

Admission for The Academic Year 2025

Student Recruitment Guidelines

Japanese Language Department

Ministry of Justice “Designated school”

Hiroshima Immigration Services

Agency Approved “Accredited School”



IGL 学校法人 IGL学園 **医療福祉専門学校**

Japanese language Department

1 Recruitment quota, etc.

Course	Department	Course	Duration of study	Admission Date	Capacity
Culture and General Education	Japanese Language	2years course	2years	April	280 people
		1year 6months course	1year 6months	October	

2 Eligibility for Application

Individuals who meet all of the following conditions:

1. Those who have completed 12-year course of school education in a foreign country, or those who are equivalent to this as designated by the Ministry of Education, culture, Sports, Science and Technology.
2. After the enrollment, individuals who are eligible to obtain or renew the status of residence as a mid to long term resident, such as for "study abroad", under the Immigration Control and Refugee Recognition Act.
3. Be 30 years of age or younger at the time of enrollment.
4. Have the ability to cover all expenses during the period of enrollment.
5. Possess Japanese language skills equivalent to or higher than JLPTN5
6. Have a clear purpose for studying abroad and post- graduate plans
7. Have applied for a residence status from a Japanese language education institution other than this school, with no history of denied issuance

3 Interview Schedule

Admission	Application acceptance period	Interview period	Result	Selection method
April	Late August to early September 2024	Mid to late September	Early to mid October	Document review Interview Japanese language written
October	Late February to early March 2025	Mid to late March	Early to mid April	

- Once the capacity is reached, no further recruitment will take place.
- We will not respond to any inquiries regarding acceptance or rejection.

4 Class Schedule

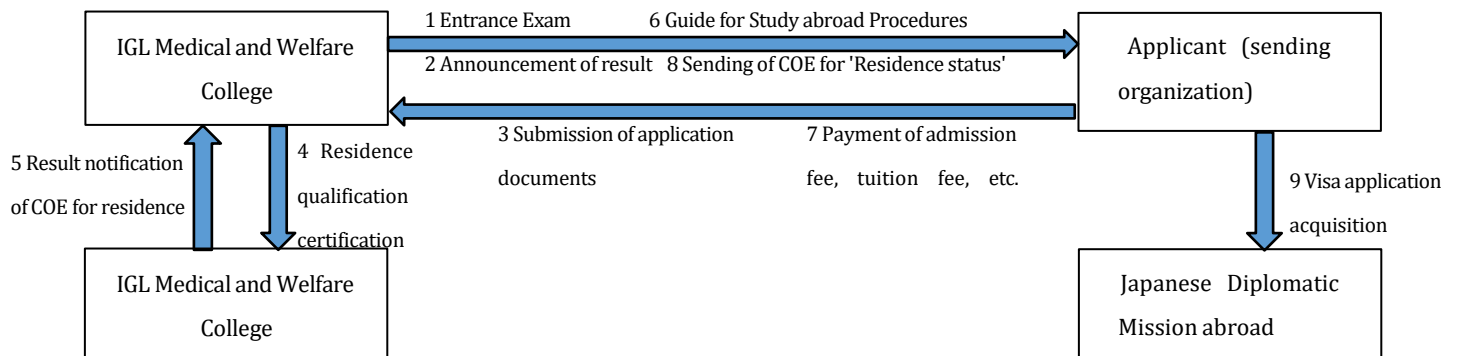
Monday to Friday (Closed on Saturdays, Sundays, public holidays, and days designated by the school.)

	Start time	Finish time
First Period	9:20	10:50
Second Period	11:00	12:30
Third Period	13:20	14:50
Fourth Period	15:00	16:30

*This school operates on a two part system :“First period + Second period”(morning classes) or “Third Period + Fourth Period” (afternoon classes). Generally first -year students attend afternoon classes, while second-year students attend morning classes. A placement test at the time of admission will determine morning and afternoon classes

