部 研究科</p> <p>Faculty</p> </div> <div style="width: 30%;"> <p>学科 専攻</p> <p>Division・Course</p> </div> </div>	<p>ねん年 がつ月 にち日</p> <p>Year Month Day</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>大学 大学院 短期大学 専門学校</p> <p>The name of school</p> </div> <div style="width: 20%;"> <p>学部 研究科</p> <p>Faculty</p> </div> <div style="width: 30%;"> <p>学科 専攻</p> <p>Division・Course</p> </div> </div>	<p>ねん年 がつ月 にち日</p> <p>Year Month Day</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>大学 大学院 短期大学 専門学校</p> <p>The name of school</p> </div> <div style="width: 20%;"> <p>学部 研究科</p> <p>Faculty</p> </div> <div style="width: 30%;"> <p>学科 専攻</p> <p>Division・Course</p> </div> </div>	<p>ねん年 がつ月 にち日</p> <p>Year Month Day</p>

(Notes)

1. Must submit this form at application. (In case you submit this after application, it's not accepted.)
2. The form without stamps (The one of applicant and guardian must be different from each other) and the names of schools will be invalid.
3. If you apply to more than 5 schools, please photocopy the form and write them down.
4. The final due day is March 26th (Mon), 2012.

Please Don't write anything in ※.

けいひしべんせいやくしょ 経費支弁誓約書

Pledge for Payment

I, (Name of Country) (Name of Financial Guarantor), hereby agree
わたし、 (こくじん) 国民、 (にほんこくざいりゅうちゅうがくひ) の日本国在留中の学費・

to bear the school fees and expenses for the applicant's stay in Japan.

生活費等の経費に関して、下記のとおり責任をもって支弁することを誓約致します。

When applying for renewal of the applicant's visa, a copy of the following documents must be submitted:

なお、在留期間更新申請等の際に、送金証明書又は本人名義の預金通帳（送金事実が記載されたも

- Certificates proving transference of funds

- Applicant's bankbook (showing applicants name and conditions of transference of funds)

の) の写し等支弁事実を明らかにする書類を提出いたします。

き記

1 学費 月・半年毎・年間 円
School expenses per month・per half a year・per year yen

2 生活費 月 額 円
Living Expenses per month yen

3 支弁方法（支弁事実が証明できる方法）
Method of Payment (Transference of funds and banking information in detail)

ねん がつ ち
年 月 日
Year Month Day

けいひしべんしや
経費支弁者
Financial Guarantor

ふりがな 氏名 Name in Full	いん 印	せいねんがっぴ 生年月日 Date of Birth	19 ねん がつ ち 年 月 日 Year Month Day
げんじゅうしょ 現住所 Address			
でんわ 電話 Tel	ほんにん 本人との関係 Relationship		
きんむさき 勤務先 Occupation			
きんむさきじゅうしょ 勤務先住所 Address of work			
きんむさきでんわ 勤務先電話 Tel at work	ねん しょう 年 収 Annual Income	えん 円 yen	

※経費支弁誓約書は、志願者が公務員・保育・介護・ビジネス専門学校^{せんもんがっこう}の外国人留学生となった場合に、経費支弁者が志願者の在学中の経費について責任を負うことを承諾する書類です。必ず経費支弁者が自筆で記入して下さい。

※Pledge for Payment is the document that you approve to take responsibility for expenses of applicant's stay in Japan in case the applicant enters College of Government Officer, Child Welfare, Care Worker & Business. The guarantor must fill in by himself.

A 公務員・保育・介護・ビジネス専門学校
2012年度 校長殿 **写真票**

受験番号	※	
志望学科・コース	国際ビジネス情報学科 日本語通訳コース 国際ビジネス情報学科 経営福祉コース 社会福祉学科 保育コース 社会福祉学科 社会福祉コース 社会福祉学科 教育学コース 社会福祉学科 心理学コース	
入学方法	指定校推薦・一般	
選考日程	1次・2次・3次・4次・5次・6次・7次・8次	
フリガナ		性別
志願者氏名		
入学選考日	※	年 月 日
集合時間	※	:

(この部分のみ切り取ってください)

