

OKAYAMA BUSINESS COLLEGE
JAPANESE LANGUAGE COURSE
APPLICATION GUIDELINES

2024 - 2026 Academic Year

Contact Information

2-11 Iwata-Chou Kita-Ku, Okayama-city, Okayama 700-0022, Japan

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Courses

Course	Duration of study	Course Begins	Capacity
Japanese Language	2 years	April	80 students
	18 months	October	60 students

◆ Schedule

	2-year Course				18-month Course		
Begins in	April				October		
Period of Study	April – September	October – March	April – September	October – March	October – March	April – September	October – March
Class Hours per Week	20 hours	20 hours	20 hours	20 hours	20 hours	20 hours	20 hours
Total Hours	400 hours	400 hours	400 hours	400 hours	400 hours	400 hours	400 hours

◆ Class hours

Monday to Friday

9:10 ~ 12:40 AM (4 lessons - 45 minutes per lesson)

1:25 ~ 4:55 PM (4 lessons - 45 minutes per lesson)



Admissions Procedure

Document Request (to OBC or educational agency)



School & Course Information Session



COE Application Documents Screening



Writing Test – Interview



Acceptance



Entrance Examination

◆ Application and Examination Dates

Entrance	Application Period if you need a student visa	Application Period for those living in Japan	Examination Date
April	July 2023 – November 2023	July 2023 – March 2024	September – November OBC will decide the date
October	February 2024 – May 2024	February 2024 – September 2024	March - May OBC will decide the date

※ Please submit an Enrollment Survey, your CV or resume, and your high school records/transcript by e-mail to OBC.

◆ Application Requirements

- (1) Must have graduated from an official 12-year-course of standard schooling (secondary education level) in their home country or have graduated from a high school in Japan.
- (2) Must have studied Japanese for at least 150 hours at an educational institution or passed JLPT N5, J.TEST level F, TOP J primary, NAT TEST level 5, or GNK primary or higher.
- (3) Must be highly motivated to learn Japanese. For those who have work experience, describe the reasons for wishing to study in Japan.
- (4) Must be physically and psychologically healthy. OBC offers a health checkup every year. If a student gets an illness which negatively affects their studies, OBC will ask the student to return to their home country for treatment.
- (5) Must comply with Japanese law and OBC rules. Those who are sincere and do what is asked of them.
- (6) Must be able to afford or have someone pay tuition and living expenses while in Japan.
- (7) Must be able to live independently.

◆ Application fee / Admissions Procedure / Scholarship Availability

	Fee	Method
Application	20,000 yen	COE Documents Screening Writing Test Interview



Academic Fees – Payment Plan

- Registration fee: 50,000 yen (due after admission)

● Tuition

Term	2 years (April)		18-months (October)	
	First year	Second year	First year	Second year
Tuition	480,000 yen (First payment)	340,000 yen (First 6-months fee)	480,000 yen (First payment)	340,000 yen (6-months fee)
	200,000 yen (Second payment)	340,000 yen (Second 6-months fee)	200,000 yen (Second payment)	
Total	680,000 yen	680,000 yen	680,000 yen	340,000 yen

● Other fees

National Health Insurance, accident insurance and the health check fee for the first year is 30,000 yen and should be paid in advance after receiving your Certificate of Eligibility (COE). All medical treatment fees not covered by insurance as well as National Health Insurance premiums during the second year will be paid individually.

Dormitory Fees

	Period	Fee
Rent (Buildings 2 and 3)	6 months	90,000 yen
Gas, electricity, water, public fees	6 months	54,000 yen
Entrance fee	One-time payment	20,000 yen
Maintenance fee	One-time payment	20,000 yen
Total		184,000 yen

<Notes>

- (1) All students must live in the dormitory when arriving in Okayama, except for students living with their family in Okayama city.
- (2) After the initial 6 months, gas, electricity, water, public fees and dormitory fees are required to be paid monthly.
- (3) In principle, students are to stay in the dormitory until they graduate. Students must live in the dormitory for the first 6 months (Those who move out during the first 6 months must pay a compensation fee to OBC). Those who wish to leave the dormitory after the first 6 months must submit a request form and receive permission from OBC.
- (4) Gas, electricity and water fees listed above are general fees. If utilities are overused, students need to pay extra.
- (5) Students who wish to live in Building 1 have to pay an additional fee (48,000 yen for the first 6 months).
- (6) If a student drops out of the school during the first 6 months, OBC will refund some dormitory fees based on the number of days lived in the dormitory.

