

# Application Documents : Checklist

No. \_\_\_\_\_ /country \_\_\_\_\_ /Name \_\_\_\_\_

\*\*\* Original copy should be issued within 6 months // ALL DOCUMENTS need JAPANESE TRANSLATION \*\*\*

## I. Documents which applicants have to prepare.

<input type="checkbox"/>	①	8 photos of the applicant which taken within last 3 month (height 4.0cm x 3.0cm) (Please write your name on the back of all photos and one of the photo need to be attached on the application form)
<input checked="" type="checkbox"/>	②	Application for certificate of eligibility ( form provied by immigration office: will be prepared by UIS )
<input type="checkbox"/>	③	<input type="checkbox"/> Application for admission -- Form 1 provided by UIS (handwriting) <input type="checkbox"/> Purpose for studying in Japan -- Form 2 provided by UIS (handwriting) <input type="checkbox"/> Pledge -- Form 3 provided by UIS (handwriting)
<input type="checkbox"/>	④	Original copy of diploma or cerficate of graduation ( original copy will be returned after verification )
<input type="checkbox"/>	⑤	Original copy of grades for each year of schooling
<input type="checkbox"/>	⑥	The orignal copy of certificate and score sheet of JLPT level N5 ( or one of following tests, J-TEST level F, BJT business Japanese Proficiency Test, EJU "Japanese as a Foreign Language", NAT-TEST level N5、PJPT Beginner's C level )
<input type="checkbox"/>		Certificate of learning Japanese language ( certification of enrolled Japanese course, learnig hours and text books that have been used. The listed information needs to be provided by the teacher of learnig center. Applicant's learning hours in the institution should be more than 150 hours.)
<input type="checkbox"/>	⑦	A copy of your passport (only for the passport holders, there is no need to provide this document if you do not hold a passport. Applicants who have been to Japan, need to provide a copy of all pages which have Japanese visa and the document of entry, which stated in the passport)
<input type="checkbox"/>	⑧	A copy of your personal identification (Citizenship certificate), household register (copy requirements: including birth location, latest address, the list of family members as well as their occupation)
<input type="checkbox"/>	⑨	Student registration certificate or letter (for enrolled students) /Certificate of employment ( for salaried workers )/Certificate of business license (self-employed)/Document proving registered business matters (for members of the board of directors )

## II. Documents which financial supporter have to prepare

1. Financial supporter who is NOT in Japan ( As a general rule, his/her relation with the applicant must be into the third degree of consanguinity.)

<input type="checkbox"/>	⑩	Certificate of family registration which proves all members of the financial supporter.
<input type="checkbox"/>	⑪	Documents that prove the financial supporter's family structure (Certificate of Family Register of all family members of the financial supporter / copy of Household Register) China must submit all pages of Household Regiastration including cover.
<input type="checkbox"/>	⑫	Expense Support Oath -- Form 4 provided by UIS (handwriting) --- has to be written by finicial supporter.
<input type="checkbox"/>	⑬	Certificate of Balance / Certificate of Residence (Chinese)
<input type="checkbox"/>	⑭	Colour copy of the deposit passbook/bankbook or original copy of Bank Statement ( Statement of the bank account ) in the latest 3 years. Or certificate/documents which explain how the financial supporter could have depisit/save money or assets.(S/he can explain how s/he could have assets in her/his own format.)
<input type="checkbox"/>	⑮	Certificate of business license (self-employed)/Document proving registered business matters (for members of the board of directors ) /Certificate of employment ( for salaried workers )
<input type="checkbox"/>	⑯	Income statement/certificate in the latest 3 years
<input type="checkbox"/>	⑰	Income tax certificate showing his/her annual income amount issued by the regional authority in the latest 3 years.(The annual income must be writen in the certificate.)

# School prospectus



Corporate Data

Name	:	Usec International School
School Contact	:	〒497-0048 2-193, Funairi, Kanie-cho, Ama-gun, Aichi-ken, Japan Tel: (+81) 567-69-5908 Fax: (+81)567-69-5877
Establisher	:	Usec Co., Ltd. 2-191, Funairi, Kanie-cho, Ama-gun, Aichi-ken, Japan Tel: (+81) 567-95-0944 Fax: (+81)567-69-5877 Temporary help business: Started the business in 2006, and there are about 200 temporary staffs, including many foreign workers. They work mostly in the food manufacturing industry.
Chairman	:	Masakazu Kazaoka
Director	:	Yoshihiro Yamada
Principal	:	Yasutomo Enomoto M.A. in Japanese Language Education, Nanzan University A pass certificate of Japanese Teaching Competency Test approved by The society of Teaching Japanese Language as a foreign Language Former Lecturer of Nanzan University Former Curriculum Coordinator of Japanese Language Course, Department of Eastern Language and Culture, Velko-Tarnovo University, Bulgaria
Teacher	:	10 Teaching Staffs (5 of them are full-time teachers)
Students	:	160 (160 students from April 2023) Maximum 20 students per class
Contents	:	Japanese Language School
Purpose	:	We teach our students Japanese so that they can enter universities and professional training schools. We also teach them to become excellent human resources who can make the world a better place.
Main Bank	:	San ju San Bank, Ltd. Toda Branch
Website	:	<a href="http://www.usec-is.com">http: // www.usec-is.com</a>
Mail	:	<a href="mailto:info@usec-is.com">info @ usec-is.com</a>



