

# **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

**Application for Admission in April, 2012**

## **Admission Information for International Students Who Live Outside Japan**

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>

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## 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

● Students who pay the tuition and fees as a lump sum will be exempt of additional 50,000 yen from the total 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 the College will be exempt of the admission fee of this vocational college (100,000 yen) as scholarship.

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

### 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)

# Admission Procedures

Fill out the Survey Slip for Studying Abroad (provided by College) and send a FAX or E-mail to Center of International Relations.



Collect all documents of **5 Application Materials** (P5) and mail them.



The date of interview will be announced to you.



Interview



Take an examination.



**Pass the Examination**



Apply for Certificate of Eligibility at Immigration Bureau



Certificate of Eligibility will be delivered.



Receive the Pass Certificate and complete the payment of tuition and fees.



After receiving the Admission Permit, apply for a Visa.



Come to Japan.



**Complete registration for TUSW correspondence program**



**Admission**

The information about Entrance Ceremony and orientation will be announced by mail in the middle of March.

※Admission Permit may be annulled even after completion of the admission procedures, in case observable facts indicate that the applicant is not suitable for the 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 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 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.

Please contact us in case you wish to enter Child Care Course as a transfer student.

## 2 Application Period

From November 1st, 2011 to January 31st, 2012

## 3 Method of Screening

Document screening · Interview (in Japanese) · Japanese writing test

※Interview may be conducted by the internet.

## 4 Contact Us

Must mail the **Survey Slip for Studying Abroad** to the address below during the application period. We'll decide the date and place for interview after that. You must also mail the application materials (1~14 and either ①, ②, or ③ on P5~6) to the address below.

1-1-4 Noritake Nakamura-ku Nagoya City, Aichi 453-0014 Japan

The School Juridical Person Tachibana Gakuen College of Government Officer, Child Welfare, Care Worker & Business Admission Office (Nagoya College of Physical & Occupational Therapy 2 F)

TEL +81-(52)-454-3503 FAX +81-(52)-454-3505 E-mail:soudan@nagoya-college.ac.jp

※English and Chinese speaking staff available

## 5 Application Materials

### <Materials to be submitted for application>

1	<b>Application for Admission · Oath · Personal Records</b>	Prescribed form on P12~16. Must be filled out by applicant.
2	<b>Reason for Application</b>	Prescribed form on P18. Must be filled by applicant.
3	<b>Original and Copy of Academic Transcript, its Japanese Translation</b>	Academic transcript(s) from senior high school to the last attended school.
4	<b>Original and Copy of Certificate of Graduation or Original Diploma, its Japanese Translation</b>	The original Certificate(s) of graduation of senior high school and a college where applicant last attended (if any). If applicant is still attending a school, a document to prove his/her expected date of graduation. If applicant is from China, an original diploma.
5	<b>Photocopy of Certificate of Japanese Language Proficiency Test (JLPT) (N2 or higher level)</b>	Must submit the photocopy of the certificate if you have passed N2 or higher level of JLPT, pre-higher level of GNK Life & business style Japanese Language Test, or level D of J-TEST. ※If you take N1 of JLPT, even though you fail it, submit the photocopy of the result.
6	<b>Photocopy of Result Report of Examination for Japanese University Admission for International Students (EJU)</b>	Must submit the photocopy of EJU result report, if you take the test.
7	<b>Pledge for Payment</b>	Prescribed form on P20. Must be filled out by financial sponsor.
8	<b>Photos -10 pieces</b>	4x3 cm photos. All photos must be identical. Must have the applicant's name and nationality on the back. One of the photos must be pasted on the Application for Admission. The photo must be taken full-faced, without hats and background and the features of applicant should be clearly recognizable. The photo should be taken within three months of application. Only Negative film is accepted.
9	<b>Photocopy of Remittance Information of Application Fee</b>	Photocopy of a document to prove the remittance of application fee issued from a banking facility.
10	<b>Copy of Passport</b>	Photocopy of all pages excluding the blank pages (except when applicant has not yet obtained passport)
11	<b>Certificate of Employment</b>	Only in the case applicant is working in home country
12	<b>Letter of Endorsement</b>	Prescribed form. Must be filled out by guarantor.
13	<b>Copy of Family Register</b>	In the case of applicant is from China, must be submitted with photo copy of description of all the family members, and photo of all the pages. Must be the latest issued. For applicant from other countries, Birth Certificate etc. must be required.
14	<b>Recommendation Form</b>	In case of applying with the recommendation from the designated school by the College. Must use the Recommendation Form on P24. Must be filled out by president of the school. (Must be issued within 6 months of application)