Payment Method

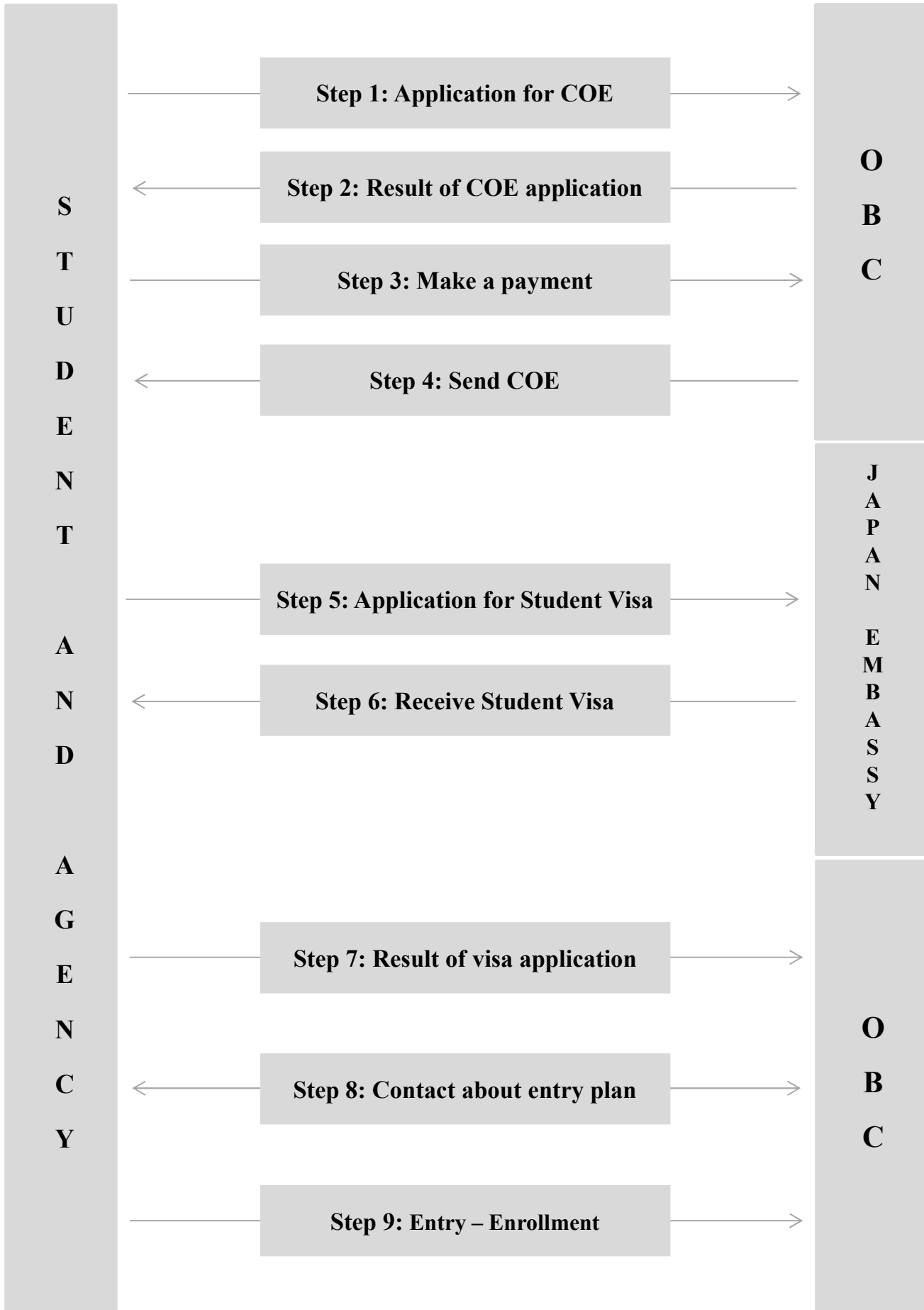
Payment via bank account / bank wire transfer

- Bank name 中国銀行 本店 (CHUGOKU Bank - Head Office)
- Bank address 1-15-20 Marunouchi Kita-Ku Okayama city, Okayama 700-0823 Japan
- Bank account name 専門学校岡山ビジネスカレッジ日本語学科
(Okayama Business College Japanese Course)
- Bank account number Savings account (Futsu Yokin) No. 3214537
- SWIFT CHGKJPJZ
- Bank phone number +81-86-223-3111
- Receiver's (OBC) address 2-11 Iwata-Cho Kita-Ku, Okayama city, Okayama Japan
- OBC's phone number +81-86-801-5007

※ The bank fee must be paid by the student. (4,000 yen)

Certificate of Eligibility/Student Visa

◆ Procedure to apply for and receive a Certificate of Eligibility (COE) and Student Visa



◆ Application Documents

- (1) Documents must be filled in completely by students and financial guarantors. Typed documents are required to have the student's signature on them. The documents must be filled in within the past 3 months.
- (2) Errors in the documents cannot be corrected after they are submitted.
- (3) We will not return the bank balance certificate to applicants.
- (4) Documents not in Japanese must have a Japanese translation.

