



コミュニケーション学院入学願書/長期コース(留学ビザ)  
COMMUNICA INSTITUTE APPLICATION FORM for Long term course

JE

入学時期 Time of Entrance	<input type="checkbox"/> 4月 Apr. <input type="checkbox"/> 7月 Jul. <input type="checkbox"/> 10月 Oct. <input type="checkbox"/> 1月 Jan.		
コース Course	<input type="checkbox"/> 語学研修/大学・専門学校コース General Japanese/University and college preparation course <input type="checkbox"/> 大学院コース(N2~) Graduate School entry class(N2~) <input type="checkbox"/> 基礎ビジネス日本語コース(N3~) Basic Business Japanese Course(N3~) <input type="checkbox"/> 実践ビジネス日本語コース(N2~) Practical Business Japanese Course(N2~)		
就学期間 Intended Length of Study	<input type="checkbox"/> 2年/2y <input type="checkbox"/> 1年9ヶ月/1y9m <input type="checkbox"/> 1年6ヶ月/1y6m <input type="checkbox"/> 1年3ヶ月/1y3m <input type="checkbox"/> 1年/1y <input type="checkbox"/> 6ヶ月/6m <input type="checkbox"/> その他 other( 年/y ヶ月/m)		
氏名 NAME	姓 Last	名 First	写真 Photo 4cm × 3cm
生年月日 Date of birth	年 月 日 year month day	年齢 才 Age	
国籍 Nationality	出生地 Place of birth		性別 <input type="checkbox"/> 男 <input type="checkbox"/> 女 Sex Male Female
戸籍住所 Home address	Tel.		
現住所 Present address	<input type="checkbox"/> 同上/same as above Tel.		
職業 Occupation	配偶者の有無 Marital Status		<input type="checkbox"/> 有 Married→氏名/Name: <input type="checkbox"/> 無 Single _____
旅券 Passport	旅券番号 Passport Number		発行機関 Issuing Authority
	発行日 Date of Issue	年 月 日 year month day	有効期限 Date of Expiry
過去の申請歴 Application to other schools in the past	<input type="checkbox"/> 無 No / <input type="checkbox"/> 有 Yes (在留資格 Status: _____ /結果 Result: _____)		

\* 過去の出入国歴 / Past Stay(s) in Japan  無 No /  有 Yes ( 回/ Times)

入国年月日 / Date of Entry	出国年月日 / Date of Departure	在留資格 / Status of residence	入国目的 / Purpose of stay
年 月 日 year month day	年 月 日 year month day		
年 月 日 year month day	年 月 日 year month day		
年 月 日 year month day	年 月 日 year month day		

(さらに入国歴がある場合は別紙に記入してください / If there is not enough space, attach a separate sheet of paper, and fill in.)

\* 在日親族 / Relatives in Japan  無 No /  有 Yes

続柄 Relationship	氏名 Name	生年月日 Date of birth	国籍 Nationality	同居予定 Live with relative(s)	勤務先・通学先 Name of employer/School	在留資格 Status of Residence
				有 / 無 Yes / No		
				有 / 無 Yes / No		

日付 年 月 日  
Date year month day

申請者署名  
Signature

# 申請人の履歴書

## CURRICULUM VITAE

1 氏 名 / Name ..... 国籍 / Nationality .....

2 生年月日 / Date of birth .....  
Year            Month            Day            Male            Female  
 年            月            日            ( 男   .   女 )

3 戸籍住所 / Home Address .....

現住所 / Present Address .....

4 自宅電話番号 / Phone number .....

携帯電話番号 / Cellular phone number .....

5 申請人の家族 Name of Family (Parents, brother, sister, husband, wife, son, daughter)

**\* 同居の有無を問わず二親等以内(両親、兄弟姉妹、夫、妻、子)の親族を記入**

氏 名 Name	続柄 Relationship	生年月日 Date of birth	職 業 Occupation	現 住 所 Present Address
		年 月 日 year month day		
		年 月 日 year month day		<input type="checkbox"/> 同上/same as above
		年 月 日 year month day		<input type="checkbox"/> 同上/same as above
		年 月 日 year month day		<input type="checkbox"/> 同上/same as above
		年 月 日 year month day		<input type="checkbox"/> 同上/same as above

6 学歴 / Educational Background : From Elementary School to Last Institute of Education

