

大阪観光大学 日本語別科 —募集要項—

Application Guide for International Students Admission to
Osaka University of Tourism, the Institute of Japanese Language



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大阪観光大学日本語別科

募集要項

➤ 募集コース

日本語別科	入学予定
1 年コース	4 月
1・5 年コース	9 月
2 年コース	4 月

➤ 入学資格

出願時において以下の項目を全て満たしていること

1. 12 年以上の学校教育又はそれに準ずる課程を修了している人。
2. 入学時の年齢が満 18 歳以上。原則として 30 歳以下で、最終学歴の学校を卒業後 5 年未満の人。
3. 大学、専門学校、中・高等学校、語学学校で日本語を履修し、学習時間が 150 時間以上あり、日本語能力試験 N5 以上、または実用日本語検定(J-TEST)の F 級以上など日本語の試験に合格している人。もしくは本校が実施する日本語試験でこれらと同等以上の日本語能力を有すると認めた人。
(注:1 入学申請時に日本語能力試験等の合格証明書を提出できるよう早めに、受験しておいてください。)
(注:2 日本語能力試験等の受験が難しい場合は、本校にご相談ください。)
4. 本校在学中の学費・生活費等の滞在経費の支弁保証がある人。

以下の内容に該当する場合、本校担当者にご相談ください。

- ①本校以外の日本語教育施設での在留資格認定証明書の申請申し込みをした人。
(在留資格認定が「交付」、「不交付」、「取り消し」いずれの場合でも)
- ②技能実習の在留資格で入国歴がある場合は、日本出国後 1 年以上が経過しており、帰国後本国で研修成果を活用した実績のある人。

Osaka University of Tourism, the Institute of Japanese Language
Application for admission

➤ **Courses**

The Institute of Japanese Language	Admission schedule
1 year course	April
1.5 years course	September
2 years course	April

➤ **Requirements for applicants**

At the time of application, applicants must satisfy all the following requirements:

1. Applicants must be person who either have completed 12 years of school education or have completed such education.
2. Applicants' age at the time of admission must be 18 years or older and not over 30 years in principal. At the same time, applicants must be person within 5 years after graduation from the final academic background.
3. Applicants must have studied Japanese language for at least 150 hours in universities, special schools, high schools, or language schools, and have achieved either level N5 or higher of the Japanese language proficiency test (JLPT) or level F or higher of the test of practical Japanese (J-TEST). Otherwise, a person recognized as having equal or higher ability than those above by our university's Japanese language examination.

(Note 1: Please take Japanese language proficiency tests early, so that you can submit certificate of passing that at the time of application)

(Note 2: If it's difficult for you to take Japanese language proficiency test, please consult with our university)

4. Applicants must have financial supporter to pay all expenses including school expenses and living expenses during his/her study in our school.

If any of the following case is applicable, please consult with the person in charge of our school.

- ① Applicants who have previously apply for certificate of eligibility for resident status in any other Japanese language institution in Japan.

(In any case of granted admission, not granted, canceled)

- ② As for applicants who had ever entry into Japan with the status of Technical Intern Training, 1 year or over must have passed from the date of his/her departure from Japan. And must have a past record of utilizing the result of training after returning to his/her home country.

➤ 保険

国民健康保険加入(義務)*国民健康保険以外に大学指定の保険にも加入します。

➤ 寮

最寄りの駅より、徒歩圏内に寮を建設予定です(平成 30 年)。現在は学校紹介の民間の賃貸マンションを寮として使っています。部屋は明るく清潔で、静かな環境にあります。原則として1室2名使用です。

項 目	金 額
保証金	30,000 円
布団	10,000 円
3ヶ月家賃	75,000-105,000 円
合 計	115,000-145,000 円

契約更新:1年ごとに契約を更新します。

光熱費等:上記費用のほかに、毎月の電気代・水道代・ガス代は入居者の自己負担です。

➤ **Insurance**

National Health Insurance (Duty of residents in Japan) * Students required to buy insurance designated by our university as well.