◆ COE application method

< Where to receive application documents >

Educational agency

Okayama Business College

- 1) Mailing: Applicants are to use registered mail if sent from within Japan, and EMS if sent from outside of Japan.
- 2) Bringing the documents to the school directly: The documents are required to be brought by the students or a representative.
- 3) Reception time: Monday to Friday (except holidays) 10 am - 5 pm.
(If you wish to apply on a Saturday, please contact us in advance)

◆ Selection Process

There will be a document screening. We will notify the results directly to the student or the educational agency.

◆ Certificate of Eligibility (COE)

After passing the entrance examination, we will apply to the Hiroshima Immigration Bureau for a Certificate of Eligibility on behalf of the applicant. The COE takes about two months to be issued. After receiving a COE, students who are qualified to study abroad can apply for a student visa.

※ We will notify the applicant if a Certificate of Eligibility is not issued.

※ Even though students may pass the entrance examination, they might not obtain the visa if it is refused by the Immigration Bureau.

◆ Payment of Fees

Students need to make a payment to OBC after being approved for a COE.

The total is 764,000 yen.

The fees are: application (20,000 yen), registration (50,000 yen), first tuition payment (480,000 yen), dormitory (Building 2 or 3: 184,000 yen) and health insurance (30,000 yen).

※ If payment cannot be confirmed within the specified period, the Certificate of Admission may be revoked.

◆ Sending the Certificate of Eligibility

After payment is confirmed, OBC will send the original copy of the Certificate of Eligibility to the student or their educational agency.

◆ Application for Student Visa

Bring the required documents to the nearest Japanese embassy to apply for a Student Visa.

The documents required documents can differ from country to country, so contact the embassy in advance to confirm.

Required documents: Certificate of Eligibility, Certificate of Admission, and passport.

◆ Coming to Japan

Please return the school questionnaire as soon as possible about your arrival date, address, airport pick-up, and other details. Students who wish to be picked up at Okayama airport and move into the dormitory should come to Japan on the day designated by OBC.

After obtaining your student visa, please confirm your arrival date in Japan with OBC.

◆ Entry - Enrollment procedure

Please come to the school immediately after arrival in order to complete the enrollment procedure.



Notes

No	Notes
1	Cancellation after applying for the Certificate of Eligibility (COE) to the Immigration Bureau is not allowed.
2	Documents submitted to the Immigration Bureau will not be returned.
3	After receiving the COE, fees paid will not be refunded for any reason except in the case of force majeure or if a student visa is not issued by the embassy. In the case of force majeure, applicants need to return the COE to the school. In the case that a student visa is not issued by the embassy, applicants need to send a copy of their passport with the refusal stamp to the school. After confirmation, the school will return the fees within 2 months. However, the application fee (20,000 yen) and the registration fee (50,000 yen) are excluded. Any bank fees must be paid by the applicant.
4	Those receiving a scholarship must study in the Japanese Language Course for at least 1 year.
5	Students must come to OBC within one week after arriving in Japan to complete the enrollment procedure. If students do not come to school, their enrollment will be cancelled.
6	Students must bring enough money to cover their initial living expenses in Japan. (About 100,000 yen)
7	After enrollment, unless for a valid reason, OBC will not allow students to go to another Japanese language school, or college/university Japanese language course. There is no time limit specifying when a student can go on to a university, but a minimum 1 year is required at OBC before going on to college. (Except for OBC's Department of International Culture and other departments).
8	Students may be asked to drop out and return to their home country if their attendance rate is less than 90% or they have poor grades.
9	Driving a car or motorcycle and/or even obtaining a driving license is prohibited while in the Japanese Language Course.
10	Those who do not follow the rules will be expelled. Paid academic fees will not be refunded.
11	Students who want to work must get permission from the Regional Immigration Services Bureau. Those with permission to have a part-time job are limited to working no more than 28 hours per week. During extended school vacations students can work up to 8 hours per day and 40 hours per week.
12	OBC will not support students in the Japanese Language Course applying for a Marriage Visa to let his/her spouse come to Japan.

【Iwatacho Campus】

< Building 3 >

- Japanese Course
- International Culture Course

< Building 2 >

- Pet Grooming Course

< Building 1 >

- Certified Care Worker Course
- Business Communication Course
- Chef Course
- Pastry and Baking Course

【Tamachi Campus】

- Medical Clerk Course
- Fashion Course
- Bridal Course

【West Okayama Station Campus】

- Comic Illustration Course
- Esports Business Course

Okayama Business College
OBC

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