	学校名(正式名称) Name of School	所 在 地 Location /city	入学年月 Entrance Y/M	卒業年月 Graduation Y/M	修学年数 years
小学校 Elementary School		City 市	年 月 year month	年 月 year month	年 years
中学校 Junior high School		City 市	年 月 year month	年 月 year month	年 years
高等学校 High School		City 市	年 月 year month	年 月 year month	年 years
大学 / 短大 University / college		City 市	年 月 year month	年 月 year month	年 years
その他 Graduate School		City 市	年 月 year month	年 月 year month	年 years

7 職歴・兵役 等 / Occupational Experience・Military Service etc

勤務先(正式名称) Name of Employer	所在地 Location /city	職種 Type of job	在職期間 Period of Employment(Y/M)
	City 市		/ ~ /
	City 市		/ ~ /
	City 市		/ ~ /

8 日本語学習歴 / Experience of learning Japanese Language

学校名(正式名称) Name of School	所在地 Location /city	学習期間 Period of Study(Y/M)	総学習時間 Hours
	City 市	/ ~ /	Hours 時間
	City 市	/ ~ /	Hours 時間

9 日本語能力 / Japanese Language Ability

・ 日本語能力試験 / Japanese Language Proficiency Test(JLPT)

<input type="checkbox"/> 受験済み / taken exam <input type="checkbox"/> 受験予定 / planning <input type="checkbox"/> 未受験 / not yet	受験(予定)年 Year of Exam.	級 level	点数 score

・ 日本留学試験 / Examination for Japanese University(EJU)

<input type="checkbox"/> 受験済み / taken exam <input type="checkbox"/> 受験予定 / planning <input type="checkbox"/> 未受験 / not yet	受験(予定)年 Year of Exam.	級 level	点数(日本語) score(Japanese)

・ J.TEST

<input type="checkbox"/> 受験済み / taken <input type="checkbox"/> 受験予定 / planning <input type="checkbox"/> 未受験 / not yet	受験(予定)年 Year of Exam.	級 level	点数 score

・ その他 / others ( 試験名 / Name of Exam. : )

<input type="checkbox"/> 受験済み / taken exam <input type="checkbox"/> 受験予定 / planning <input type="checkbox"/> 未受験 / not yet	受験(予定)年 Year of Exam.	級 level	点数 score

日付            年            月            日  
Date        year        month        day

申請者署名  
Signature

# 留学理由書

## Reasons for studying Japanese

### 【修了後の予定 Plan after graduation】

1.  進学希望 / Enter a School of higher education in Japan

・進学希望先 School you want to go :  <sup>graduate school</sup>大学院  <sup>university</sup>大学  <sup>junior college</sup>短大  <sup>vocational school</sup>専門学校

・希望科目 Major .....

2.  就職希望 / Find work in Japan

・就職予定先名称 Company you will work for .....

・就職予定先住所 Company's address .....

・事業内容 Field of business .....

3.  事業経営希望 / Start a business in Japan

・事業先住所 Address you will work at .....

・事業内容 Field of business .....

・資金調達方法 Way to raise start-up capital .....

4.  帰国 / Return to home country

### 【留学理由 Reasons for studying Japanese】

※コミュニカ学院修了後の予定について、例えば、大学で何を勉強したいのか、なぜそれを勉強しようと思ったのか等を具体的に記述

※Please describe your detailed plan after finishing our institute, ex. the major you want to take in college, and the reason you choose it.

.....

以上のことは総て真実であり、私が直筆したものです。

All the sentences above are true and I wrote them down by myself.

日付           年           月           日           申請者署名  
Date    year    month    day           Signature

# 経費支弁書

## Letter of Paying Expenses

日本国法務大臣 殿 / To the Minister of Justice

### 申請者 / Applicant

国籍 Nationality.....	Date of birth	Year	Month	Day	Male / Female
氏名 Name .....	生年月日 .....	年 .....	月 .....	日生	(男 / 女)

私はこの度上記の者が日本国に入国した場合・在留中の経費支弁者になりましたので、下記のとおり経費支弁の引き受け経緯を説明するとともに経費支弁について証明します。

I hereby agree to take the responsibility of paying expenses of the applicant mentioned above during his or her stay in Japan.

### 記

1. 経費支弁の引受経緯(申請者の経費の支弁を引き受けた経緯及び申請者との関係について具体的に説明して下さい)

The reason for my bearing the expenses of the above-mentioned applicant and my relationship with him or her are as follows. (Please be specific and concrete.)

.....

.....

.....

2. 経費支弁内容

私は、上記の者の日本滞在について、下記の通り経費支弁することを証明致します。また、上記の者が在留期間更新許可申請の際には、送金証明書又は本人名義の預金通帳(送金事実、経費支弁事実が記載されたもの)の写し等で、生活費等の支弁事実を明らかにする書類を提出します。

I swear to pay the expenses as stated below and I will submit such documents establishing my payment as a remittance certificate or a copy of the applicant's bank book which indicates the remittance at the time of application for extension of period of residence.