5 Procedure from application to admission

	Items	Admission Period		Content
		April	October	
1	Entrance Exam	Mid/late September	Mid/late March	Applicant's Entrance Exam (Written & interview)
2	Result	Early/Mid October	Early/Mid April	The School will notify the result to the sending agency.
3	Submission of Application documents	Early October ~ Early November	Early April ~ Early May	Applicants submit the required documents to the school.
4	Submitting the form for "Certificate of Residence"	Late November	Early June	The school will submit the 'Application for Certificate of Eligibility ' and other necessary documents to The Hiroshima Immigration Bureau.
5	Certificate of qualification for residence' Result Notification	Late February	Late August	The Hiroshima Immigration Bureau will send the 'certificate of Eligibility of Residence status' to our school upon approval. The applicant will receive a letter.
6	Study Abroad (Ryugaku) procedure guide	Late February	Late August	Upon approval of the stay permit, we will dispatch the 'study Abroad Procedure Guide,' 'Tuition fee Payment request form,' and 'Dormitory Fee Payment Request Form' to the designated institution. In the event of a denied stay permit a 'Non -Delivery Notice' will be sent instead. Moreover, any documents that can be returned, including the original diploma, will be sent back.
7	Entrance Fee, Payment of Tuition and other fees	Early March	Early September	The Applicants will cover all the costs, including tuition, entrance fee, class fees, teaching materials, and miscellaneous expenses (including insurance fees).
8	Sending of 'Certificate of Eligibility'	Mid March	Mid September	Once the deposit is verified, we will forward the 'Certificate of Eligibility for Resident status' to the sending organization. Additionally, any documents that can be returned, such as the original diploma, will also be sent back to that point.
9	Verification application acquisition	Mid March	Mid september	The applicant or their representative will conduct the visa application procedure at a Japanese Diplomatic mission abroad.
10	Coming to Japan	Early April	Early December	Please come to Japan on the date specified by our school.



6 School fees

Entrance Period	School year	Application fee	Enrollment fee	Tuition fee	Material fee	Miscellaneous	Total	Total amount of payment
April	First year (one year)	¥20,000	¥100,000	¥560,000	¥25,000	¥53,200	¥758,200	¥1,391,400
	Second Year (one year)	-	-	¥560,000	¥20,000	¥53,200	¥633,200	
October	First Year (one year)	¥20,000	¥100,000	¥560,000	¥25,000	¥53,200	¥758,200	¥1,073,500
	Second year (half year)	-	-	¥280,000	¥10,000	¥25,300	¥315,300	

Notes

- 1 Miscellaneous expenses include insurance premiums of the association for the promotion of Japanese language education and ICT education enhancement fees.
- 2 Please pay the full tuition fee for the first year. After that pay the tuition fee every half term.
- 3 Please pay the application fee at the time of application to our school.

7 Payment method

Please transfer the fee to the bank account below by the deadline specified by our school. Please bear the remittance fee.

- Transfer to:

Payee:	IGL IRYOFUKUSHISENMONGAKKOU
Name of the Bank:	Hiroshima ginkou (Hiroshima Bank)
Name of the Branch:	Yasu ten (YASU BRANCH)
Number of Branch:	039
Type of Account:	Ordinary Deposit
Number of Account	15588907
Swift Code	HIROJPJT
Address of Bank:	Postal code 731-0154 2-4-37, Kamiyasu, Asaminam-ku, Hiroshima-shi, Hiroshima-ken
Tel. no. of Bank:	+81-82-878-1321

- School:

Name of School	IGL Medical and Welfare Collage
Address of School	Postal code 731-3164 1-12-18, Tomohigashi, Asaminami-ku, Hiroshima-shi, Hiroshima-ken
Tel Number of School	+81-82-849-5401

8 Documents to apply

All documents written in language other than Japanese (including English) must be accompanied by a Japanese translation.