➤ **Dormitory**

We will build a dormitory at the place within walking distance from the nearest station from our school in 2018. At present, students are using private rental apartments as dormitories by introduction from our school. Dormitory rooms are in bright, clean and quiet environment. In principal 2 persons for 1 room.

Items	Amount
Deposit	30,000 yen
Beddings	10,000 yen
3 months' rent	75,000-105,000 yen
total	115,000-145,000 yen

Contract renewal : Lease contract will be renewed on yearly base

Light and fuel expenses : Other than those above, monthly payment of electricity/water/gas will be residents' own expenses.

➤ 納入金(税込み)

学費

	1 年コース (4 月入学のみ)	1・5 年コース (9 月入学のみ)	2 年コース (4 月入学のみ)
選考料	20,000 円	20,000 円	20,000 円
入学料(*減免あり)	80,000 円	80,000 円	80,000 円
授業料	【1 年】670,000 円	【1・5 年】1,005,000 円 *1 年 670,000 円+半年 335,000 円	【2 年】1,340,000 円
学生災害補償	【1 年】14,000 円	【1・5 年】22,000 円 *1 年 14,000 円+半年 8,000 円	【2 年】28,000 円
合 計	784,000 円	1,127,000 円	1,468,000 円

学費とは別に学友会費 7,000 円

*また、上記金額の他に卒業アルバム代、卒業パーティー代として 22,000 円が必要です。

減免について

条件	入学金減免率	減免後入学金
N2 以上合格者(JTEST B 級以上合格)	100%	0 円
N3 合格者(JTEST C 級合格)	50%	40,000 円
N4 合格者(JTEST D 級合格)	30%	56,000 円

*入学までに上記試験に合格した場合は入学金減免の対象とします。

➤ 学費・寮費の振込先(円建て海外送金)

Paying Bank (振込先)	Sumitomo Mitsui Banking Corporation ,Bisyoen Branch (SWIFT BIC: SMBCJPJT) (Address:1-2-7,Kitatanabe,Higashisumiyoshi-ku,Osaka-shi,Osaka)
Beneficiary (受取人)	Account No.:1657501 Name: Gakkouhoujin Meijogakuin Osaka Kanko Daigaku

➤ 選考方法

一次選考 : 現地にて面接、書類審査並び筆記試験

: 選考料【20,000 円 / 日程: 本校指定の日時】

二次選考 : 出願書類審査、電話面接

: 日程【本校指定の日時】

➤ **Payments (including tax)**

School Expenses

	1 year course (Admission in Apr. Only)	1.5 years course (Admission in Sep. Only)	2 years course (Admission in Apr. Only)
Selection Fee	20,000 yen	20,000 yen	20,000 yen
Admission Fee (Reduction may be applicable)	80,000 yen	80,000 yen	80,000 yen
Tuition Fee	【1 year】 670,000 yen	【1.5 years】 1,005,000yen * 1 year 670,000 yen + Half year 335,000 yen	【2 years】 1,340,000yen
Students' Accident Compensation Insurance Fee	【1 year】 14,000 yen	【1.5 years】 22,000 yen * 1 year 14,000 yen + Half year 8,000yen	【2 years】 28,000 yen
Total	784,000 yen	1,127,000 yen	1,468,000 yen

Besides School expenses, 7,000yen will be required for student's association (*Gakuyukai*) membership fee.

*In addition to the expenses above, 22,000 yen will be required for graduation album and graduation party fee.

Reduction or exemption of Admission Fee

Requirements	Reduction rate of admission fee	Admission fee after reduction
JLPT N2 or higher (JTEST Level B or higher)	100%	0 yen
JLPT N3 (JTEST Level C)	50%	40,000 yen
JLPT N4 (JTEST Level D)	30%	56,000 yen

*Applicants who passed the above tests before his/her admission, will be subject to the reduction or exemption of admission fee.

➤ **Bank Account for School expenses and Dormitory Fee Transfer**

(Yen-denominated overseas remittance)

Paying Bank (振込先)	Sumitomo Mitsui Banking Corporation, Bisyoen Branch (SWIFT BIC: SMBCJPJT) (Address:1-2-7,Kitatanabe,Higashisumiyoshi-ku,Osaka-shi,Osaka)
Beneficiary (受取人)	Account No. : 1657501 Name: Gakkouhoujin Meijogakuin Osaka Kanko Daigaku

➤ **Selection Methods**

1st Selection : Interview, Screening of the application documents and Written exam in applicants' country.

