
Application Guide 2019.10

Grandeur Global Academy, Numazu



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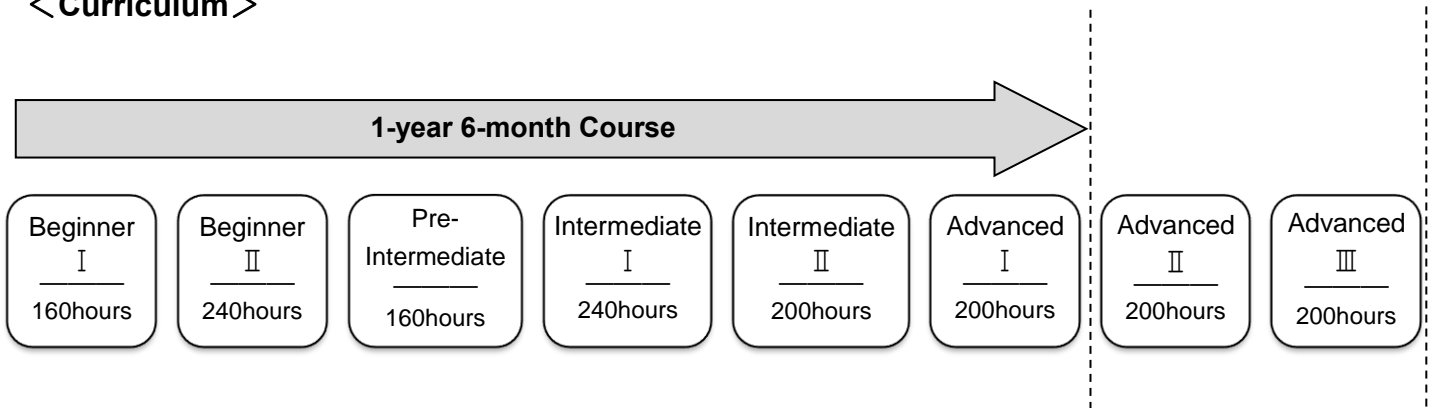
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1 | Academic Japanese Course Information

<Outline>

	1-year and 6-month Course
Capacity	40ppl.
Course Duration	1 year 6 months
Month of Admission	October
Month of Graduation	March

<Curriculum>



※We offer Special University Preparation classes during school holidays with extra fee.

Further details will be provided at school entry.

<Class Schedule>

Students will be assigned to either Morning class or Afternoon class.

	Morning Class	Afternoon Class
1 st Period	9:00~10:30	13:00~14:30
2 nd Period	10:45~12:15	14:45~16:15

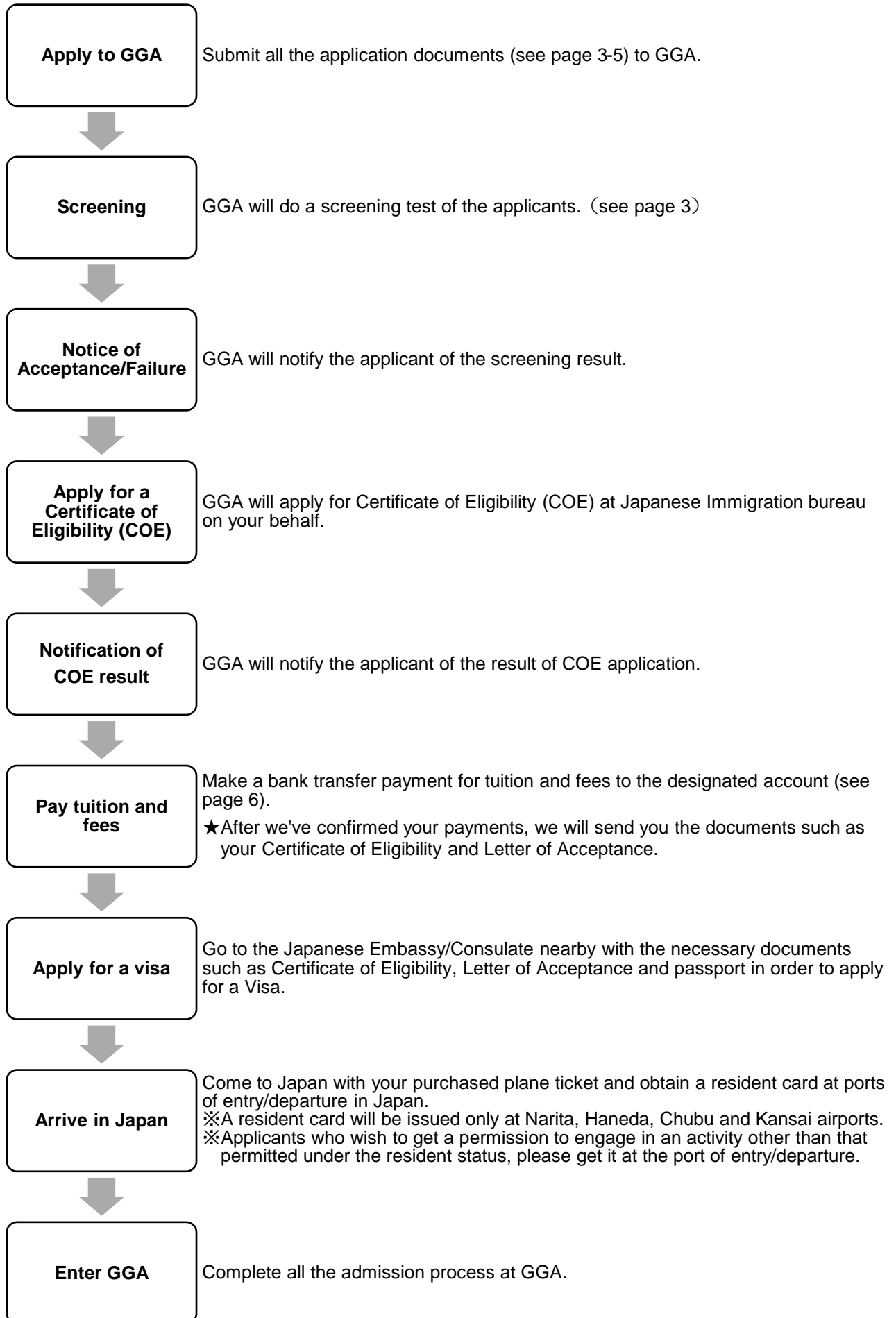
※Class placement will be determined by us(GGA), based upon all the test results and circumstances.

