



COMMUNICA INSTITUTE

Course Guide & Entrance Procedure

The “5” courses from which you can select!

❖ **Lesson Hours** (depend on each level) ※ 50mins. × 4 lessons per day

Class	Day	Hours
Morning(Advanced / Business)	Mon. - Fri.	9 : 00~12 : 50
Mid-day(Intermediate)	Mon. - Fri.	11 : 00~15 : 20*
Afternoon(Beginner)	Mon. - Fri.	13 : 30~17 : 20

*Lunch break : 12:50~13:30

❖ Courses

Long term (VISA : Student)	
1. General Japanese / University and college preparation course	6 months - 2 years
2. Graduate School entry class	6 months or 9 months
3. Basic / Practical Business Japanese Course	6 months each

Short term (VISA : Not required)	
4. Intensive Course	1 month - 3 months
5. Business Japanese / Business manner Course	3 months





1 . [Long term] General Japanese / University and college preparation course

◆ Outline

This is a course for those who plan to enter a Japanese college and university. You can choose from four different learning periods (6 months - 2 years). Classes start in April, July, October, and January.

◆ Features

- We understand that knowing how to communicate your own "uniqueness" is an integral part of learning Japanese. Free yourself of the model conversations in textbooks, and learn how to say what you really want to say using Japanese from the very beginning. Here, you can do just that without losing your own "uniqueness".
- In Japanese communication, both "correctness" (in grammar and pronunciation) and "oral fluency" are important. We can help you learn Japanese "appropriately" from both points of view.
- In intermediate level classes and above with our Pre-college course, we shift our focus more to academic Japanese necessary to study and do research in Japanese colleges. It is not just for passing entrance exams, but to allow yourself to truly enjoy your college life as well.
- We help you acquire the ability of autonomous learning so that you can lead a successful life at your colleges or university. In some classes, we offer "seminar" style lessons where students choose their own themes, make their own plans and go along with them. All of our staff will support you to act more autonomously in the classroom as well as outside the classroom.

2 . [Long term] Graduate School entry class

◆ Description:

- Individual guidance for writing the "Research Plan" required on entering graduate schools.
- Introduction to graduate schools fit for your purposes, based on our academic network dating from 1988, the year of our school's foundation.
- Development of "Academic Japanese" skills enabling research at the graduate level.

◆ This course is for the following people:

- Those who have graduated from 4-year-colleges and universities at home (* Bachelor's degree required)
- Level N2 or higher on the Japanese Language Proficiency Test.

3 . [Long term] Basic / Practical Business Japanese Course

◆ Features

- Teachers : Gorgeous teachers from Business & language teaching backgrounds!
- Course materials : Original Business Japanese textbooks targeted for 3 levels!
- Internship : Internship at Japanese companies available!
- Career design : Work in tandem with the teachers to plan your future!
- Past record : Business Japanese & Japanese business education commissioned by METI.
Business Japanese programs at Osaka univ. and Nara Women's univ.

◆ Outline



- Basic course (6 months · Starts in April / October) — JLPT N3~
- Practical course (6 months · Starts in April / October) — JLPT N2~





4 . [Short term] Intensive Course (1 month - 3 months)

◆Feature

Promoting synthetic Japanese communication skill.

- We understand that knowing how to communicate your own "uniqueness" is an integral part of learning Japanese. Free yourself of the model conversations in textbooks, and learn how to say what you really want to say using Japanese from the very beginning. Here, you can do just that without losing your own "uniqueness".

- In Japanese communication, both "correctness" (in grammar and pronunciation) and "oral fluency" are important. We can help you learn Japanese "appropriately" from both points of view.

◆Level From Basic to Advanced.

◆Period (2020 - 2021) *Application deadline: By 2 weeks before the class starts.

Start	60 lessons (1 month)	120 lessons (2 month)	180 lessons (3month)
4/6	~ 4/28	~ 5/25	~ 6/18
7/2	~ 7/28	~ 8/25*	~ 9/18*
10/8	~ 10/30	~ 11/24	~ 12/18
1/6	~ 1/29	~ 2/22	~ 3/19

*8/8~8/16 : summer break (no lessons)

◆Documents to Submit

Application form / Needs readiness sheet / 3 photos / Passport (copy)

5 . [Short term] Business Japanese Course(3 months)

◆Description

- Acquisition of basic Japanese for business purposes.
- Japanese business culture (corporate culture / business manners).
- Japanese for daily life (daily conversation).
- Aiming to take BJT (Business Japanese Test) J2.

◆This course is for the following people

- Foreign people who seek to find jobs in Japan.
- Foreign people who seek to find jobs at Japanese firms at home.
- Foreign people who hold a working holiday visa.

◆Period etc. (2020 - 2021) *Application deadline: By 1 month before the class starts.

