

<p><b>YOKOHAMA DESIGN COLLEGE</b>  <b>JAPANESE LANGUAGE DEPARTMENT</b>  <b>GUIDE FOR ADMISSION</b>  <i>April / October 2012 Enrollment</i></p>
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**1 . Course Description**

Course	Period	Admission	Period of Study
College Preparatory Course	2 year course	April	April/2012 – March/2014
	1.5 year course	October	October/2012 – March/2014
	1year course	April	April/2012 – March/2013
Short term Course	1/2/3 months	Every month	3 months

**2 . Applicant Qualifications**

- A) Must have completed standard 12 years' education in applicant's country.
- B) Must be at least 18 years of age and have graduated high school in one's country or obtained qualification to go on to University.

**3. Application Fee**      JPY 25,000 (Twenty five thousand Japanese Yen only)

Application fee should be paid when application documents are submitted. Please note that application fee is not refundable with any reason once it is paid.

**4. Period of Application**

- A) April 2012 Program : Beginning of September to End of November 2011.
  - B) October 2012 Program : Beginning of April to End of May 2012.
- \* There are some possibilities to change the Application period due to Immigration matters.

**5. Mailing Address**

Send the application documents by EMS, DHL or TNT to the following address or bring all the documents directly to the person in charge after making appointment.

**Yokohama Design College**  
**Admission Office**

1-33-6 Chuo, Nishi-ku, Yokohama, Kanagawa 220-0051 JAPAN

Phone : (81)45-323-0300    Fax : (81)45-323-0302    E-mail : [info@ydc.ac.jp](mailto:info@ydc.ac.jp)

- Office Open hours : From Monday to Friday (9:00 – 17:00)

(Except National Holidays)

**6 Screening**

Depends on the nationalities of Applicants, we may ask to sit for a test and an interview with the financial sponsor in their countries. If the financial sponsor lives in Japan, an interview will take place at the college. Otherwise, we are not in a position to accept the application. Also please be noted that we don't tell you the reason why the applicant has failed.

## 7. Documents Required

- (1) All the documents should be in Japanese or English, if not, Japanese translation is needed .  
 (2) Please be noted that you may requested to submit other additional documents such as  
 Copies of the statements of the bank account by the immigration.

### < The Documents from the Applicant >

Required Documents	Remarks
a. Application Forms (A-1,A-2)	* Should be filled in by the applicant
b. Personal Record (B-1 ~ B-2)	
c. Declaration (D-1)	
d. Photographs(4cm x 3cm)( 5 pcs )	Write the applicant's name on the back of each picture
e. Certificate of Graduation	From the last school attended, in Original
f. Proof of Japanese Language	* If you are now studying or have studied before
g. Copy of Passport	The page with the picture, and the stamp of the Japanese Immigration Bureau
h. Application for Dormitories	To be submitted 1 month before the entrance

### < The Documents from the Sponsor >

Required Documents	Remarks
a. Letter of Support (C-1)	* All the forms should be filled in by the sponsor
b. Declaration (D-1)	
c. Certificate of relationship	ex. Birth Certificate, copy of Family registration
d. Bank Amount Certificate	A letter from the bank of the account of the financial sponsor
e. Certificate of Occupation	From the company or copy of the company register, etc.
f. Certificate of Income	Annual income and tax declaration for the latest 1 year
(g. If the sponsor is in Japan)	Juminhyo or Certificate of Details of Alien Card

<Remarks> Please be noted that you may requested to submit other additional documents such as Copies of the statements of the bank account by the immigration.

**\*\* Students from Bangladesh, China, Mongolia, Myanmar, Nepal, Sri Lanka, Viet Nam should submit these documents.**

### < The Documents from the Applicant >

Required Documents	Remarks
a. Application Forms (A-1,A-2)	* Should be filled in by the applicant
b. Personal Record (B-1-3)	
c. Declaration (D-1)	
d. Certificate of Graduation	From the last school attended, in Original
e. Transcript	From the last school attended, in Original
f. Certificate of registration	Submitted in case currently studying at a school
g. Photographs(4cm x 3cm)( 5 pcs )	Write the applicant's name on the back of each picture

h. Proof of Japanese Language	Certificate of test one of below JLPT N5 / J.test E-F / Nat-Test Level 4 or upper
i. Copy of Passport	The page with the picture, and the stamp of the Japanese Immigration Bureau in case you have previous stay
j. Certificate of occupation	In case the applicant is currently working
k. Copy of Family registration	All the family members should be included
l. Application for Dormitories	To be submitted 1 month before the entrance

