



# 募集要項

Application Guidelines

2023

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## I. 設置コース／入学期 Courses/Period of Study

| コース<br>Course                             | 入学期<br>Beginning of Terms | 学習期間<br>Period of Courses | 願書受付期間<br>Application Period      | 定員<br>Max. No. Of Students |
|---|---------------------------|---------------------------|-----------------------------------|----------------------------|
| 進学2年コース<br>2 Years Preparatory Course     | 4月 April                  | 2年<br>2 years             | 前年9月～11月末<br>(September～November) | 40名                        |
| 進学1.5年コース<br>1.5 years Preparatory Course | 10月 October               | 1年6か月<br>1.5 years        | 前年3月～5月末<br>(March -May)          | 40名                        |

※定員になり次第、受付を締め切らせていただきます。

\*Registration will be closed when the maximum number of participants is reached.

### 【コース詳細 Course Details】

#### 2年進学コース 2 Years University Preparatory Course

- ・入学時期：毎年4月
- ・修業期間：2年(1学期[6ヶ月]×4学期) 年間 800 時間
- ・授業科目：日本語(情報社会を含む)
- ・授業時間：1日4時限(1時限=45分)
- ・授業日：1週5日(月曜日～金曜日)
- ・学 期：前期後期各 20 週(前期4月初旬～9月下旬／後期10月初旬～3月中旬)

◎Entrance period : April every year

◎Course duration: 2 years (1 semester [6 months] x 4 semesters) 800 hours per year

◎Course Subject: Japanese (including Japanese language)

◎Class time: 4 hours per day (1 hour = 45 minutes)

◎Date of study: 5 days a week (Mon.～ Fri.)

◎Term: 20 weeks in each semester (mid-April to late September in the first semester / early October to mid-March in the second semester)

## 1.5 年進学コース 1.5 Years University Preparatory Course

入学時期：毎年10月

修業期間：1年6ヶ月(1学期[6ヶ月]×3学期) 年間 800 時間

授業科目：日本語(情報社会を含む)

授業時間：1日4時限(1時限=45分)

授業日：1週5日(月曜日～金曜日)

学期：前期後期各 20 週(前期4月初旬～9月下旬／後期10月初旬～3月中旬)

◎Entrance period : October every year

◎Course duration: 2 years (1 semester [6 months] x 3 semesters) 800 hours per year

◎Course Subject: Japanese (including Japanese language)

◎Class time: 4 hours per day (1 hour = 45 minutes)

◎Date of study: 5 days a week (Mon.~ Fri.)

◎Term: 20 weeks in each semester (mid-April to late September in the first semester / early October to mid-March in the second semester)

### 【授業時間 Hours of Instruction】

※クラスは午前、または午後のみ半日制です。

\*Classes are half-day, either morning or afternoon only.

※日本語試験の結果でレベル別にクラス分けをします。

\*Your class will be fixed according to a result of Japanese level-check test.

| 午前クラス(月～金)<br>Morning class (Mon.~ Fri.) |
|--|
| 9:20～10:05                               |
| 10:15～11:00                              |
| 11:10～11:55                              |
| 12:05～12:50                              |

| 午後クラス(月～金)<br>Afternoon class (Mon.~ Fri.) |
|--|
| 13:20～14:05                                |
| 14:15～15:00                                |
| 15:10～15:55                                |
| 16:05～16:50                                |

## II. 出願資格 Admission Requirements

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下記の入学要件をすべて満たしている者。

Applicants must meet all of the following admission requirements

① 母国あるいは外国において12年以上の学校教育を修了した者。

Applicants must have completed 12 years of secondary school education in their home country or abroad.

② 日本留学に必要な学費生活費を確実に負担する者がおり、その者の資産形成過程を資料で証明する者。

Applicants must have a person who can reliably bear the tuition and living expenses required to study in Japan and can prove the process of asset formation of that person with documents.

③ 日本の大学、大学院、専門学校への進学を目指す者。

Those who intend to enter a Japanese university, graduate school, or vocational school.

④ 申請時の日本語能力がN5のレベルに相当する者。

Applicants must have Japanese language proficiency equivalent to N5 level at the time of application.

⑤ 日本国の法律および本学の学則を遵守できる方。

Applicants must be able to comply with the laws of Japan and the university's academic regulations.

## III. 選考方法 selection process

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・各コースの願書受付期間に、必要書類をご提出ください。

Please submit the required documents during the application period for each course.

・書類審査、筆記試験および面接にて選考します。

Selection will be based on application screening, written test and interview.