### <Documents to be submitted by financial sponsor>

#### ① In case applicant is self-sponsored

1	<b>Bank Statement</b>	Must be issued from a banking facility. Must show sufficient amount in the name of applicant.
2	<b>Certificate of Employment</b>	Must be issued by a firm where applicant is working. Must state the nature and position of work and how long the applicant has been working.
3	<b>Certificate of Income</b>	Must be issued by a firm where applicant is working. Must state applicant's annual income.
4	<b>Proof(s) of Scholarship(s)</b>	Only in the case applicant is to receive any scholarships. Must state the name of the sponsor, amount of scholarship and the period during which the scholarship will be paid. Must be submitted with a brochure etc. providing a detailed explanation of the scholarship.

#### ② In case applicants will be supported by a financial sponsor residing in Japan

1	<b>Certificate of Employment of financial sponsor</b>	In case the financial sponsor is a manager/executive director/owner of a firm, shop etc., submit an official transcript of Company Registration in place of Certificate of Employment. In case the financial sponsor is self-employed, submit a copy of income tax return.
2	<b>Certificate of Income Tax of financial sponsor (3 years)</b>	Must be issued from either tax office or city/town/village office. Must show annual gross income of the financial sponsor. Withholding tax slips are not acceptable.
3	<b>Certificate of Residence of the financial sponsor</b>	The certificate must include all the names of the residents at the financial sponsor's household. In the case the finance supporter is a non-Japanese national, Certificate of Registered Matters (including all the names of the residents at the financial sponsor's household) and a photocopy of alien registration card are required.
4	<b>Certificate of Seal-Impression of the financial sponsor</b>	The same seal as in this certificate must be placed on "Pledge for Payment."
5	<b>Bank Statement</b>	The name must be the financial sponsor.
6	<b>Document to prove relationship between applicant and financial sponsor</b>	In case financial sponsor is a family member or a relative of applicant, must submit document(s) to prove their relationship.

③ In case applicant will be financially supported by remittance from outside of Japan

1	<b>Certificate of Employment</b>	Must be issued from an organization where financial sponsor is working. Must state the nature and position of work and how long the financial sponsor has been working. In case the financial sponsor is a manager/executive director/owner of a firm, shop etc., submit an official transcript of Company Registration or Business License in place of Certificate of Employment.
2	<b>Income Statement of the Financial sponsor (3 years)</b>	Must be issued by a firm where financial sponsor is working. Must show his/her annual income.
3	<b>Bank Statement</b>	Must be issued from a banking facility. Must show sufficient amount in the financial sponsor's name. Only bank statements stating the amount in Japanese yen or US dollar are acceptable. In case the remittance is to be made from China, a photocopy photograph of the savings account must be attached, too.
4	<b>Document to prove relationship between applicant and financial sponsor (e.g. certificate of birth, family register)</b>	For example: An equivalent to Japan's family register or Certificate of Residence (including all the names of the residents at the supporter's household) In case of China, an explanation on relationship authorized by a notary public.

- ◆ 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.
- ◆ Bank Statement must prove enough amount of money for tuition and fees. (More than 100,000 Chinese Yuan)
- ※ Recently, the Immigration Bureau of Japan is conducting stricter inspections of documents submitted by applicants for the visa status "College Student" since the number of illegal residents and illegal workers (who entered Japan as "College Student") is markedly increasing.  
Therefore, the Immigration Bureau is requesting some additional documents to be submitted for those applicants from countries/areas which account for a large number of Immigration Act violators.

## 6 Examination Result Announcement

The examination result will be announced by mail within 10 days of the examination.

## 7 Entrance Formalities

After Certificate of Eligibility is delivered, we'll mail you Copies of Certificate of Eligibility and Admission Permit. Must complete the payment of tuition and fees (for the first year) by the due day (2 weeks after the day of examination result announcement).  
After certifying the payment, we'll mail you Originals of Certificate of Eligibility and Admission Permit. After you receive them, please apply for a Visa.

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

## 8 Application Fee

20,000 yen  
 ※The application fee will not be refunded.

## 9 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
<b>Division of International Business Information</b> Japanese Interpretation Course / Business Management & Social Welfare Course  <b>Division of Social Welfare</b> 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.
- ※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) and those who couldn't get a Visa.

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

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

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

**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

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

**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.)

## 10 Method of Payment

Name of bank	Branch	SWIFT code	Account number	Account name
CHUKYO Bank LTD.	OTSUBASHI branch	CKBKJPJN	Savings account 281729	TACHIBANA GAKUEN

# 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

志望入学年次  
国際ビジネス情報学科  
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.