< The Documents from the Sponsor >

Required Documents	Remarks
a. Letter of Support (C-1)	* All the forms should be filled in by the sponsor
b. Declaration (D-1)	
c. Certificate of relationship	ex. Birth Certificate, Family Registration
d. Bank Amount Certificate	A letter from the bank of the account of the financial sponsor
e. Copy of Bankbook	Or statements from the bank for at least 1 year to prove the ability of financial sponsor
f. Certificate of Occupation	From the company or copy of the company registration, etc.
g. Copy of Family registration	All the family members of the SPONSOR should be included
h. Certificate of Income	Annual income and tax declaration for the latest 3 years
(g. If the sponsor is in Japan)	Juminhyo or Certificate of Details of Alien Card

**8. School Expenses**

*\* Can be paid in partial*

1) Long Term Course

(Unit: Japanese Yen)

Contents	1-Year Course	1.5-Year Course	2-Year Course
Admission	70,000	70,000	70,000
Tuition	600,000	900,000	1,200,000
Facility	15,000	20,000	30,000
Material Fee	20,000	25,000	30,000
Activity Fee	15,000	20,000	25,000
Insurance	15,000	21,000	30,000
Miscellaneous	15,000	20,000	25,000
<b>TOTAL</b>	<b>750,000</b>	<b>1,076,000</b>	<b>1,410,000</b>

2) Short Term Course

(Unit : Japanese Yen)

	1 month	2 month	3 month
Screening Fee	2,000	2,000	2,000
Admission	15,000	15,000	15,000
Tuition	49,000	98,000	147,000
<b>TOTAL</b>	<b>66,000</b>	<b>115,000</b>	<b>164,000</b>

### **9. Payment instructions for School expenses etc.**

- \* All the school expenses should be paid right after issuance of “Certificate of Eligibility”. After getting confirmation we will send the original to the applicant.
- \* Daily expenses and tuition fees must be remitted to the applicant’s account while their stay in Japan. The proof of remittance is required at the Visa Extension.
- \* Tuition once paid will not be refunded for any reason. However, if the applicant can not come to Japan for good cause, please consult us.

### **10. Dormitory**

We have school dormitories for our students, details are as per below.


Name of the dorm.	YUI KAIKAN * We have 4 other dorms around school.
Total Capacity	Man/Female 30persons each
Capacity of each room	2 persons * Share the Kitchens and Washing machines
Transportation	5 minutes’ walk from “ISHIKAWACHO” st. of JR Keihin Tohoku Line
Fees	Move In : 20,000JPY Monthly rent : 30,000JPY (Shared room)

(\*1) Please ask us for the latest situation of the room availability.

(\*2) We also have contracts with other companies to own dormitories. In case there is no room in our school dormitories, we will introduce the substitute, please tell us your request.

### **11. Bank Account Details**

- \* Account Name : YOKOHAMA DESIGN GAKUIN
- \* Name of the Bank : Bank of Yokohama, Fujidana Branch ( Branch No. 382 )
- \* Bank Address : 1-51 Fujidana-cho, Nishi-ku, Yokohama, Kanagawa 220-0053 JAPAN
- \* Account Number : 382-1513088 (ORDINARY ACCOUNT)
- \* SWIFT CODE : HMAJJPJT
- \* Please fill in the word ‘Tuition Fee’ and student’s name when you pay by bank transfer.

 Yokohama Design College	<b>Yokohama Design College</b> <b>Admission Office</b> 1-33-6, Chuo, Nishi-ku, Yokohama, Kanagawa, 220-0051 Japan Tel : + (81)45-323-0300 Fax : + (81)45-323-0302 <a href="http://www.ydc.ac.jp">http://www.ydc.ac.jp</a> E-mail : info@ydc.ac.jp
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