



COLLEGE of BUSINESS and COMMUNICATION

外語ビジネス専門学校

Prospectus for enrollment in April and October in 2020

[1] Departments Accepting Applications

Department of Japanese (1-year course) with “college student visa”

Department of Advanced Studies in Japanese (1-year course) with “college student visa”

◇ It is possible for the students of the Department of Japanese to promote to the Department of Advanced Studies in Japanese. The maximum length of studying Japanese is 2 years.

It is possible to advance from these courses to the following programs: (Ask for Details)

- Field of Trade and Aviation (Daytime/ 1 year or 2 years)
- Field of English Communication (Daytime/1 year or 2 years)
- Field of Hotel, Bridal, and Tourism (Daytime/1 year or 2 years)
- Field of Global Media and Information Communication Technology (Daytime/2 years or 4 years)
- Department of Business Japanese (Daytime/2 years)

*Learning period differs by program of chosen department/field.

[2] Applicant Qualifications

Department of Japanese *Afternoon class is also available for basic level.

Formal school education of no less than 12 years or a 4-year college graduate from a foreign country. Please ask for details before applying.

Department of Advanced Studies in Japanese

In addition to the above, Japanese ability equivalent to Level N2 in the Japanese Language Proficiency Test is required.

In both departments, the applicants must meet the following age requirements.

- Four-year college graduates -- aged around 30 or below
 - High-school graduates -- aged around 23 or below
- It is preferable that the application is within 5 years of graduation from the last school or the institution.

[3] Application Period

	Date of enrollment	Those applying for college student visa	Those already living in Japan
April	Apr 10 th 2020	Aug 1 st 2019 through Nov 30 th 2019	Aug 1 st 2018 through the end of Mar 2020
October	Oct 7 ^h 2020	Feb 1 st 2020 through Jun 20 th 2020	Feb 1 st 2020 through the end of Sep 2020

The application period may be changed by immigration. Please ask us for confirmation.

- The applicant qualification requirements may differ depending on nationality. Please inquire for these details.
- Office hours: Weekdays, 9:00 am to 6:00 p.m. Please ask us if you want to apply on Saturdays.
- The school cannot bear any responsibility for the failure in meeting the deadline for visa-application due to flaws in the submitted documents.
- When the number of applicants reaches the full quota, no more applicants will be accepted.

[4] School Expenses

Fees for the entrance procedure	First semester (6 months)	Second semester (6 months)
Screening fee JPY 30,000	Tuition fee JPY 350,000	Tuition fee JPY 350,000
Admission fee JPY100,000		

- In addition to the above, some textbook fees are necessary.
- Tuition fee includes regular health examination, thank-you party, supplementary teaching materials, and wi-fi usage fees.
- Before entering Japan, purchasing overseas travelers' personal accident insurance is recommended.
- In the event of cancellation by the end of the previous month of enrollment, only the tuition fee shall be refunded. The screening and admission fees are non-refundable for any reason.

[5] Payment of School Expenses (Bank Transfer)

Payment should be made under the name of the applicant. (Some transfer cost is necessary)

NAME OF THE BANK	NAME OF THE BRANCH	SAVINGS ACCOUNT NO.
Sumitomo Mitsui Banking Corporation	Kawasaki Branch	8049665
Bank of China	Yokohama Branch	260040-3410-000
Mega International Commercial Bank	Tokyo Branch	107282
Name of the Account: College of Business and Communication		

[6] Documents for Application

N.B.

Japanese official documents issued more than three months old or foreign official documents issued more than six months old cannot be considered valid.

April enrollment	Official foreign documents	Issued after late June 2019
	Official Japanese documents	Issued after late September 2019
October enrollment	Official foreign documents	Issued after late January 2020
	Official Japanese documents	Issued after late March 2020

1. **When making a correction in the description, cross out the unnecessary words with double lines and put a name stamp or a sign there to show that a correction has been made willingly. Please do not use correction fluid (whiteout).**
2. **Please attach Japanese or English translation if the document is not in Japanese or in English.**
3. **Required documents may differ depending on nationality.**

Applicant

<Documents that will be required >

1. Curriculum Vitae (CBC-designated form)
The applicant must fill this out by himself/herself.
2. 6 photographs of the applicant taken within 6 months of application (3cm x 4cm)
Write the name, date of birth and nationality on the back of each picture with a black ballpoint pen.
3. A certificate of graduation or certificate of completion from the most-recent educational institution attended (No photocopy acceptable)
4. A certificate of expected graduation if the applicant is a student at present (No photocopy acceptable)
5. Transcripts of all the classes taken at the above institution(s) (No photocopy acceptable)

6. Proof of past and present employment if the applicant has any (Must be typed)
7. Proof of learning Japanese
Result report of the Japanese Language Proficiency Test may be requested.
8. Copy of the passport (if the applicant has one)
The page with the picture, the passport number, and the name of the applicant
The page(s) with the stamp of Japanese Immigration (if the applicant has been to Japan before)

The person responsible for paying fees/expenses

It is preferable that the person responsible for paying fees/expenses to be the applicant's parent or a relative in the second degree (a grandparent or a sibling). Please follow either "A. The person responsible for paying expenses is living in Japan" or "B. The person responsible for paying expenses is living outside Japan".