本人記載  
To be filled in by Applicant

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 Married S 無 Single	性別 Sex	男 Male 女 Female
国籍 Nationality	出生地 Place of Birth		
本国の住所 Home Address	Tel.		
携帯電話・PHS Mobile Phone・PHS			
Eメールアドレス E-mail Address (PC)	Eメールアドレス E-mail 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

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.

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 <b>誓約書</b> Oath	ねん がつ じち 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 氏名 _____ 印	
せいねんがっぴ 生年月日 Date of Birth _____	
こくせき 国籍 Nationality _____	
ほごしや 保護者 (保証人) 住所 Guarantor's Address _____	
しめい 氏名 Name in full _____ 印	
にゅうがくしごん さい かき とお せいでいた 入学志願に際し、下記の通り誓約致します。 にゅうがくしごん さい さいい じこう じつじつ せうい 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。 にゅうがく うえ きこう がくせき まも まじめ べんきょう はげ 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。 わたし こじんじょうほう さいこう こじんじょうほう ほこ きほんほうしん のつと てきせつ かつよう 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。 かくふ たいのみ ばあけい じやせきりつ わる ばあい じよせき 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。 がくせき いはん ばあけい たいがくしよばん う いま 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。 I pledge myself as follows on admission. 1. There is no doubt about all of the matters written in Application for Admission. 2. I'll always obey the school regulations and work hard on my study. 3. I'll agree that the College uses my private information by the personal information protection policy. 4. I won't object if I am removed from the register in case my tuition and fees are overdue or my school record is bad. 5. I won't object if I am expelled from the College in case I am in violation of the school regulations. 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.)

# 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 所在地	ねん 年 がつかい 月入学 From : Year Month ねん 年 がつかい 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 所在地	ねん 年 がつかい 月入学 From : Year Month ねん 年 がつかい 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 所在地	ねん 年 がつかい 月入学 From : Year Month ねん 年 がつかい 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 所在地	ねん 年 がつかい 月入学 From : Year Month ねん 年 がつかい 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 場 めい 職 場 名 Name of Company or Employer	しよく 種 種 Type of Business	しよ ざい ち 所 在 地 Location	きん む き 勤 務 期 間 Period
			ねん 年 がつかい 月から From : Year Month ねん 年 がつかい 月まで To : Year Month
			ねん 年 がつかい 月から From : Year Month ねん 年 がつかい 月まで To : Year Month

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

## にほんご がくしよく 日本語学習歴 Japanese Language Coursework

がく 校 めい 学 校 (教師名) Institution (Name of Teacher)	しよ ざい ち 所 在 地 Location	がくしよく きかん 学習期間 Period
		ねん 年 がつかい 月から From : Year Month ねん 年 がつかい 月まで To : Year Month
		ねん 年 がつかい 月から From : Year Month ねん 年 がつかい 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 じんせき 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 ち  
日付 20 年 月 日  
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.

ほんにん きざい  
本人記載

To be filled in by Applicant

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 しん 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	( さい 才 ) Age
こんいん うむ 婚姻の有無 Marital Status	あり なし M 有 S 無 Married Single	せい べつ 性 別 Sex	おと 女 男 女 Male Female	
こく せき 国 籍 Nationality	しゅうせいち 出生地 Place of Birth			
ほんこく じゅうしょ 本国の住所 Home Address	〒			Tel.
けいふいでんわ 携帯電話・PHS Mobile Phone・PHS				
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 ぎょう 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			
	ねん 年 Year	がつ 月 Month	にち 日 Day	
さ しょう 査 証 Visa Status				
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	ざいりゅうしかく 在留資格 Status	ざいりゅうきかん 在留期間 Period of Stay	
	ねん がつ にち 年 月 日 Year Month Day		ねん がつ にち 年 月 日 Year Month Day	ねん がつ にち 年 月 日 Year Month Day
	ねん がつ にち 年 月 日 Year Month Day		ねん がつ にち 年 月 日 Year Month Day	ねん がつ にち 年 月 日 Year Month Day
にゅうがくきぼうりゆう 入学希望理由 Purpose of Study				
ほんごうそつぎょうご 本校卒業後の予定 Specific Plan after Graduation				
ほしょうにん し めい 保証人氏名 (フリガナ) Guarantor's Name				
ほしょうにんじゅうしょ 保証人住所 Guarantor's Address	〒			Tel.