I Necessary documents for submission

<<Documents related to the applicant themselves. (A)>>

Documents for Applying		Points to Note
A-①	Application form	Use the form designated by our school and fill it out without any mistakes. Paste the photo in the space provided.
A-②	Resume	Use our school's designated form, fill it without mistake, and sign in the designated column.
A-③	Reason for studying abroad	Please use the designated form of our school to clearly write about your purpose of studying in Japan and your plans after graduation.
A-④	8Photos (3x4cm)	Taken within 3 months before application. Write your name and date of birth on the back.
A-⑤	Passport copy (photo) or copy of identification.	A page with photos and a page showing the immigration history to Japan. If you do not have a passport, please provide a copy of official identification document. (Vietnamese individuals should submit the original certificate with a stamp of authentication from the People's Committee).
A-⑥	Copy of Graduation or Certificate of Graduation (Certificate of expected Graduation)	Chinese applicants should submit a copy of the diploma of the last educational background and a notarized certificate of educational background. Vietnamese applicants must submit a copy of all diplomas from high school to the final education (with the original certificate stamp of the People's Committee or a notary office) . For the other countries, the original and a copy of diploma of the last educational background, or certificate of graduation. Please submit the original documents.
A-⑦	Educational Background Verification report	For individuals from China, please submit the original educational verification certified by the "Chinese Service Center forb Scholarly Exchange(CDGDC)" or the "China Higher Education Student Information and Career Center (CHESICC)", whenever possible, for graduates of Chinese universities, including junior colleges. For individuals from Vietnam, please provide a certificate issued by NARIC (https://en.naric.edu.vn/).
A-⑧	Transcript of the final educational background	Please submit your final academic transcript for individuals from China. For individuals from Vietnam, please provide copies of all academic transcripts from high school to final education level, with the original certification stamp of the People's Committee or Notary Office
A-⑨	Documents to prove Japanese Language proficiency	Please submit documentation proving Japanese Language Proficiency at the level equivalent to or above the Japanese Proficiency Test N5. If you are unable to provide proof at the application stage, please submit a 'Certificate of Japanese Language Learning Status' and a copy of the 'Examination Admission Ticket' issued by a Japanese language learning institution.
A-⑩	A copy of family register	Please submit a family register that shows the applicant's family composition. If from China, please provide household registration.
A-⑪	Certificate of translation	Please submit a document with the signature of the person who created the Japanese translation.
A-⑫	Health certificate	Please provide a document issued by the hospital or facility designated by this school.
A-⑬	Confirmation document regarding personal information protection.	Please use the form designated by our school.

Document concerning financial supporter (B)

Application documents		Points to note
B-①	ID card (copy)	Please submit a copy of your official ID. Vietnamese applicants must have the original certification stamp of the People's Committee or a notary office.
B-②	Statement of financial support	Please use the form designated by our school and fill out without any mistakes.
B-③	Bank balance certificate	Please submit a bank statement on official bank letterhead showing the bank balance.
B-④	Copy of bankbook	Please submit a copy of the bankbook of the account in the certificate of B-③ and certificate of deposit.
B-⑤	Documents to prove the asset formation history for the past three years	Please submit your bank statement, bankbook, etc. For individuals from China please provide proof of balance certificate
B-⑥	Documents certifying the relationship between the applicant and the financial supporter	Please submit documents such as kinship certificates and birth certificates.
B-⑦	Certificate regarding occupation	Please submit documents that indicate the business in which the expense payer engaged in, such as a Certificate of Employment (for company employees and government officials) or a Business License (for self-employed individuals). For Vietnam, please provide the business registration number and tax code.
B-⑧	Income certificate	Please submit a certificate that shows your annual income for the past three years
B-⑨	Tax payment certificate or tax exemption certificate	Please submit a certificate that shows the tax payment for the past three years. If you are eligible for tax exemption, please submit a document that clarifies the laws and ordinances for this exemption. (Not required if the income certificate includes a tax payment record.)
B-⑩	Copy of family register (resident card)	Please submit a family register that shows the family structure of the financial supporter. (Not required if the applicant is in the same household.). For individuals from China, please submit a household registration record. For individuals residing in Japan, please submit a resident certificate that includes information for all members of the household.

*The following applies only to those who apply <<Documents to be submitted by the applicants (a) >>

Application Documents		Points to Note
a-①	Certificate of Employment	For those currently employed, please submit documents that include the name, address, phone number, fax number of your workplace for official use by the company. Also provide the name of the representative, job description, and the period of employment. (For Vietnam, please include the business registration number and the tax code.)
a-②	Certificate of employment (Upon completion of technical training)	In Japan if you have stayed for the purpose of technical training and have a record of reemployment after returning to your home country, please submit a certificate of employment or equivalent. For those currently employed, please submit a document on company letterhead stating the name, address, phone/fax number of your workplace, the name of the representative, job responsibilities, and the period of employment. (For Vietnam, please include the business registration number and the tax code.)
a-③	Military service certificate	If you have a military service history, please submit the relevant documentation to prove it.
a-④	Certificate of leave of absence from school	If you are currently enrolled or on a leave of absence from a university or a similar institution, please submit documentation to prove it.
a-⑤	Current address explanation documents	In case the registered address and the current address are different, please submit an explanation document regarding that.
a-⑥	Blank period explanation document	If there is a blank period of six months or more within your history, please submit a statement regarding the event during that period.

* An instruction manual may need to be created and submitted as necessary.