# 必要書類

necessary documents

## 申請者に関する書類 Documents related to the applicant

|   | 出願書類<br>Application Documents  | 提出時の注意事項<br>Notes on Submission  |
|---|--|--|
| 1 | カラー写真(縦 4cm×横 3cm)<br>color photographs (4 cm x 3 cm)                                | 6 枚(最近 3 ヶ月以内に撮影したもの・正面・無帽・無背景)<br>6 photos (taken within the last 3 months, front view, no hat, no background)  |
| 2 | 入学願書 (履歴書・誓約書)<br>Application Form (Resume and Letter of Declaration)                | 学校指定用紙<br>*学校名・卒業日・職場住所等は必ず証明書等の原本と一致すること<br>*小学校満 5 歳以下、又は 8 歳以上で入学した場合、その小学校の証明書が必要<br>School-specified form The name of the school, date of graduation, address of workplace, etc. must match the original certificate, etc.<br>*If the applicant entered elementary school at the age of 5 or younger or 8 or older, a certificate from the elementary school is required.   |
| 3 | 留学理由書及び修了後の予定<br>Statement of reasons for studying abroad and plans after completion | 学校指定用紙<br>*日本で日本語を学習する理由及び修了後の予定を具体的に書くことが必要<br>*最終学校卒業後 5 年経過した場合、日本語を学ぶ目的、進学先、帰国後の計画等を具体的に記入した上、在職・収入証明、会社の推薦書などが必要<br>School-specified form<br>*Reasons for studying Japanese in Japan and your post-completion plans should be written in detail.<br>*If five years have passed since graduation from the last school attended, the applicant is required to provide specific information on the purpose of studying Japanese, the place of higher education, plans after returning home, etc., as well as proof of employment and income and a letter of recommendation from the company. |
| 4 | 最終学歴の卒業証明書<br>Certificate of graduation from the last school                         | 最終卒業学校の卒業証書原本、又は卒業証明書原本<br>Original diploma or certificate of graduation from the last school graduated  |
| 5 | 最終学歴の成績証明書<br>Transcripts of final education   | 最終卒業学校の成績表原本(入学から卒業までの成績)<br>Original transcripts from the last school from which you graduated (from matriculation to graduation)   |

|    |   |   |
|----|---|---|
| 6  | 日本語能力を有することを証明する資料<br>Document proves that the applicant has Japanese language ability. | JLPT、J-TEST、NAT-TEST、STBJ、TOP J または J-cert の初級以上の合格証及び成績表の原本。不合格の場合、150 時間以上の日本語学習証明書の原本<br>Certificate of passing JLPT, J-TEST, NAT-TEST, STBJ, TOP J or J-cert at the beginner level or above and original transcripts. JLPT, J-TEST, NAT-TEST, STBJ, TOP J or J-cert. If not passing, an original copy of a certificate of Japanese language study of 150 hours or more.   |
| 7  | 在学証明書・卒業見込み書<br>Certificate of enrollment and certificate of expected graduation        | (該当者のみ) 原本<br>(only if applicable) Original   |
| 8  | 在職証明書・退職証明<br>Certificate of employment and retirement                                  | (該当者のみ) 原本<br>(only if applicable) Original   |
| 9  | 旅券<br>passport  | (該当者のみ)顔写真ページ及び日本出入国手続きページのコピー<br>(Only if applicable) Photocopies of the photo page and the Japan immigration page   |
| 10 | 身分証<br>identification papers  | 身分証明書のコピー<br>Copy of identification   |
| 11 | 経費支弁書<br>statement of expenditure   | 学校指定用紙<br>*経費支弁経緯・支弁方法等について、具体的に記入すること<br>Form designated by the school<br>*Please provide specific details regarding the history and method of payment of expenses.  |
| 12 | 認証書 (ベトナムのみ)<br>Certificate (Vietnam only)  | (ベトナムの場合)<br>①大学統一試験の成績認証書<br>②高校卒業統一試験の成績認証書(大学統一試験参加していない場合)<br>*認証書原本は必ず認証中心から直接本校まで郵送されること<br>(学生本人から送られたものは無効)<br>(In the case of Vietnam)<br>①Certificate of university standardized test score<br>②Certificate of high school graduation (for those who did not participate in the university standardized test)<br>*The original certificate must be sent directly from the certification center to the school. |
| 13 | その他、本校が請求するもの<br>Other items requested by the school                                    |   |

