

ASO COLLEGE GROUP ASO COLLEGE GROUP ASO COLLEGE GROUP ASO COLLEGE GROUP ASO COLLEGE GROUP ASO COLLEGE GROUP ASO COLLEGE GROUP ASO COLLEGE GROUP ASO COLLEGE GROUP ASO COLLEGE GROUP

Application Information and Guidance

(Japanese Language Course)

ASO Foreign Language Tourism And Bridal College

ASO College of Automotive Engineering And Technology

Guidelines for students enrolled since April 2024

Updated in April 2023

Educational philosophy

「Enhance expertise and grow humanity and personality」

We have the decency, skills, and knowledge to respond to changes in society, develop them as professionals who are always motivated to take on challenges, and send you out to society as an immediate force. In addition, we will develop human resources = Global Citizens who value one's life and can contribute to society with gratitude.

Educational goals

Acquire the Japanese language skills necessary for studying at a higher education institution in Japan, and as a member of a multicultural society, backed up various cultures.

Foster human resources who can support and collaborate with the people.

Desired student image

Acquire the Japanese language skills necessary to study at a higher education institution in Japan, as a member of Japanese society, and in a multicultural society

Human resources who have a broad perspective as a member and can help each other and learn from each other.

Admission Policy

The image of students required by the Japanese language department is as follows.

1. Those who are interested in Japan and are motivated to learn Japanese language and culture.
2. Those who have basic Japanese proficiency and can strive to improve it further.
3. A person who can obey Japanese law and strive to blend in with Japanese society.
4. Those who are willing to contribute to the exchange between their home country and Japan through studying abroad in Japan.

Curriculum Policy

We have organized a curriculum so that students can achieve the goals set forth in the Diploma Policy, and the following teachings will be conducted accordingly.

1. Language knowledge (Letters, vocabulary, grammar) We will set up a course to learn in stages.
2. We set the subjects so that reading comprehension, listening comprehension, conversation, etc. Is aimed at enabling linguistic knowledge to be used in actual communication.
3. We will set up courses to learn about Japanese culture, customs, and Japanese values.

In addition, the grades are based on the syllabus of the learning content, achievement goals, and grade evaluation methods / standards of each lesson subject.

We will inform the students and evaluate their grades accordingly.

Diploma Policy

Students who have acquired the following abilities and have completed the prescribed credits will be certified for graduation.

1. Understand and use the Japanese language required to study at a higher education institution in Japan.
2. As a member of Japanese society, you can observe the rules and build harmonious relationships and live in the community.

1. Capacity and Duration of Study

Course	Starting month	Maximum number of students	School name	Application deadline
Japanese Language (1 year)	April	40 students	ASO Foreign Language Tourism And Bridal College	November 15 th
Japanese Language (2 years)	April	80 students	ASO Foreign Language Tourism And Bridal College	November 15 th
Japanese Language (1year 6 months)	October	160 students	ASO Foreign Language Tourism And Bridal College	May 15 th
		80 students	ASO College of Automotive Engineering And Technology	

※ Recruitment may be canceled as soon as the application capacity is reached, even before the deadline.

※ In the 1 year and 6 months course and the 2 year course, it will be morning or afternoon classes depending on the level of the Japanese language.

※Due to COVID19 measures entry to japan may be delayed and as COVID19 prevention classes may be held online.

2. Eligibility

(1) Satisfy one of the following requirements

- ① Must have completed 12 years of compulsory education in a country other than Japan
- ② Must have completed secondary education test and be over 18 years old.
- ③ Must have completed 11 years of compulsory education that is accepted by the ministry of education in Japan.

(2) Have equivalent to Japanese Language Test N5 or above, or over 150 hours of Japanese Language studies. In order to apply for the 1 year course you need to have Japanese Language Test N3 or above.

(3) Have enough financial proof to afford tuition fees and living expenses in Japan

(4) Must be mentally and physically in good health and obey compliance with Japanese law and school rules.

3. Entrance examination fee 30,000 jpy

4. Entrance examination procedure

- (1) Screening of documents
- (2) Interview of Applicant
- (3) Scholastic aptitude test

【2year and 1year 6months course you need equivalent of JLPT N5, for the 1 year course must have equivalent of N3】

5. Examination Results Notification

Admission results will be released to either an applicant or his/her agent within two weeks of examination.

It is not possible to respond to inquiries by telephone etc.

6. Required Documents

In some cases further documents may be required. When there is A and B please prepare the one you correspond to.