### 記

(1)学費等 Tuitions 年間 Yearly ..... 円 Yen

(2)生活費 Living Expenses 月額 Monthly ..... 円 Yen

(3)支弁方法(送金・振込等支弁方法を具体的に記入して下さい)

Method of Payment (Please state concretely how to support.)

.....

.....

### \*経費支弁者 Supporter

学生との関係 Relationship with the applicant .....

現住所 Present Address ..... TEL.....

勤務先 Employment ..... TEL.....

日付 年 月 日 経費支弁者署名(\*経費支弁者が日本人の場合は押印願います)

Date year month day Signature ..... (印)

## Refunding Policy at Communica Institute

The refunding policy at Communica Institute is as follows, in accordance with the *Guidelines for Acceptance of Student*(<http://www.nisshinkyō.org/j77.pdf>) by Japanese Language Institutes by Conference of Members, Association for the Promotion of Japanese Language Education.

### In case of decline for admission

- 1) Application fee : Non-refundable
- 2) Admission fee : We do not refund admission fee in case if you decide not to enter our school after a Certificate of Eligibility is issued.
- 3) Tuition / Facilities / Activities Fees
  - ・We refund fees for tuition, facilities, and activities fees in case of Japanese Embassy or Japanese consulate does not issue visa after Certificate of Eligibility is issued. Please bring the receipt of the fees you paid and the notice from Japanese embassy/consulate.
  - ・We refund fees for tuition and facilities, activities fees if you decide not to apply for a visa after Certificate of Eligibility is issued.
  - ・We can refund only when you bring a receipt and return Certificate of Eligibility.

### In case of withdrawal from school

→application fees and admission fees are not refunded. Tuition, facilities and activities fees (“tuition fees, etc.” hereafter) are refunded under the following conditions. Tuition fees, etc. are refunded on a term basis, and the tuition fees, etc. already paid are refunded of all the remaining terms after the formal acceptance of the notice of withdrawal. Tuition fees, etc. of the ongoing term which is attended even partially are not refunded. The notice of withdrawal should be submitted by the end of the previous term.

\*Lessons at Communica Institute in one year are divided into four terms, each of which contains 180 lesson hours. One term consists of 45 lesson days. Refer to the orientation brochure for academic calendar for each year.

### Conditions for accepting a notice of withdrawal

-In case of withdrawal to go to a university or a graduate school

- ①Inform the educational manager about the intention of the withdrawal at least 3 months ahead.
- ②Formal acceptance of the withdrawal comprises the following conditions: submission of a copy of “Letter of Admission” issued from the university or graduate school you are accepted (the original should also be presented) and Withdrawal Form; and return of the Student Card.

**\*“Research student” and “auditor” are not included here. Prior consultation is necessary in case of going to a vocational college.**

-In case of withdrawal for change of status of residence to one other than “Student”

→Formal acceptance of the withdrawal comprises the following conditions: prior notice to school concerning the change of status; submission of a copy of the document sufficient to change the status (Certificate of Employment with the date of employment, or “Resident Card” with the date of marriage, etc.) (the original should be presented); a copy of “acceptance stamp” of “application for change of status of residence” (the original should be presented); submission of “Withdrawal Form”; and return of “Student Card”.

-In case of withdrawal to go back to your own country

→Formal acceptance of the withdrawal comprises the following conditions: Submission of a copy of the flight ticket to leave Japan (the original should be presented); submission of “Withdrawal Form”; and return of “Student Card”.

### The term, condition and method of refunding

-In case of withdrawal to go to a university or a graduate school

- Condition: The “Certificate of Enrollment” from the university or graduate school should have been already issued.  
Term: Bank transfer at the end of the next month after the “Certificate of Enrollment” is confirmed at school.

-In case of withdrawal for change of status of residence to one other than “Student”

- Condition: The change of status of residence should have been officially completed.  
Term: Bank transfer at the end of the next month after the change of status of residence is confirmed at school.

-In case of withdrawal to go back to your own country

- Condition: The departure stamp on your passport should have been confirmed.  
Term: Bank transfer at the end of the next month after the departure stamp on your passport is confirmed at school.

The expense of the handling charge for overseas remittance will be deducted from the amount to be refunded.

日付            年            月            日  
Date    year        month        day

Signature by Applicant

Signature by Supporter