: Selection fee 【20,000 yen / Date and time designated by our university】

2nd Selection : Screening of the application documents, Telephone interview

: Date 【Date and time designated by our university】

➤ 申請書類の宛先

〒590-0493 大阪府泉南郡熊取町大久保南 5-3-1 大阪観光大学 TEL:+81(0)72-453-8222

➤ 申し込みから入学まで

① 一次選考

現地にて面接、書類審査並び筆記試験

合格者



一次選考合格者は必要な書類(証明書等)を取得してください。

注) 必要な書類に関しては 13 ページを参照してください。

また、パスポートの申請を行ってください。

② 申請書類(PDF) 提出・二次選考

合格者



二次選考合格者の「在留資格認定証明書」の交付申請を、本校が法務省大阪入国管理局に代理で行います。

注) 二次選考の書類: パスポート以外の書類全てに日本語の翻訳を添付してください。

③ 「在留資格認定証明書」交付

法務省大阪入国管理局より、本校宛に「在留資格認定証明書」が届きます。

在留資格認定証明書が交付された場合は、「在留資格認定証明書」のスクランデータとともに、母国の推薦学校及び推薦者へ E-mail、Fax 等で通知します。交付結果の通知後直ちに、初年度分の学費と寮費を本校指定の銀行口座に入金してください。入金を確認後、「在留資格認定証明書」(原本) 及び「入学許可書」を母国の推薦学校及び推薦者へ送付します。

* 本校の選考が合格の場合であっても、入国管理局の審査の結果、在留資格認定証明書が交付されない場合がありますので、ご了承ください。

④ ビザの申請・交付

志願者は、在外日本国大使館に必要な書類(パスポート、在留資格認定証明書、入学許可書)を提出し、査証取得の手続きをしてください。

* 査証発給が認められなかった場合は、速やかに本校に連絡してください。

⑤ 来日・入学

必ず、入学プログラムに間に合うよう到来日してください。

* 来日が決まりましたら、日程をお知らせください(入学式の7日前が目安です)。

Address to send Application documents

Osaka University of Tourism

5-3-1 Ookubominami, Kumatori-cho, Sennan-gun, Osaka 590-0493 Japan

Tel. +81(0)72-453-8222

➤ From Application to Admission

① 1st Selection

Interview, Screening of the application documents and Written exam in applicants' country.

Successful applicants



As for Successful applicants of 1st selection, please get required documents (certificates, etc.)

Note) Regarding required documents, please refer to the page 14.

and apply for a passport as well.

② Submission of Application documents (PDF) and 2nd Selection

Successful applicants



As for successful applicants of 2nd selection, our university will apply for his/her "Certificate of Eligibility (COE) for resident Status" to the Osaka Immigration Bureau, Ministry of Justice, on behalf of the applicants.

Note) Documents for 2nd Selection : Attachment of Japanese translation will be required for all the documents for 2nd selection except passport

③ Issuance of "Certificate of Eligibility (COE) for resident Status"

COE for resident Status will be delivered from Osaka Immigration Bureau, Ministry of Justice to our university

When "COE" were issued, our university will inform that to recommender/school in applicant's home country by e-mail or fax, etc. with sending the scanned data of "COE".

After the acceptance of "COE", applicants should transfer the school expenses and dormitory fee for the 1st year immediately into the bank account designated from our university. After the payment confirmation, "COE" (original document) and "admission permit" will be sent to the recommender/school in applicant's home country from our university.

* Please note that your visa application might be refused by the immigration bureau in Japan, even in the case of your result or our university's selection is passed.

④ Application and issuance of visa

Applicants shall submit required documents (Passport, COE, Admission permit) to Embassy of Japan overseas to do the visa application procedure.

*In case your visa application was refused, please inform that immediately to our university.