Application documents			Translation	
Applicant	①	Portrait photographs 5 (3cm x 4cm) (the size is shown in the graph, taken within 3 months) ※The photograph is very important, so please prepare a clear photograph as shown in the example.		
	②	Passport copy (copy of all stamped pages)	Copy	
	③	Application form for admission (The school will glue the photograph so leave it unglued)	Aso original form	○
	④	Reasons for studying abroad	Aso original form	○
	⑤	A Educational background if you have already graduated Graduation certificate (it will be returned after inspection at the immigration office) In case of applying from Vietnam, even if graduated from a university, junior college or vocational college the high school graduation certificate is needed B Educational background if you are still enrolled Certificate of enrollment or Certificate of expected graduation	Original copy	○
	⑥	A Equivalent of Japanese Language Proficiency Test (JLPT) N5 or higher ※1 (it will be returned after inspection at the immigration office) or, B proof of over 150 hours of Japanese studies ※2 (It will only be needed if you don't have proof of JLPT N5 or higher)	Original copy	○
	⑦	Certificate of Employment (self-employment included) (only if you have work history) ※2	Original copy	○
Financial Supporter	⑧	Statement of Financial Support	Aso original form	○
	⑨	Proof of the relation between you and the financial supporter (family register etc.)	Copy	○
		※If the family register is different between the supporter and the applicant a notarized document will be needed	Original copy	○
	⑩	Evidence of the supporters current bank balance	Original copy	○
	⑪	Evidence of the supporters economical assets (for the past year)	Original copy	○
	⑫	Certificate of employment	Original copy	○
	⑬	Income certificate or tax payment certificate	Original copy	○
⑭	Written pledge	Aso original form		
Other	⑮	Other documents (There are cases when the following documents are needed) ・ In case of reapplication 「proof and explanation on how you dispel the reason for previous rejection」 ・ In case of having experience of japans technical internship 「Technical intern completion certificate」		○

※ 1 For proving the result of Japanese Language Proficiency certificates from the following test operating agencies are accepted.

- ・ JLPT Japanese Language Proficiency Test ・ BJT Business Japanese Proficiency Test ・ JLCT Japanese Language Capability Test
- ・ TOPJ Japanese Test ・ J-cert Certificate of Japanese as a Foreign Language ・ Japanese Language NAT-TEST ・ STBJ Standard Test for Business Japanese
- ・ J.TEST Test of Practical Japanese ・ PJC Bridge ・ JPT Japanese Proficiency Test

The online test result from the operating agencies homepage screen shot is not accepted

※ 2 When needed please use the Aso original form.

Please put the documents in the order of ①～⑮ put together with a clip or in a clear file for each applicant

7. Fees

(Unit : JPY)

Japanese Language	1 year	1 year 6 months		2 years	
		1 st time Before admission	2 nd time By the end of February next year	1 st time Before admission	2 nd time※ 1
Registration Fee	100,000	100,000	0	100,000	0
Facility equipment cost	40,000	40,000	20,000	40,000	40,000
Tuition Fees	560,000	560,000	280,000	560,000	560,000
Total	700,000	700,000	300,000	700,000	600,000

※ 1 : 2 year course: The tuition fees for 2nd year should be paid in two installments. The deadline for the 1st term will be in February and the 2nd term will be in August.

※Refunds of the school payments will be done in accordance with the following criteria.

- ① If the certificate of status of residence is not issued, the full amount excluding the selection fee will be refunded.
- ② If you have been issued a certificate of status of residence but have not applied for a visa and have no intention of admission, the full amount excluding the examination fee and registration fee will be refunded. However, it is necessary to return the admission permit and the certificate of eligibility.
- ③ If you apply for a visa at the Japanese embassy but cannot come to Japan because it was not accepted, the full amount excluding the examination fee and registration fee will be refunded. However, it is necessary to return the admission permit and confirm that the visa was not issued at the Japanese embassy.
- ④ If you have obtained an immigration visa but declined admission, and if the immigration visa is unused and you can confirm that it has expired, the full amount excluding the examination fee and registration fee will be refunded. However, it is necessary to return the admission permit.
- ⑤ If a student who has obtained a visa and entered the school then withdraws from school, the examination fee, registration fee and tuition fee will not be refunded. In addition, the refund of school payments due to non-enrollment after coming to Japan shall be deemed to be equivalent to dropout and shall be in accordance with the provisions of this criteria.
- ⑥ If the Japanese embassy has stopped accepting visa applications, even if you take online classes, it will be considered that you have enrolled in our school, and the same measures as in ⑤ above will be applied.