(この部分のみ切り取ってください)

写真
Photo
4 cm × 3 cm



B 公務員・保育・介護・ビジネス専門学校
2012年度 校長殿 **受験票**

受験番号	※	
志望学科・コース	国際ビジネス情報学科 日本語通訳コース 国際ビジネス情報学科 経営福祉コース 社会福祉学科 保育コース 社会福祉学科 社会福祉コース 社会福祉学科 教育学コース 社会福祉学科 心理学コース	
入学方法	指定校推薦・一般	
選考日程	1次・2次・3次・4次・5次・6次・7次・8次	
フリガナ		性別
志願者氏名		
入学選考日	※	年 月 日
集合時間	※	:
選考会場	※	

(この部分のみ切り取ってください)

〈注意事項〉

- 試験当日は必ず本受験票を持参してください。試験前日までに受験票を紛失した場合は、入学課まで連絡し、指示を受けてください。また、試験当日忘れたり、紛失した場合は、試験開始までに必ず試験会場内の本校係員に申し出て、仮受験票の発行を受けてください。
- 集合時間までに受付を済ませ、試験教室に入室してください（時間厳守）。
- 受験番号および取扱銀行収納印のないものは無効となります。

※印の欄は本校にて記入いたします（記入不要）。裏面に志願者の住所・氏名・郵便番号を明記してください。



(銀行で切り取ってください)

C 2012年度 入学選考料 **電信振込依頼書** (取扱店保存) 科目

- 取扱銀行へのお願**
- 金額訂正は取り扱わないでください。
 - 太線内を必ず打電してください。
 - 氏名の前に必ず「ケタ」の学科のコード番号を打電してください。
 - 取扱銀行の取納印を、(A)(B)(C)(D)票の四カ所に必ず押印のうえ、(A)(B)(D)票を依頼人へお渡しくください。手数料は振込人負担にてお願いいたします。

依頼日	年 月 日	振込指定	電信振込	手数料	
振込先	銀行名	科目	口座番号	金額	¥ 20,000.00
	① 中京銀行 天津橋 支店	普通	2 8 1 7 2 9	内 課 現金 当店券 他店券	
	② 大垣共立銀行 菊井町 支店	普通	2 9 7 5 2 8		
	③ 名古屋銀行 本店営業部	普通	3 7 5 2 4 3 9		
④ りそな銀行 名古屋 支店	普通	1 2 1 7 9 1 2			
学校法人 たちばな学園					
志願者欄	志望学科のコード番号				
	フリガナ	(姓)	(名)		
	氏名				
住所	〒 □□□-□□□□				
電話	()	-			

(この部分のみ切り取ってください)



※振込先の銀行・口座は①②③④いずれかに○をつけてください。

(切り取り線)

(この部分のみ切り取ってください)

D 振込受領証 (本人保管)

2012年度 入学選考料

依頼日	年 月 日
振込先	① 中京銀行 天津橋 支店 ② 大垣共立銀行 菊井町 支店 ③ 名古屋銀行 本店営業部 ④ りそな銀行 名古屋 支店
受取人	学校法人 たちばな学園
志願者氏名	

金額 20,000円

上記のとおり振込金として受領しました。



(銀行で切り取ってください)

(切り取り線)

郵便はがき



料金別納郵便

(切手不要)

志願者現住所

.....

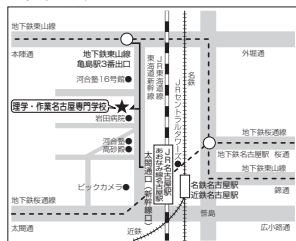
様方

志願者氏名

.....

殿

■試験会場



公務員・保育・介護・ビジネス専門学校 お問い合わせは 入学課まで ☎ 0120-159-672 〒453-0014 愛知県名古屋市中村区則武1-1-4

お問い合わせは 学校法人たちばな学園入学課まで ☎ 0120-159-672

愛知県知事認可 日本語教育振興協会認定校
東京福祉大学系列研究施設

公務員・保育・介護・ビジネス専門学校

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〒 460-0002 愛知県名古屋市中区丸の内 2-6-4