# 誓約書

Oath

ねん 年  
Year  
がつ 月  
Month  
にち 日  
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 しめい 氏名 \_\_\_\_\_ いん 印

せいねんがっぴ  
生年月日  
Date of Birth \_\_\_\_\_

こくせき  
国籍  
Nationality \_\_\_\_\_

ほごしゃ  
保護者  
(保証人) じゅうしょ 住所  
Guarantor's Address \_\_\_\_\_

しめい  
氏名  
Name in full \_\_\_\_\_ いん 印

- じ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。

I pledge myself as follows on admission.

1. There is no doubt about all of the matters written in Application for Admission.
2. I'll always obey the school regulations and work hard on my study.
3. I'll agree that the College uses my private information by the personal information protection policy.
4. I won't object if I am removed from the register in case my tuition and fees are overdue or my school record is bad.
5. I won't object if I am expelled from the College in case I am in violation of the school regulations.

いじょう  
以上

ちゅうほんにん ほごしゃ ほしょうにん かくじ しよめい なつてん 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 : \_\_\_\_\_

# 履 歴 書 Personal Records

わたしは \_\_\_\_\_, having gained admittance to \_\_\_\_\_ (Name of School)

へ入学手続きを行いましたので、日本国への入国手続きに際して、次の通り申告します。

1. 国籍: \_\_\_\_\_ 氏名: \_\_\_\_\_ 現住所: \_\_\_\_\_  
Nationality Name Address

2. 生年月日: \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日 3. 出生地: \_\_\_\_\_  
Date of Birth Year Month Day Place of Birth

4. 配偶者の有無: \_\_\_\_\_ (配偶者名: \_\_\_\_\_)  
Marital Status: Single, Married (Name of Spouse: \_\_\_\_\_)

5. 学歴: (初等教育から順次最終学歴まで総て記載すること) 修業期間 \_\_\_\_\_ 年間  
Educational Background (All in chronological order) Period Years

学校名 Name of School	所在地 Address	入学年月日 From	卒業年月日 To
		ねん がつ 日にち	ねん がつ 日にち
(1) _____	_____	年 月 日 ~	年 月 日
(2) _____	_____	年 月 日 ~	年 月 日
(3) _____	_____	年 月 日 ~	年 月 日
(4) _____	_____	年 月 日 ~	年 月 日
(5) _____	_____	年 月 日 ~	年 月 日
(6) _____	_____	年 月 日 ~	年 月 日

6. 日本語学習歴: (合計 \_\_\_\_\_ 時間) 日本語能力検定 \_\_\_\_\_ 級  
Previous Study of Japanese Total Hours Japanese Proficiency Test None / Already taken

学校名 Name of School	所在地 Address	入学年月日 From	卒業年月日 To
		ねん がつ 日にち	ねん がつ 日にち
(1) _____	_____	年 月 日 ~	年 月 日
(2) _____	_____	年 月 日 ~	年 月 日
(3) _____	_____	年 月 日 ~	年 月 日

7. 職歴: (就職年月日順に記載すること) Work experience: (in Chronological order)

勤務先名 Company	職種 Occupation	所在地 Address	入職年月日 From	退職年月日 To
			ねん がつ 日にち	ねん がつ 日にち
(1) _____	_____	_____	年 月 日 ~	年 月 日
(2) _____	_____	_____	年 月 日 ~	年 月 日
(3) _____	_____	_____	年 月 日 ~	年 月 日

8. 家族 \_\_\_\_\_ 氏名 \_\_\_\_\_ 年齢 \_\_\_\_\_ 国籍 \_\_\_\_\_ 現住所 \_\_\_\_\_ 職業 \_\_\_\_\_  
Family Name Age Nationality Address Occupation

- (1) Father 父 \_\_\_\_\_
- (2) Mother 母 \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_
- (6) \_\_\_\_\_

9. 来日歴 Previous Stay(s) in Japan

入国年月日 From	出国年月日 To	在留資格 Status of Residence	入国目的 Purpose
ねん がつ 日にち	ねん がつ 日にち		
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____

以上のことは総て真実であり、  
I hereby declare the above statements are true and correct.

Signature of Applicant \_\_\_\_\_ 私 \_\_\_\_\_ が直筆したものです。

作成年月日 Date: \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日







# けい ひ し べん せい やく しょ 経 費 支 弁 誓 約 書

## Pledge for Payment

公務員・保育・介護・ビジネス専門学校

校長 殿

I, (Name of Country) (Name of Applicant), hereby agree  
わたし 私は、 国籍 国民 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 年 がつ 月 にち 日  
Year Month Day

けいひしべんしゃ  
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 年 がつ 月 にち 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 年 しゅう 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.