Period	4/6~6/18	7/2~9/18*	10/8~12/18	1/6~3/19
Capacity	15persons	15persons	15persons	15persons

*8/8~8/16 : summer break (no lessons)

◆Documents to Submit

Application form / Needs readiness sheet / 3 photos / Passport (copy)





FEES

[1.2.3. Long Term Course]

1. General Japanese / University and college preparation course 2. Graduate School entry class 3. Basic / Practical Business Japanese Course			
		First semester (6months)	Second semester (6months)
Application Fee	¥ 30,000	—	—
Admission Fee		¥ 60,000	—
Tuition fee		¥ 360,000	¥ 360,000
School Facilities		¥ 12,500	¥ 12,500
Activities fees		¥ 10,000	¥ 10,000
TOTAL		¥ 442,500	¥ 382,500

* Textbooks / Insurance fee is NOT included. (Text fee: 7,000~10,000YEN/3 month)

* Short term/3M + Long term/6M special discount : Admission fee 30,000YEN discount.

[4. 5. Short Term Course]

4. Intensive Course 5. Business Japanese / Business manner Course			
	60 lessons / 1month	120 lessons / 2month	180 lessons / 3month
Registration fee	¥ 10,000	¥ 10,000	¥ 10,000
Tuition fee	¥ 72,000	¥ 126,000	¥ 180,000
School Facilities	¥ 4,000	¥ 5,000	¥ 6,000
Activities fees	¥ 2,000	¥ 3,000	¥ 4,000
TOTAL	¥ 88,000	¥ 144,000	¥ 200,000

* Textbooks fee is NOT included. (Text fee: 7,000~10,000YEN/3 month)

* Working Holiday VISA special discount : Registration fee(10,000YEN) discount.

《Foreign Student Comprehensive Insurance fee》

Period	1 year	9 month	6 month	3 month
Amount	¥ 9,900	¥ 8,700	¥ 7,400	¥ 4,200

Bank Account

The Bank of Tokyo-Mitsubishi UFJ, Ltd. Sannomiya Branch Swift : BOTKJPJT
 An ordinary account: No. 1104182 Account name: COMMUNICA INSTITUTE
 Bank Add.: 8-3-10 Isogamidori, Chuo-ku, Kobe, JAPAN.





The Entrance Procedure for Long term course

1. General Japanese / University and college preparation course
2. Graduate School entry class
3. Basic / Practical Business Japanese Course

❖ Qualification to Apply (In case of going on to the next stage of education)

Applicants must have finished high school and have completed 12 years of school education abroad.

✓Entrance	Spring(Apr.)	Summer(Jul.)	Autumn(Oct.)	Winter(Jan.)
✓Period	~ 2 years	~ 1 year and 9 months	~ 1 year and 6 months	~ 1 year and 3 months
✓Application Deadline	The end of November	The end of March	The end of May	The end of September
✓Time of issue (Certificate of eligibility)	The end of February	The end of May	The end of August	The end of November
✓Entrance date	April 6 th	July 2 nd	October 8 th	January 6 th

❖ Procedure from Application to Entrance

- (1) Communica Institute conducts its own internal selection through examination of the application documents, a written test and an interview.
- (2) Communica Institute applies to the Immigration Bureau for a Certificate of Eligibility for the selected applicant.
- (3) Once the Certificate of eligibility is issued, the applicant applies for a visa at Japanese Embassy or Consulate on his/her own.
- (4) When a visa is issued, the applicant enters Japan on his/her own.

< About documents to be submitted >

Please read the following lists and prepare the required documents.

- * Each document has to be filled and signed by the applicant, supporter, or the issuing authority.





DOCUMENTS TO BESUBMITTED

I The Applicant

	NOTE
① 8 photos	<ul style="list-style-type: none"> · each with your name on the back, taken within 3 months, without a hat or cap, showing your frontal view. (* length : 4 cm × width : 3 cm)
② Copies of ID card or a family register and passport	<ul style="list-style-type: none"> · Submit color copies of a family register (all pages). · If you have a passport, submit a copy of the first page (showing your identity).
③ Application Form	<ul style="list-style-type: none"> · Should be filled in by applicant.
④ Curriculum Vitae N.B.: explanation of blank period	<ul style="list-style-type: none"> · Should be filled in by applicant. · As for the official name of school, dates of entrance and graduation, check diploma / graduation certificate and write them correctly. · If there is any blank of over three months, please attach a paper explaining what you were doing during that period.
⑤ Purpose of studying in Japan	<ul style="list-style-type: none"> · Write in detail your aim of learning Japanese, your career plan and what you would like to do in the future.
⑥ A diploma or certificate of (expected) graduation completion of last school	<ul style="list-style-type: none"> · Diploma / Certificate of Graduation of the last school you completed. · Certificate of expected graduation if the applicant is still in school. · If the applicant (a high school graduate) is still in school and quit that school to come to Japan, submit both documents (1 and 2). 1: Certificate of graduation from high school 2: Certificate of enrolment (from the school you are in now)
⑦ Transcript of Academic Record	<ul style="list-style-type: none"> · Transcript of Academic Record from the last school.
⑧ Certificate of studying Japanese language	<ul style="list-style-type: none"> * If the applicant is graduated from Japanese language school and has a certificate of its completion. * The applicant who took Japanese Language Proficiency Test(JLPT) or J-test is required to submit the record.