⑤ Coming to Japan and Admission

Make sure to come to Japan in time for the entrance programs.

* Please let us know when you fix your schedule for coming to Japan. (no later than 7 days prior to the date of entrance ceremony)

申請書類に係る注意事項

- ① 提出種類の記入漏れがないようにご注意ください(出願書類に不備がある場合、書類の受付ができません)。
- ② 入学許可審査に伴い、ここに記載の書類以外に、入管管理局また本校から追加の書類の提出の求められる場合がありますので、その際は速やかに書類を提出ください。
- ③ 全ての書類は発行日が入国管理局への申請受理日より3ヶ月以内のものを提出してください。
- ④ 日本語・英語以外で書かれているものには翻訳が必要です。

➤ 退学に伴う学費の取扱いに関する規定

来 日 前	◆入国管理局の審査途中に退学する場合	◆入学検定料は返金できません
	◆在留資格認定証明書が交付され、退学する場合	◆入学検定料と入学金は返金できません
	◆在留資格認定証明書が交付されなかった場合	
入 学 後	在学6ヶ月未満	◆後期授業料を返金します
	在学6ヶ月以上	◆授業料の返金はありません

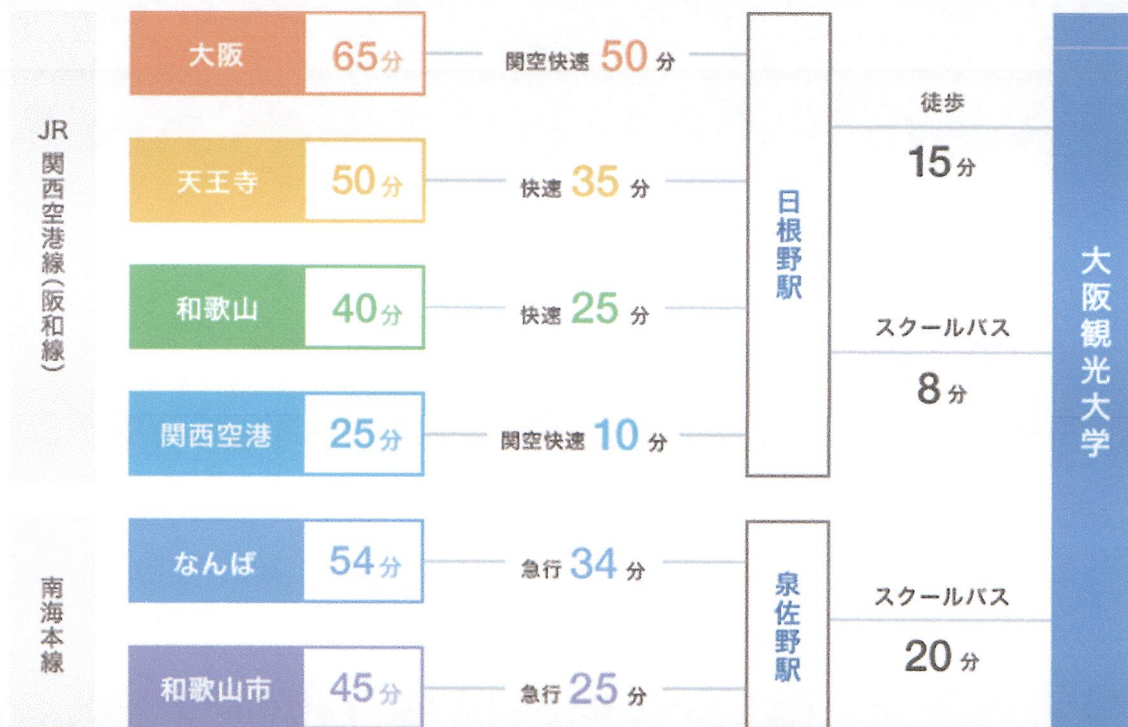
Important notices about application documents

- ① Please check the documents again to make sure you have filed in all the required fields. (In case submitted documents are incomplete, we don't accept them)
- ② For the purpose of examination of entrance permission, other than the documents listed here, immigration bureau or our university might request submitting additional documents if necessary. In that case, please submit those documents immediately.
- ③ Applicants should ensure that all certificates to be submitted have been issued within 3 months before the date of acceptance of immigration bureau in Japan.
- ④ For the documents written in languages except Japanese and English, translation must be attached.