# 身元保証書

Letter of Endorsement

## 公務員・保育・介護・ビジネス専門学校 校長 殿

しがんしゃしめい  
志願者氏名

Name of Applicant

こく せき  
国 籍

Nationality

せい ねん がつ び  
生 年 月 日  
Date of Birth

ねん がつ にちうまれ おとこ おんな  
年 月 日生 (男・女)  
Year Month Date Male・Female

わたし たび じょうき もの にほんこく にゅうこく ばあい みもとほしようにん か き とお みもとほしようにん  
私はこの度、上記の者が日本国に入国した場合の身元保証人となりましたので、下記の通り身元保証  
ひ う けい い せつめい みもとほしようにん せいやく  
の引き受け経緯を説明するとともに、身元保証について誓約します。

(Name of Applicant)

In executing this application of \_\_\_\_\_ for College of Government Officer, Child Welfare, Care Worker & Business, if any false information about my academic background, address etc. is found in the submitted documents, I accept any penalty imposed by the college.

みもとほしようにん ひ う けい い およ かんけい ぐたいてき  
身元保証引き受け経緯 (申請者の在日身元保証を引き受けた経緯及び申請者との関係について具体的  
に記載してください。)

Relationship to Applicant

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こんばん じょうきがくせい にゅうがくしんせい かん ていしゆつ しんせいしよるい なか がくれき じゅうしょとう まんいちきよぎ しんせい み  
今般、上記学生の入学申請に関し、提出した申請書類の中に学歴や住所等に万一虚偽の申請が見つ  
かかった場合、貴校の規定に従い、いかなる処分を受けても異議を申しません。  
ばあい きこう きてい したが しよばん う いぎ もう  
(這次向貴校提交の上記学生的報名材料中、万一発現有偽造内容時、我願服從任何処分和承担一切損失。)

ちゅうい まんいちしんせいしよるいちゆう きよぎ きざい ばあい ただ せんこう じよがい まんえん せんこうりょう いっさい  
注意：万一申請書類中に虚偽の記載があった場合は、直ちに選考から除外し、2万円の選考料は一切  
へんきやく  
返却いたしません。

(Note) In case false statement is found in the application documents, the applicant is to be excluded from the selection immediately and the application fee ¥20,000 will not to be returned.

ざいにちみもとほしようにん  
在日身元保証人  
Guarantor in Japan

だいにみもとほしようにん ざいにち ざいちゅうりゅうがくちゅうかいきこうとう  
代理身元保証人 (在日・在中留学仲介機構等)  
Substitute Guarantor (Agent in Japan or your home country)

みもとほしようにん  
身元保証人  
Guarantor

し めい かんけい  
氏 名 関係  
Name Relationship

きんむさき つうがくさき  
勤務先/通学先  
Address of work/Address of school

じゅう しょ  
住 所  
Address

ばんごう けいたいばんごう  
TEL番号 携帯番号  
TEL Mobile Phone

ねん がつ にち  
年 月 日  
Year Month Day

みもとほしようにん だいにん しょめい いん  
身元保証人 (代理人) 署名 印  
Signature of Guarantor

(簽字)

(盖章)



すい せん しょ  
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	ねん 年	が 月	にち 日
	Year	Month	Day

すいせんしゃ  
(推薦者)

しよざい  
所在地

The address of  
the school

がっこうめい  
学校名

The name of  
the school

こうちょうめい  
校長名

The name of  
the president

いん  
印

かきもの きこう こうかく きじゆん がいとう ひと  
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	せいべつ 性別 Sex	Date of birth ねん がつ にちうまれ 年 月 日生 Year Month Day		
しめい 氏名 Name of Applicant		19	ねん がつ 年 月	にちうまれ 日生 Day
		ねん 年	がつかつぎよう 月卒業・卒業見込 Month graduated · will graduate	そつぎようみこみ 卒業見込
〒 げんじゅうしよ 現住所 Address of Applicant				
TEL. ( )				
①がくしゅうたいど 学習態度 Learning attitude				
②けんこうじょうたい 健康状態 Health Condition				
③じんぶつ 人物 Personality				
④しゅつつけいじょうきよう 出欠状況 Attendance				
そうごうしよけん 総合所見 Overall assessment				
きさいせきにんしや 記載責任者 The person responsible for the form				

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※は本校記入欄

Please don't write anything in ※.





#### Contact Us

TEL +81 - (52) - 454 - 3503 FAX +81 - (52) - 454 - 3505

※English and Chinese speaking staff available

E - mail : [soudan@nagoya-college.ac.jp](mailto:soudan@nagoya-college.ac.jp)

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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**

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