Students cannot choose classes.

2 | Qualification for Application

1. Applicants must be age over 18 at the time of entrance.
2. Applicants must have completed 12 years of general school education in foreign countries other than Japan by the end of March/September of the expected year and month of entrance to Grandeur Global Academy or must have scholastic ability equivalent or superior to such diplomas.
3. Applicants must have a reliable financial sponsor who has enough financial ability to support applicants live and study in Japan and who can prove asset formation process through such as bankbooks.
4. Applicants must have studied Japanese for a minimum of 150 hours and have also acquired a Japanese language skill level equivalent to N5 level or higher on the Japanese Language Proficiency Test.

3 | Steps to Admission



4 | Application Fee / Application Period / Screening

<Application Fee>

20,000 JPY

<Application Period>

Enrollment Period	Application Period	1 st Year Payment Period (Rough date*)
October 2019	From mid-February, 2019 to mid-May, 2019	Early in September, 2019

*Please see page 6 for further information about 1st Year Payment Period.

<Screening>

GGA will do the following screening test to those who wish to enroll in our school:

- (1) Screening of Application Documents : We'll check all the submitted documents to see the applicant have enough ability to study at GGA, and ability to pay all of his/her expenses during his/her stay in Japan.
- (2) Personal Interview : Face to face interview with an interpreter present. The attendance of applicants' parents is preferred.
- (3) Japanese Language Proficiency Exam (N5 level) : Applicants will be given both grammar and speaking test.
- (4) Others: Applicants will be asked to write an essay in his/her mother tongue, if applicable.

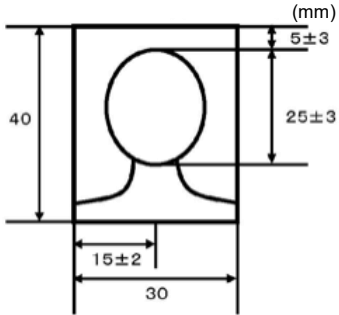
As for the personal interview, there is a possibility that will be an online interview through skype in some situations.

5 | Required Application Documents

<Important Reminder>

- ① Applicants must submit the original copies.
- ② All documents and materials which have been submitted to the Immigration Office will **NOT** be returned to you.
If you have submitted any original copies of documents and materials, which would be difficult to re-obtain and would like to have them returned to you, please notify the school office at the time of application.
- ③ Please attach Japanese translation to any documents and materials written in languages other than Japanese.
- ④ All forms must be completed by the applicant. Please sign your name with a black ballpoint pen in Signature section (an erasable ballpoint pen is **NOT** acceptable). You are **NOT** allowed to use correction fluid or try to erase the mistake.
- ⑤ GGA will apply for Certificate of Eligibility (COE) to Japanese Immigration bureau on behalf of the applicant.