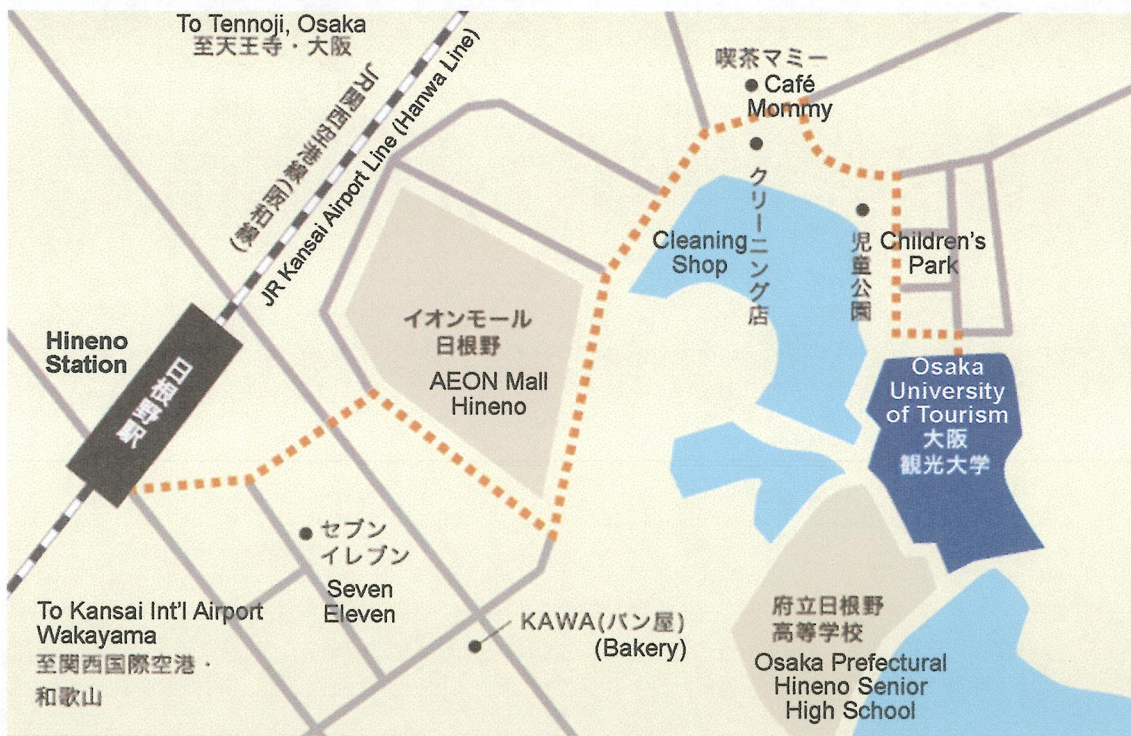
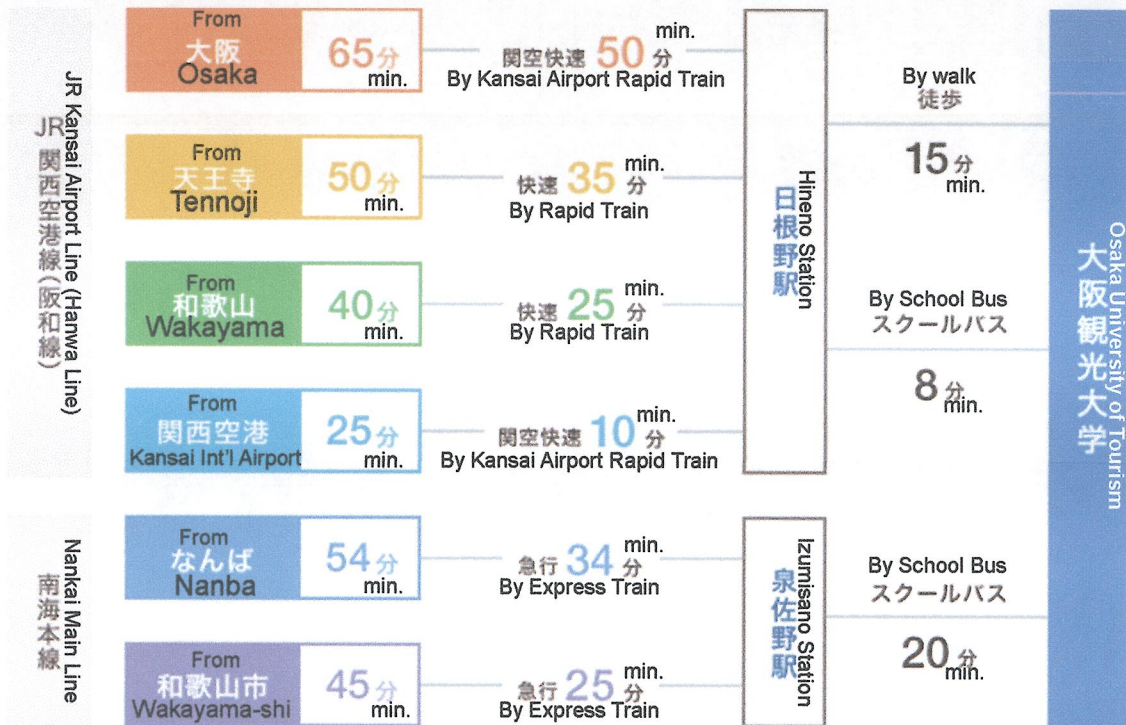
➤ School Fees Refund Policy in case of withdrawal from school