II The Sponsor

	NOTE
① Letter of paying expenses	<ul style="list-style-type: none"> Should specify the amount and the way of paying expenses, and be signed by the sponsor. (If the applicant has more than 2 sponsors, each of them needs to be signed.)
② Balance statement of bank account	<ul style="list-style-type: none"> Issued with balance indicated in the currency of your country.
③ Certificate of Employment	<If the sponsor is an employee of a company> <ul style="list-style-type: none"> Submit a certificate of employment carrying the company's name, its representative's signature, and its seal. (using a letter-head)
	<If the sponsor is self-employed or a business owner> <ul style="list-style-type: none"> A copy of the company's register or business permit
④ Certificate of income	<ul style="list-style-type: none"> Certificate of income payment for the last 1 years issued by statutory board.
⑤ Documents showing personal relationship between the applicant and the sponsor	<ul style="list-style-type: none"> If the sponsor is not a relative of the applicant, submit documents or materials (e.g. , pictures, letters) proving a close relationship between them. ex. If the company the applicant works for will pay his/her fees, <ul style="list-style-type: none"> —a statement of reasons for paying the applicant's expenses —company's register certified copy / a statement of accounts / a company's outline, etc.

《NOTES》

*Documents as follows will be invalid. Please check carefully beforehand.

Documents which;

- (1) are not filled out completely.
- (2) are without signature of the issuer.
- (3) do not match the truth.
- (4) are not issued within the last 3 months.
- (5) are filled out by someone other than the relevant person as specified.

*Refund policy of Communica Institute

- 1) Application fee : Non-refundable
- 2) Admission fee : We do not refund entrance 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 in case if 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.

- We refund fees for tuition and facilities 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





【 Alumni Voice 】

It's really difficult to make decision for Japanese overseas study. Beside work, I kept thinking "Have to do something". I resigned my job in October. And I came to Kobe alone to start the new life and study.

At first, it was difficult to learn the Japanese. To understand more, I reviewed the notes and understood the Japanese subtitles by watching TV dramas. In a while, I knew a bit more grammar.

Kobe has a relaxed life. There are so many stylish cafe. I loved to take a coffee break at cafe in weekends. Kobe is near the countryside like Arima-Onsen and Kyoto. I visited Kyoto in November. I wore Kimono and walked under lovely autumn leaves. The view was so beautiful and of course I did some shopping.

Three months have passed since the study began in Kobe. It came to be able to have so many happiness moments. All teachers and friends are so gentleness. I have no regard to make this decision. Thanks so much.



The summer of last year, I came from Hong Kong to Kobe of Japan, joined a summer course at Communica Institute. I was staying at homestay family for 16 days. I quickly woke up and had my breakfast every morning, then went to school. There are many activities at school because it was a summer course. Communica teachers, summer course classmates including me have been to Nada Go-go which a factory producing Japanese traditional wine is. We are very excited because all of us had bought many souvenirs. My mother of homestay family is a Etegami teacher. Etegami is a kind of Japanese painting method on postcard, paper or fan etc. I had been a volunteer with my homestay mother at her Etegami lessons in weekend at Disaster Reduction and Human Renovation Institution, also at Sport centre. I was having a very busy time! My most favorite day is the Firework festival in Kobe. All teachers and classmates wearing Summer-Kimono to watch the firework show, everybody was enjoying the Japanese look and we all looked beautiful. All teachers in Communica Institute are nice and kind-heart persons, I enjoyed having lessons with them, went out for visiting different places in Kobe, teachers are looked like as our friends more than our teachers. We can be friends, of course! Although this is a short summer course, Communica Institute had provided a Graduation for us; it had frightened me up because it is so unbelievable! After I went back to Hong Kong, I keep contact with my homestay family members until now. I always buy lots of present to my homestay family members because I love them and miss them so much. I also keep contact with the teachers of Communica Institute by sending letters and emails. This year, I went Kobe to visit my homestay family, teachers and everybody I know in October. It was a short trip for 8 days but I was lucky to see all of them living with a healthy and happy life as usual. Look forward to seeing all my friends in Kobe again soon!