Applicant's Documents

1.Application Form (GGA original form A-1)	<ul style="list-style-type: none"> The form must be completed by the applicant. Write the same name that appears on your passport.
2.Personal History (GGA original form A-2)	<ul style="list-style-type: none"> The form must be completed by the applicant.
3.Application Essay (GGA original form A-3)	<ul style="list-style-type: none"> The form must be completed by the applicant.
4. 7 Photographs of the Applicant	<ul style="list-style-type: none"> The photos must have been taken within three months prior to the application. Size 4cm×3cm, should be sharp and clear, and a plain background with no shadows. The applicant s should face squarely to the front and should remove any hats or head coverings. Write your name and date of birth on the back of each photo.  <p style="text-align: right;">(mm)</p> <p style="text-align: center;">*An image sited from the official website of Immigration Bureau of JAPAN)</p>
5.Graduation Diploma / Certificate of Graduation from the last school attended	<ul style="list-style-type: none"> Original copy issued by the last school If you are still in university/junior college/vocational school or taking a leave of absence from those schools, or if you have quit those schools: Please submit the certificate of enrollment of current attending school and the diploma or certificate of graduation from the high school.
6. Academic Transcript from the last school attended	<ul style="list-style-type: none"> Original copy issued by the last school. If you are still in university/junior college/vocational school: Please submit the original copy of academic transcript from those schools. There's possibility to ask you to submit the supporting documents.
7. Proof of Japanese Language Study	<ul style="list-style-type: none"> Academic record from the institution where the applicant have studied Japanese. (Study period, total study hours, study level and the actual class attended hours should be included.) The actual class attended hours should be more than 150 hours at the time of issuance.
8. Proof of Japanese Language Ability	<ul style="list-style-type: none"> Certificate of JLPT N5 or proof of Japanese language proficiency comparable to JLPT N5 or higher level
9. Certificate of Employment	<ul style="list-style-type: none"> Please submit the certificate if you have any work experience. Job information such as job type, applicant's job title, and length of service should be included.
10.Passport Copy	<ul style="list-style-type: none"> Please copy all the pages showing the entry/departure history and the emergency contact. (Blank page is not required.)
11.Certificate of Health (GGA original form B-1)	<ul style="list-style-type: none"> The form must be written in Japanese or English and completed by your home doctor. Must be within the 3 months prior to the application.
12.Written Oath (GGA original form C-1)	<ul style="list-style-type: none"> Fill out the applicant section once you have read and fully understood the contents and the attached Details of Written Oath.
13.Others	<ul style="list-style-type: none"> The applicant sometimes needs to submit additional documents and materials, if applicable.

※ The financial sponsor's documents varies depending on where he/she lives, inside Japan or outside Japan. Please refer either one of the following list and submit all the required documents shown in it.

Financial Sponsor's Documents

< In the case where **the sponsor is the relative lives in country other than Japan** >

1. Letter of Financial Support (GGA original form D-1)	• The form must be completed by the financial sponsor.
2. Certificate of Bank Account Balance under the name of the sponsor	• You need a enough balance which proves your financial ability to pay all the applicant's tuition and living expenses while he/she attends in GGA. (A balance of about 2,000,000 JPY.)
3. Copy of Bankbook	• For last 3 years
4. Certificate of Employment	• Job information such as job type, job title, and length of service should be included. • Business owners must submit such as business registration certificate and business permit.
5. Proof of Relationship to the Applicant	• Proof of relationship between the applicant and the sponsor such as certificate of residence of all family members, certificate of birth of applicant, etc.
6. Proof of the Family Structure	• All family members should be shown in one proof/certificate. • Proof is not required if all the family structure is shown in the #5.
7. Copy of Photo ID	• Should be not expired.
8. Certificate of Annual Income	• Issued by the public institution. (For last 3 years)
9. Certificate of Tax Payment	• Issued by the public institution. (For last 3 years)
10. Written Oath (GGA original form C-1)	• Fill out the financial sponsor's section once you have read and fully understood the contents and the attached Details of Written Oath.

Financial Sponsor's Documents

< In the case where **the sponsor is the relative lives in Japan** >

1. Letter of Financial Support (GGA original form D-1)	• The form must be completed by the financial sponsor.
2. Certificate of Bank Account Balance under the name of the sponsor	• You need a enough balance which proves your financial ability to pay all the applicant's tuition and living expenses while he/she attends in GGA. (A balance of about 2,000,000 JPY.)
3. Copy of Bankbook	• For last 3 years
4. Certificate of Employment	• Job information such as job type, job title, and length of service should be included. • Business owners must submit such as business registration certificate and business permit.
5. Proof of Relationship to the Applicant	• Proof of relationship between the applicant and the sponsor such as certificate of residence of all family members, certificate of birth of applicant, etc.
6. Certificate of Residence	• All family members should be shown in one certificate.
7. Copy of Photo ID	• Should be not expired.
8. Certificate of Annual Income	• Issued by a city office. (For last 3 years)
9. Certificate of Tax Payment	• Issued by a city office. (For last 3 years)
10. Written Oath (GGA original form C-1)	• Fill out the financial sponsor's section once you have read and fully understood the contents and the attached Details of Written Oath.