3A Classroom



Outside appearance of school

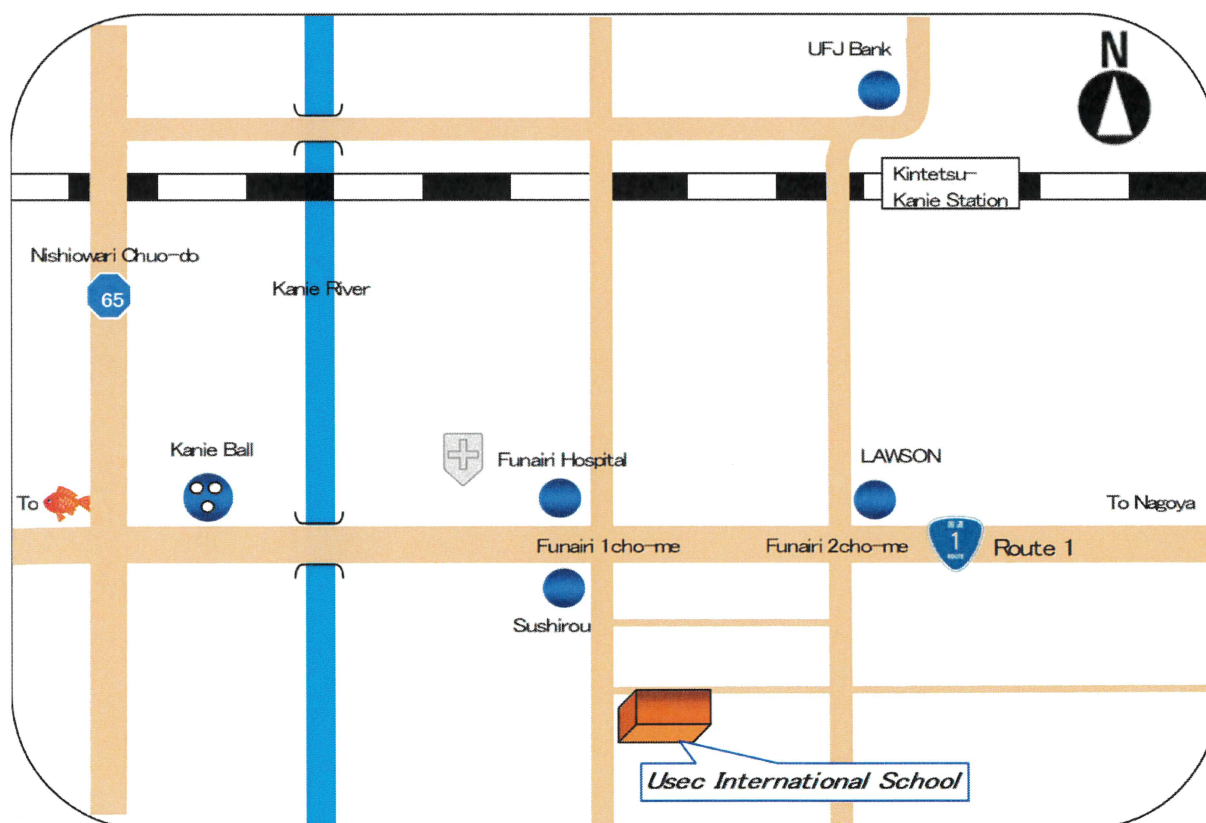
※4 classrooms Each room can accommodate 20 people.

# Access

## Access

UIS is 10 minutes walk from Kintetsu Kanie Station.

Kintetsu Kanie station is 8 minutes from Nagoya station by rapid train.