9 About student dormitories

Division	Number of person	Room Type	Rent per month per person	Payment	Facilities and equipment
Girls	one room 2 people	Group Type Common	¥19,000	Pay the rent for 6months upon enrollment and every months thereafter.	Shower, toilet, washing machine, microwave, electric cooker, fridge, desk, chair, bunk bed, air conditioner, Wi-Fi
		Shower/ Toilet Kitchen & Washing machine			
Boys		One room type	¥23,000		
Includes shower/ toilet kitchen					

* Dormitory management fee 1,500 yen per month will be collected.

10 About Airport transfer fee

Regarding students living in the dormitory, school staff will provide transportation from Hiroshima Airport.

Pick up date fixed by school: ¥3,000

Pick up date fixed by student: ¥5,000

For students living in private accommodations, the school shuttle service will not be available.

If students entering in April arrive in March, or if students entering in October arrive in September, they will be charged for one month of Insurance

Premium (approximately 1,500yen) and this cost will be collected as an actual expense.

11 Regarding refunds

Payment time	Application fee	Admission fee	Tuition and material fee miscellaneous expenses
Period of withdrawal	application documents to this school	Before receiving the Certificate of resident status	
Withdrawal up to 2 weeks before submitting the Certificate of Eligibility application to Immigration	Refundable	(before payment)	
Withdrawal up to 2 weeks after submitting the Certificate of Eligibility application to Immigration	Not refundable		
Not submitting the Certificate of Eligibility application form			
Withdrawal before the start of classes after payment of entrance and other fees	Not refundable	Refund possible	*Requires COE enrollment
Visa issuance failure due to the applicant		Not refundable	Return of books
After class starts			Not refundable

12 IGL Medical and welfare collage ‘Specialized Course’ for Internal admission

Upon completion of studies in the Japanese Language Department, you have the opportunity to transition to various other Departments within our school, including the International Arts Communication Department, Care welfare Department, Dental Hygiene Department, Acupuncture and Moxibustion Department, Physical Therapy Department. During this transition, you will be eligible for advantageous benefit of having entrance examination fees and entrance fees waived.

13 Part-time Job Regarding (Activities outside of qualifications) ※※※※※※※※

International students come to Japan for the purpose of study and are not allowed to work. Therefore, in order to work part-time, you need to obtain a 'Certificate of Eligibility for Activities Outside of Qualifications' from the Immigration Bureau. If you work part-time without permission, work in the adult entertainment industry, or exceed the allowed limits (up to 28 hours per week during class periods, up to 8 hours per day during long breaks), it will be considered illegal and subject to punishment.

14 About the School ※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※

■ Address	Postal code 731-3164 1-12-18, Tomohigashi, Asaminami-ku, Hiroshima-shi, Hiroshima-ken
■ URL	https://www.igl.ac.jp/int/
■ E-Mail	igl-iryofukushi@igl.or.jp
■ Name of the establishment	IGL Gakuen
■ Start date of Japanese Language Education	October 1st, 2009
■ Type of Establisher	Educational Corporation
■ Name of Representative	Chairperson Kengo Nagami
■ Name of Principal	Motohiro Atsunori
■ Positioning within the School education Law	Specialized school (specialized course)
■ History	
April 1993	IGL Health and Welfare College opened the "Care Welfare Department"
April 2001	IGL Medical College opened "Acupuncture and Moxibustion Department, Chiropractic department
March 2003	Establishment of IGL Medical College Affiliated Acupuncture and Moxibustion Clinic, Affiliated Orthopedic Clinic
April 2004	Establishment of IGL Health and Welfare College, 'Childcare Welfare Studies'
April 2007	IGL Medical College, Establishment of 'Oral Health Care Department'
October 2009	IGL Health and Welfare College Japanese Language Department Established
April 2014	IGL Health and Welfare College and IGL Medical College integrated to IGL Medical Support'
April 2015	Establishment of IGL Medical College 'International Liberal Arts and Communication Department'
April 2021	Oral Health Department changed to Dental Hygiene Department



学校法人 IGL学園
IGL 医療福祉専門学校

〒731-3164

TEL

FAX

Free dial

E-mail

Homepage

1-12-18, Tomohigashi, Asaminami-ku, Hiroshima-shi, Hiroshima-ken

(082)849-5001

(082)849-5115

0120-849-501

igl-iryofukushi@igl.or.jp

<https://www.igl.ac.jp/int/>