6 | Tuition and Other Fees / Payment Method

<1-year and 6 months Course>

	1 st Year Payment	2 nd Year Payment	Total
Application Fee	20,000JPY		20,000JPY
Entrance Fee	50,000JPY		50,000JPY
Tuition	600,000JPY	300,000JPY	900,000JPY
Material Fee	42,500JPY	16,250JPY	58,750JPY
Facility Fee	20,000JPY	10,000JPY	30,000JPY
Others (Insurance etc.)	20,000JPY	10,000JPY	30,000JPY
Total	752,500JPY	336,250JPY	1,088,750JPY

※Sales tax will be added to application fee, entrance fee, tuition and facility fee.

※The above tuition and fee prices subject to change from the April 2020 admission. Please always check the most up-to-date application guide.

<1st Year Payment Deadline>

• In principle, within one (1) week after the notification of Certificate of Eligibility (COE) result.

※Detailed deadline date will be specified in the invoice which will be sent to you with the notification result.

<Note>

• In principle, paid tuition and fees shall not be refunded except as provided in the school regulations.

• All tuition and fees for 2nd year should be paid prior to the first term of second year. We will notify the deadline date in advance.

<Payment Method>

• Please make a bank transfer payment for tuition and fees to the following designated bank account.

Bank Name	SURUGA BANK LTD.	Account No.	640-3608967
Branch	HEAD OFFICE	Beneficiary Name	GRANDEUR UEDA SATOSHI
Branch Address	23 TORIYOKOCHO, NUMAZU, SHIZUOKA, JAPAN	Beneficiary Address	4-3 TAKASHIMAHONCHO, NUMAZU, SHIZUOKA, JAPAN
Swift Code	SRFXJPJT		

※ All local and overseas remittance charges borne by the students.

※ If there is any excess or deficiency to the total transferred amount because of the remittance charges, we will charge that shortage amount or payback the excess amount at the time of school orientation.

7 | GGA's Japanese Class and Living Environment



The Use of Tablets in the Classroom !

From easy Japanese grammar drills to presentation tasks, we use tablet devices in various class activities. Students are able to develop not only Japanese language skills but also their media literacy.



Effective Use of LMS (Learning Management System) !

The LMS enables our students to prepare and review lessons anywhere, at any time with their own cell phone or tablet. The LMS will allow students to improve their Japanese skills quickly!



High-Speed Free Wi-Fi is Available at School !



Live and Study in a Calm Environment with Mt. Fuji !

The prices of things are cheaper in Numazu compared to Tokyo! And, students can enjoy a view of Mt. Fuji!

8 | Status of Residence

A foreign national who wishes to enroll in GGA is required to acquire the status of residence of “Student”. GGA will apply for Certificate of Eligibility (COE) at Japanese Immigration bureau on behalf of the applicant in order to obtain a student visa.

※The Immigration Bureau of Japan will do the application screening for the status of residence. Issuance of the certificate of eligibility or the visa does not guarantee. We will not take full responsibility for the application failure.

9 | Other Notes

(1) Part-time Job in Japan

Foreign students with the status of residence of “Student” are allowed to reside in Japan for the purpose of studying at school. You have to get permission from Immigration Bureau of Japan in order to engage in an activity (part-time job) other than studying prior to starting such activity.

Also, you have to keep the following rules if you do any part-time job:

- ① Students should ensure that the part-time job does not interfere with your studies and keep good academic scores and school attendance.
- ② Students are NOT allowed to work more than 28 hours per week.
(8 hours per day and 40 hours per week during the designated school holidays)
- ③ Students are NOT allowed to engage in illegal part-time work or work at the adult entertainment services. (You are not allowed to engage in washing dishes or cleaning at such places.)

(2) National Health Insurance

It is important to ensure the environment that students can receive an appropriate medical treatment in case of any injury or illness. All Japanese citizens, permanent residents, or any non-Japanese residing in Japan longer than three months are required to enroll in health insurance plan. National Health Insurance is designed for individuals who are not eligible for any employment-based health insurance program. Under National Health Insurance plan, patients only need to pay 30% of the total cost of case at clinics and hospitals.

(3) Extension of Period of Stay

If the period of stay that is allowed at the time of first visa application expires while attending in GGA, you are NOT allowed to stay in Japan. Any stay after the expiration is punishable for illegal stay. In order to avoid it, you have to extend your period of stay before it expires. We will apply for the extension of period of stay at Japanese Immigration bureau on behalf of the student.

※The Immigration Bureau of Japan will do the application screening. Issuance of a visa is not guaranteed. We will not take full responsibility for the application failure.

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