Before coming to Japan	◆In case of withdrawal during the process of examination by the immigration bureau	◆ Entrance examination fee is not refundable
	◆In case of withdraw after issuance of certificate of eligibility ◆In case certificate of eligibility was not issued	◆ Entrance examination fee and admission fee are not refundable
After enrollment	Less than 6 months	◆ Tuition fee for the second semester will be refunded.
	6 months or over	◆ Tuition fee is not refundable.

アクセス



Access



必要書類リスト

【出願者】

提出書類		日本国外 居住者	日本国内 居住者	申請者 確認欄
①入学願書	申請者の自筆署名が必要	○	○	
②志望理由書		○	○	
③パスポートコピー	氏名、顔写真表記のページ、並びに出入国の印が押されている全ページ *申請の際に未取得の場合は取得次第提出	○	○	
④母国最終学歴の 卒業証書(卒業証明書)	3か月以内に発行された原本(コピー不可) *在学中の場合は卒業見込み証明書原本	○	○	
⑤母国最終学歴の 成績証明書	3か月以内に発行された原本(コピー不可) *学年ごとに成績が記載されているもの	○	○	
⑥統一試験の結果	公的機関による公証	△	△	
⑦学歴認証	学歴を認証できる証明書(大学に直接送付)	○	×	
⑧在職証明書	該当者のみ(コピー不可)	△	△	
⑨日本語能力証明	日本語能力を実証する試験の認定証及び成績(原本) *日本語能力試験(JLPT N5以上)、 JTEST F級以上、 NATTEST 5級以上など *送ってもらった原本は後日返却します *受験予定者は受験票コピー	○	○	
⑩日本語学習証明	⑨を持っていない申請者のみ 150 時間以上の学習証明 (日本語学校、専門学校、大学等)	△	△	
⑪現在、在籍している機関の 卒業(見込み)証明書	3か月以内に発行された原本 現在、日本国内で学習している申請者のみ	×	○	
⑫現在、在籍している機関の 成績証明書	3か月以内に発行された原本 現在、日本国内で学習している申請者のみ	×	○	
⑬3cm×4cm 写真 10 枚		○	○	