8. Insurance and Examination fees

(Unit : JPY)

Japanese language	1 year	1 year 6 months		2 years	
		1 st time Before admission	2 nd time By the end of February next year	1 st time Before admission	2 nd time By the end of February next year
Health Insurance	(one year) 19,000	(half year) 10,000	(one year) 19,000	(one year) 19,000	(one year) 19,000
JLPT※2	(twice) 15,000	0	(twice) 15,000	(once) 7,500	(twice) 15,000
Material fee	76,000	60,000	66,000	68,500	66,000
Total	110,000	70,000	100,000	95,000	100,000

JLPT: The Japanese Language Proficiency Test.

※2 : If you wish to take the exam beyond the number of times school has designated, those fees will be collected separately.

※Examination and material fees etc. will be calculated at the end of the fiscal year, refunded if there is a surplus, and collected if there is a shortage.

9. Dormitory

(1) ASO International House I (※1)

Initial Fees (Payments before admission)

(Unit : JPY)

Processing Fee	Management fee※2	Rent ※2	Total (First time only)
60,000	10,000	159,000	229,000

※1 : It is only possible to rent a room in ASO International House while studying at the Japanese Language Course
(3 persons per room)

※2 : Management fee and rent is for 6 months

Wi-Fi, electricity, water and gas. The contract is for 6 months. If there are rooms available you can apply for contract renewal and it needs to be done every 6 months. About availability and renewal will be explained after entering the dormitory.

(2) Please inquire for other dormitories (1-2 persons per room)

Privacy policy

Aso Juku Educational Foundation recognizes the importance of personal information, and in order to thoroughly protect it, we comply with the Act on the Protection of Personal Information, the Guidelines on the Act on the Protection of Personal Information, and other laws and regulations related to personal information. At the same time, the Aso Juku Educational Foundations Examination Section will comply with the policy above in order to appropriately protect the personal information of enrollees.

① Acquisition of personal information

The Aso Juku Educational Foundations Examination Section will acquire the personal information of applicants and parents by a legal, appropriate and fair method. If applicants and parents, as well as related parties, use our

consultation desk (described later), we may record it to confirm what you have said. In addition, please note that we have adopted a number display in case we need to contact the applicants for admission in return.

② Purpose of personal information acquisition

Personal information of applicants and parents will be used for the following purposes. After enrollment, your information will be required to be entered into our school registration system.

- To send examination notifications, pass / fail notifications, contact admission-related events, and contact examinees as necessary.
- To confirm application eligibility for admission selection.
- To be used as a major material for admission selection.
- To contact your school if necessary.
- To send the school bill and dormitory fee bill before and after enrollment.
- To inform students about school events, school information, and other information as needed.

③ Contents of personal information

The personal information obtained from applicants for admission is as follows.

- Name, gender, date of birth, nationality, department of choice
- Current address、 phone number ・ mobile number
- Address for Examination notification
- Information on final academic achievement, attendance status, and health status
- Graduation certificate of final academic background before entering Japan
- Information about financial supporter
- Information on qualifications and certifications
- Information about work history
- Parent's name, parent's address, phone number
- Information about your passport

④ Use of personal information

The Aso Juku Educational Foundations Examination Section will use personal information only within the scope of the purpose of use indicated at the time of acquisition. When outsourcing part or all of the handling of personal information to a third party, we will check with the outsourcer whether the safety management measures regarding personal information comply with the law, and the outsourcee will comply with the law.

In addition, we will conclude a written contract and provide appropriate supervision to the contractor in order to keep it confidential. The Aso Juku Educational Foundations Examination Section will not provide personal information to a third party without the consent of the person in concern, except when clearly stated at the time of acquisition.

⑤ Management and protection of personal information

Aso Juku Educational Foundation Examination Section, Fukuoka Campus has the head of the student support group, and ASO College of Automotive Engineering And Technology has the acting principal as the manager, and keeps the accuracy of personal information and manages it safely. In addition, in order to prevent loss, destruction, falsification and leakage of personal information, we will take appropriate information security measures against the transfer,

transmission, unauthorized access, computer viruses, etc. of personal information

⑥ Disclosure, correction, suspension of use, deletion of personal information The Aso Juku Educational Foundations Examination Section will promptly investigate and respond to requests for disclosure, correction, suspension of use, or deletion of personal information from applicants.

However, if disclosure is required by law, if it is necessary for the protection of human life, body or property, if it is difficult to obtain the consent of applicants for admission, or if it is disclosed by a public institution. If requested, personal information may be disclosed or provided without the consent of the applicant.

⑦ Question and consultation desk

We will set up a consultation desk in the entrance examination section to receive consultations, questions and complaints regarding personal information from the person.

⑧ Review

Regarding the handling of personal information of applicants for admission, we will continuously review and improve the contents of each of the above items. In that case, please note that the contents of this policy will be changed. If the content is changed, it will take effect from that point.