経費支弁者に関する書類 Documents concerning the person responsible for paying expenses

|   | <p style="text-align: center;">出願書類<br/>Application Documents</p>   | <p style="text-align: center;">提出時の注意事項<br/>Notes on Submission</p>   |
|---|---|---|
| 1 | <p>支弁者の住民票等及び申請人との関係を証明する戸籍謄本等の書類<br/>Documents such as the resident's card of the supporter and a copy of the family register certifying the relationship with the applicant</p> | <p>世帯全員分が記載されたもの。<br/>* 中国の場合は、「戸口本」家族全員分のコピー及び「親族関係公証書」の原本<br/>Listed for all households.<br/>* In the case of Chinese, a copy of the 「family register」for the entire family and the original of the 「notarized kinship certificate」.</p>  |
| 2 | <p>経費支弁者の資金を立証する資料<br/>Material to prove the fund of the expense supporter</p>  | <p>1. 預金残高証明書(300 万円相当の金額があるもの)の原本<br/>2. 預金通帳、または「存単」等のコピー<br/>① Original deposit balance certificate (with an amount equivalent to 3 million yen)<br/>② A copy of a passbook or "existence"</p>   |
| 3 | <p>経費支弁者の資金形成過程を立証する資料(過去3年間の銀行取引明細など)<br/>Material to prove the fund formation process of the expense supporter</p>  | <p>金形成を示す預金通帳のコピー、定期預金の満期、又は解約時利息計算レシートのコピー、株や基金の売買した明細のコピー、住宅売買した契約書及び入金証明のコピー等<br/>A copy of the passbook showing the formation of funds, a copy of the maturity of the time deposit, or a copy of the interest calculation receipt at the time of cancellation, a copy of the details of the purchase and sale of shares and funds, a copy of the contract and the proof of payment, etc.</p>  |
| 4 | <p>支弁者の在職証明書(個人経営の場合は営業許可書の写し)<br/>"Certificate of employment" of the supporter</p>   | <p>勤務先の正式社名・住所・電話が記載された用紙で発行された原本。<br/>支弁者が会社の役員(社長・法人代表者)の場合は、「法人登記簿謄本」のコピー、個人経営者の場合は、「営業許可書」のコピーが必要<br/>The original form with the official company name, address, and telephone of the place of employment. If the supporter is a corporate officer (president / corporate representative), a copy of the "corporate register copy" is required, and if it is an individual manager, a copy of the "business permit" is required.</p>  |
| 5 | <p>支弁者の「収入・納税証明書」<br/>"Certificate of income and tax payment" of the supporter</p>  | <p>勤務先の正式社名・住所・電話が記載された用紙で発行し、3年間分の収入及び個人所得税額が記入された原本。<br/>* 支弁者が個人経営の場合は、税務機関が発行した3年間分の「納税証明書」<br/>* 支弁者が日本に在住する場合は、役所が発行した「納税証明書」の原本<br/>Original form issued with the official company name, address, and telephone number of the employer, and the income and personal income tax amounts for the three-year period.<br/>*If the supporter is a sole proprietor, a "Tax Payment Certificate" issued by the tax agency for the past 3 years.<br/>*If the supporter resides in Japan, the original "Tax Payment Certificate" issued by the local government office.</p> |

# 納付金

Payment

本校による書類選考及び入国管理局による在留資格の審査が修了し、在留資格認定証明書が発行された場合、その旨をご連絡しますので、入学時納付金を指定口座にお振込みください。払込証明書と引き換えに入学許可書及び在留資格認定証明書をお渡しいたします。

Upon completion of the screening of documents by the school and the examination of your status of residence by the Immigration Bureau, and upon issuance of the Certificate of Eligibility, you will be notified and you will be required to transfer the payment at the time of enrollment to the designated account. In exchange for the certificate of payment, you will receive a letter of admission and a certificate of eligibility.

## 2年進学コース 2 Years University Preparatory Course

|                                   | 入学時 at the time of matriculation<br>4月～3月(12か月)<br>April~March (12 months) | 入学1年後 After 1 year of enrollment<br>4月～3月(12か月)<br>April~March (12 months) |
|-----------------------------------|--|--|
| 入学金 matriculation fee             | 20,000   | —  |
| 授業料 tuition fee                   | 720,000  | 720,000  |
| 教材費<br>teaching material fees     | 25,000   | 25,000   |
| 課外活動費<br>extracurricular expenses | 20,000   | 20,000   |
| 保険料<br>insurance premium          | 10,000   | 10,000   |
| 施設設備費<br>facility cost            | 40,000   | 40,000   |
| 健康管理費<br>health care costs        | 10,000   | 10,000   |
| 合計<br>total amount                | 845,000  | 825,000  |



## 1.5 年進学コース 1.5 Year Preparatory Course

|                                   | 入学時 at the time of matriculation<br>10月～9月(12か月)<br>October～September(12 months) | 入学1年後 After 1 year of enrollment<br>10月～3月(6か月)<br>October～March(6 months) |
|-----------------------------------|--|--|
| 入学金 matriculation fee             | 20,000   | —  |
| 授業料 tuition fee                   | 720,000  | 360,000  |
| 教材費<br>teaching material fees     | 25,000   | 12,500   |
| 課外活動費<br>extracurricular expenses | 20,000   | 10,000   |
| 保険料<br>insurance premium          | 10,000   | 5,000  |
| 施設設備費<br>facility cost            | 40,000   | 20,000   |
| 健康管理費<br>health care costs        | 10,000   | 5,000  |
| 合計<br>total amount                | <b>845,000</b>   | <b>412,500</b>   |

※授業料には、下記を含みます。  
・ 資料審査費用 (60,000 円)

\*The tuition fee includes the following  
1, Materials screening fee 60,000 yen  
2, Bank handling fee 20,000 yen  
(only when remitting from overseas)

# 出願から入学までの流れ

From Application to Admission