【経費支弁関係】

提出書類		日本国外 居住者	日本国内 居住者	申請者 確認欄
①経費支弁書	経費支弁者による自筆署名が必要	○	○	
②在職証明書	3か月以内に発行された原本	○	×	
③収入証明書	3か月以内に発行された原本 過去3年の収入と納税に係る証明書	○	×	
④自営、経営者が支弁者	営業許可が証明できる公的書類	△	×	
⑤残高証明書	存款(原本)・存単(コピー)、預金通帳(コピー)	○	×	
⑥支弁を証明する書類	送金証明書、通帳(コピー)	×	○	
⑦家族関係を証明するもの	3か月以内に発行された原本 例)親族関係公証書、出生証明	○	×	
⑧戸籍	最新の情報に更新されたもの(コピー) 例)戸口簿など	○	×	

：書類はすべて黒のボールペンで記入する(修正は認めない)

：提出書類は3か月以内に発行されたもののみ認める

：日本語・英語以外で書かれた書類は全て翻訳が必要

：書類に虚偽が認められた場合、たとえ入学手続きが完了していても入学を取り消す

List of required documents

【Applicants】

Documents to be submitted		Living outside Japan	Living inside Japan	Checking space for Applicants
① Application for admission	Applicant's own hand-written signature is required	○	○	
② Statement of purpose		○	○	
③ Copy of passport	The pages which your photo and passport number included, and all the pages which the stamps of your past entry in Japan are listed. * If the passport has not been obtained at the time of application, submit it as soon as get it.	○	○	
④ Diploma of the last school you attended in your home country (Certificate of graduation)	Original document issued within 3 months (Copy is not acceptable) * In case currently attend, original certificate of prospective graduation	○	○	
⑤ Transcript of the last school you attended in your home country	Original document issued within 3 months (Copy is not acceptable) * Academic result for each grade must be listed on the transcript.	○	○	
⑥ Result of the national examination	Officially notarized document issued by public organization	△	△	
⑦ Educational background certification	Certificates to prove educational background (Send direct to university)	○	×	
⑧ Certificate of employment	Only when applicable (Copy is not acceptable)	△	△	
⑨ Documents to prove Japanese language ability	Certificates and transcripts to prove Japanese Language ability (Original documents) * Japanese language proficiency test (JLPT N5 or higher), JTEST Level F or higher, NATTEST Level 5 or higher, etc. * Original documents will be returned to applicants at a later date. * Applicants going to apply for above exam, have to send copy of exam admission ticket.	○	○	
⑩ Certificate of completion of Japanese language study	For applicants who don't have ⑨, certificate to prove completion of Japanese language study 150 hours or more will be required (Japanese language school, Special school, University, etc.)	△	△	
⑪ Certificate of (prospective) graduation from the institution currently you attend	Original document issued within 3 months (For applicants currently studying in Japan only)	×	○	
⑫ Official transcript from the institution currently you attend	Original document issued within 3 months (For applicants currently studying in Japan only)	×	○	
⑬ ID photo W3cm×H4cm 10photos		○	○	

【Financial supporter】

Documents to be submitted		Living outside Japan	Living inside Japan	Checking space for Applicants
① Statement of expenses payment	Financial supporter's own hand-written signature is required.	○	○	
② Certificate of employment	Original document issued within 3 months	○	×	
③ Certificate of income	Original document issued within 3 months Certificate of income tax payment for the past 3 years	○	×	
④ In case financial supporter is self-employed or business owner	Official document to prove business operating permission	△	×	
⑤ Certificate of bank balance	Certificate of bank balance (Original), Bankbook (Copy)	○	×	
⑥ Document to prove payment	Proof of money transfer, Bankbook (Copy)	×	○	
⑦ Documents to prove family relation	Original document issued within 3 months e.g.) Certificate of family relation, Certificate of birth	○	×	
⑧ Family register	The latest updated information (copy) e.g.) Official copy of the family register, etc.	○	×	

: All documents must be written with a black ink ballpoint pen. (corrected documents are not acceptable)

: Only the certificates issued within 3 months before the application date shall be submitted.

: For the documents written in a language other than Japanese or English, translation must be attached.

: In case any contents of the submitted documents proved to be false, the applicant's enrollment shall be cancelled even if the enrollment procedures have been completed.