## Usec campus

Usec International School

2-193, Funairi, Kanie-cho, Ama-gun, Aichi-ken 〒497-0048 Japan

Tel: (+81) 567-69-5908

Fax: (+81) 567-69-5877

## History

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2006	Oct. 24	Established Usec Co.Ltd.
2012	Sep. 1	Established a Japanese Language Eductaion Instituion
2013	Aug. 22	Date of Notice through Official Gazette
	Oct. 1	Opening of School
	Oct. 4	1st Entrance Ceremony (Nepal, the Philippines, Vietnam)
2014	April	Started accepting students from China
2015	Mar. 18	1st Graduation Ceremony
	April	Started accepting students from Myanmar
	Sep. 28	Selected as a well residence managing Japanese language educational institution
	October	Started accepting students from Indonesia
2016	Feb. 1	Increased the number of students from 80 to 120
	April	Started accepting studetns from Mongolia
2017	April	Started accepting students from Pakistan
2018	April	Started accepting students from Sri Lanka
2019	April	Started accepting students from Thailand
	October	Started accepting students from Bangladesh and Uzbekistan
2021	April	Started accepting students from France



(1st UIS students arrival in Japan)





# Usec International School

## Courses Offered

Course	Admission term	Total hours
2 years course	April	1600 hours
1 year and 6 months course	October	1200 hours

## Class hours

Morning Class	08 : 30~12 : 00	4 hours
Afternoon Class	13 : 00~16 : 30	4 hours

## Curriculum

April Admission (2years Course) Attainment Targets : Entering national, public/private university or graduate school, and passing level 1 of the Japanese Language Proficiency Test

Educational content: Reviewing level 5 of Japanese Proficiency Test, training students to acquire expressions and grammar up to Japanese Proficiency Test level 1, training students to acquire high level reading skills, listening skills, writing skills, and speaking skills.

October Admission (1year and 6months course) Attainment Targets : entering private university, graduate school, technical/vocational school and passing level 2 of the Japanese Language Proficiency Test

Educational content: Reviewing level 5 of Japanese Proficiency Test, training students to acquire expressions and grammar up to Japanese Proficiency Test level 2, training students to acquire intermediate reading skills, listening skills, writing skills, and speaking skills.

### Universities and technical/vocational schools our graduates went:

Graduate School of Nagoya University, Graduate School of Tokyo University of Foreign Studies, Meio University, Nanzan University, Aichi University, Nagoya University of Economics, Seijoh University, Yokkaichi University, Nagoya Sangyo University, Aichi Bunkyo University, Suzuka University, Nakanishi Automotive College, Higashiosaka Junior College, TRIDENT Computer College, TRIDENT Languages, Hotel and Bridal College, International College of Tourism, Nagoya Tsuji Gakuen, TOYOTA Technical College Nagoya, Meitetsu Automotive Technical School, Aichi Business College, Tokyo IT and Accounting College, Aichi Automotive Technical School, Humanitec Life Design College, etc.

## Admission Requirements

Applicants will have to pass all the following requirements:

1. Must be over 18 years old by the end of September of the year of entering year.
2. Passed one of the following tests: "N5" grade of Japanese Language Proficiency Test, "N5" grade of NAT-TEST, "F" grade of J-Test, PJPT beginner's "C", BJT (Business Japanese Proficiency Test)
3. Have the ability to pay expenses, such as school expenses / cost of living during their stay in Japan and to prove it with a document.
4. Must follow the School regulations and other rules provided.
5. Must take the proper step to enter Japan, and are permitted to enter Japan.

## Screening Methods

Interview and documents screening. Please note that we may ask applicants to take a writing test when necessary.

## Application schedule

April admission	From September 1st to October 31st
October admission	From March 1st to April 30th

※ Application deadline differs necessary. Please contact our school for more information.



# Usec International School

## Admission Process

Target	Procedure Detail	April Admission	October Admission
Applicant → School	Submit Application Forms	September 1st ~ Oct 31st	March 1st ~ April 30th
School → Applicant	Screening Test (screening of documents, Interview and Writing test)	July ~ October	March ~ April
School → Applicant	Inform those who passed the screening test	November	May
School → Immigration	Request Certificate of Eligibility to Nagoya Immigration Office	December 1st	around June 20th
Immigration → School	Result of the Certificate of Eligibility will arrive from Nagoya Immigration Office	End of February	End of August
School → Applicant	Inform the result of the Certificate of Eligibility through applicants sending organization (PDF). The School will also send a copy of the request form of entering dormitory, an invoice of the tuition fee, and dormitory fee.	After the result comes	After the result comes
Applicant → School	Pay tuition fee	Beginning of March	Beginning of September
School → Applicant	Send the Certificate of Eligibility and the Admission letter.	After paying tuition fee	After paying tuition fee
Applicant → Japanese Embassy	Apply for student visa	Beginning of March	Beginning of September
Applicant	Enter Japan	Beginning of April	Beginning of October





# Tuition Fee Refund Policy

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## Pre-arrival

1. If a student fail the school examination, the examination fee will be refunded.
2. If the Certificate of Eligibility could not be issued, fees other than the examination fee will be refunded.
3. If a student did not apply for the VISA, and did not come to Japan after receiving the Certificate of Eligibility, fees other than the examination fee and the admission fee will be refunded, when returning the admission letter and the Certificate of Eligibility.
4. If a student decided not to enter UIS and to come to Japan, after receiving the VISA, fees other than the examination fee and admission fee will be refunded. This is only the case, when we can confirm that the VISA is unused and it is expired, and the student returns the admission letter.