A. The person responsible for paying expenses is living in Japan

The person must be financially and socially responsible for the applicant.

<Documents that will be required >

1. Affidavit to the president of CBC (CBC-designated form) bearing the name stamp of the person responsible. *The person responsible must fill this out by himself/herself.
2. Payment of Expense (CBC-designated form) bearing the name stamp of the person responsible. *The person responsible must fill this out by himself/herself.
3. Certificate of employment of the person responsible
This must be an original made by the employer or an equivalent. If self-employed, a photocopy of income tax return (Aoiro-shinkoku or Shiroiro-shinkoku) certificate. If being a chief-executive officer of a company, a full copy of the company registration (Toukibo-touhon).
4. Proof of the ability to finance the applicant's tuition and all the expenses
Proof of Tax Payment (Nouzei-Shoumeisho) 1 and 2 issued by a tax office
AND
An original of the Proof of Local Taxation (Juuminzei Kazei Shoumeisho) bearing the gross annual income
5. Certificate of residence (Juuminhyou) bearing all the members of the household
In case the person being a foreign resident, a copy of the residence card and a certificate of residence.
6. Certificate of bank balance under the name of the person responsible for paying expenses. Copies of the page with the account number and the pages of withdrawals and deposits may be requested.
7. The official document to prove the relationship between the applicant and the person responsible.

B. The person responsible for paying expenses is living outside Japan

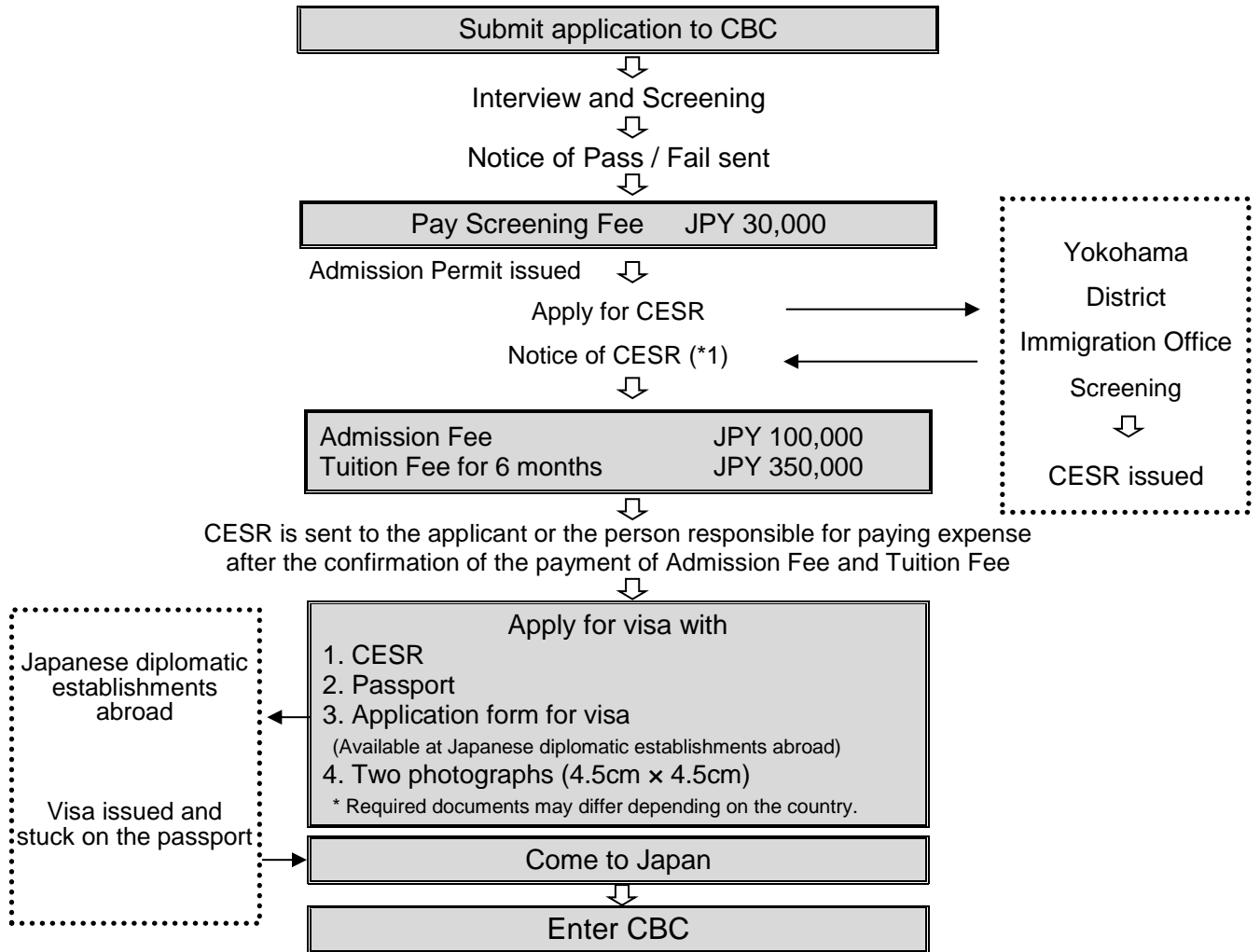
Depending on nationality, a person living in Japan who should be financially and socially responsible for the applicant may be required.

<Documents that will be required by the person responsible for paying expenses >

1. Affidavit to the president of CBC (CBC-designated form)
*The person responsible for paying expenses must fill this out by himself/herself.
2. Payment of Expense (CBC-designated form)
*The person responsible for paying expenses must fill this out by himself/herself.
3. Certificate of bank balance under the name of the person responsible for paying expenses.
Copies of the page with the account number and the pages of withdrawals and deposits may be requested.
4. Certificate of employment of the person responsible for paying expenses.
5. The official document to prove the gross annual income of the person responsible for paying expenses.
6. The official document to prove the relationship between the applicant and the person responsible for paying expenses.

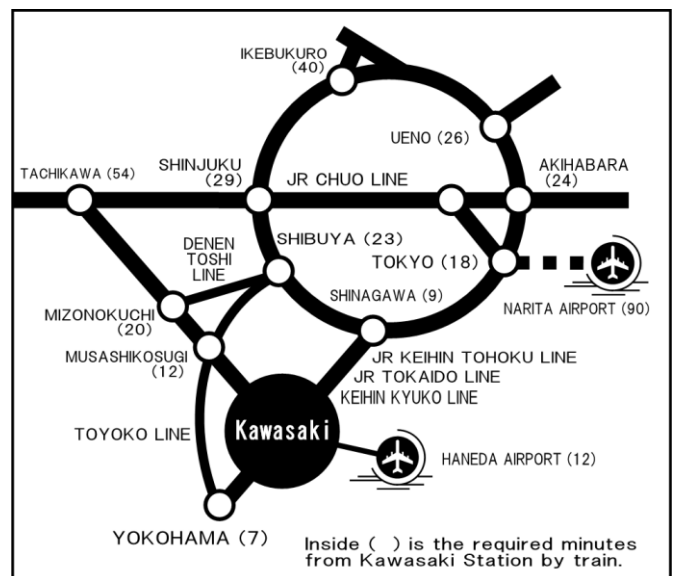
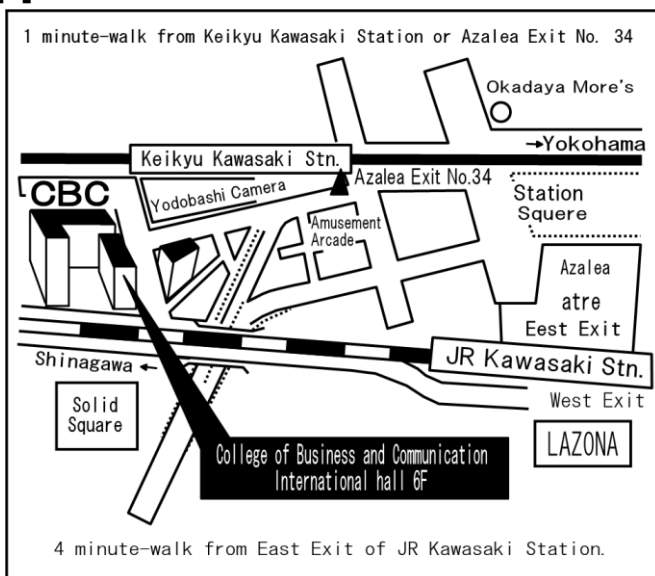
[7] Admission-Procedure Flow Chart

The applicant is able to come to Japan only when CESR (Certificate of Eligibility to a Status of Residence) is issued by the immigration. (It is not possible only with the Admission Permit from CBC.)



*1. CESR is issued by the end of February for April enrollment and by the end of August for October enrollment.

[8] Location of CBC



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