## post-arrival

1. If a student leaves the school after entering UIS, there will be no refund of examination fee and admission fee. No matter what the reason is, the tuition fee and the other expenses will not be returned, for the first six months after coming to Japan. This is also the case when a student changes his residency status within six months after arriving in Japan.
2. If a student gets expelled from school, all the payment he made will not be returned. This fee includes, medical checkup fee, tuition fee, equipment maintenance fee, and insurance fee.



# Usec International School

## First time payment for 2 years course

		Without Tax	Included Tax (10%)
Tuition Fee*	Spring Semester	¥309,000	¥339,900
Admission Fee		¥120,000	¥132,000
Examination Fee		¥20,000	¥22,000
teaching material and other fees	2 years	¥40,000	¥44,000
Equipment Maintenance Fee	2 Years	¥28,800	¥31,680
Oversea student insurance	2 years insurance	¥22,200	¥22,200
Medical checkup Fee	2 times	¥11,600	¥12,760
<b>TOTAL</b>			<b>¥604,540</b>

\*Extracurricular activity fees are included in the tuition fee. The Deadline of your first payment will be stated in the invoice that will be sent to the applicant within 10 days after the Certificate of Eligibility has been issued. If the applicant withdraw from enrollement after transferring the tuition fee, all the payment the applicant made will be returned to the applicant other than the examination fee within a month when requested. Tuition fee will be divided two (Spring Semester: April ~September) (Fall Semester: October ~ March).

If an applicant enters our school in May, the payment the applicant needs to make will be the same with the applicant paying for the Spring semester (6 months).

The total tuition fee for 2 years including the Oversea student insurance fee and medical checkup fee is ¥1,624,240.

## Tuition Fee Payment Schedule (after entering Usec International School)

	Deadline	Price
Second payment	August 31st	¥339,900
Third payment	February 28th	¥339,900
Fourth payment	August 31st	¥339,900

## USEC's Bank Account

Bank and Branch name	San ju San Bank, Ltd.	TODA BRANCH
Account No.	3351982	
Remittee Recipient	Usec Co., LTD.	
SWIFT code	MIEBJPJT	

## Permission of part time job

UIS students will get student visa, and are allowed to do part time job 28 hours a week. During long vacations (e.g. summer vacation), students can work 8 hours a day.





# Usec International School

## First time payment for 2 years course

		Without Tax	Included Tax (10%)
Tuition Fee*	Spring/Fall semester (1 year)	¥618,000	¥679,800
Admission Fee		¥120,000	¥132,000
Examination Fee		¥20,000	¥22,000
Teaching materials and other fees	2 years	¥40,000	¥44,000
Equipment Maintenance Fee	2 years	¥28,800	¥31,680
Oversea Student Insurance	2 years insurance	¥22,200	¥22,200
Medical Checkup Fee	2 times	¥11,600	¥12,760
<b>TOTAL</b>			<b>¥944,440</b>

\*Extracurricular activity fees are included in the tuition fee. The Deadline of your first payment will be stated in the invoice that will be sent to the applicant within 10 days after the Certificate of Eligibility has been issued. If the applicant withdraw from enrollement after transferring the tuition fee, all the payment the applicant made will be returned to the applicant other than the examination fee within a month after it has been requested. Tuition fee will be divided two (Spring Semester: April ~September) (Fall Semester: October ~ March). If an applicant enters our school in May, the payment the applicant needs to make will be the same with the applicant paying for the Spring semester (6 months).

The total tuition fee for 2 years including the Oversea student insurance fee and medical checkup fee is ¥1,624,240.

## Tuition Fee Payment Schedule (after entering Usec International School)

Tuition Payment Schedule	Deadline	Price
Second payment	February 28th	¥679,800

## USEC's bank account

Bank and Branch name	San ju San Bank, Ltd.	TODA BRANCH
Account No.	3351982	
Remittee Recipient	Usec Co., LTD.	
SWIFT code	MIEBJPJT	

## Permission of part time job

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