

Nakano School of Business

2025 April International Student Course Guideline

The educational purpose of our school is to provide specialized education in the knowledge and skills necessary for the global business society. Our aim is to enhance education and develop excellent human resources who will contribute to the prosperity of the world.

At our school, excellent instructors who have experience in the business world and students study together, and you can hone your skills in a rich human relationship. In addition, we have a well-developed support system until employment decisions are made, such as holding company briefings and interviews many times at our school. Please study at our school and make your dreams come true.

1. Course Outline

Courses	Term	Graduate Title
International Business Advanced Specialist	4 Yrs	Advanced Diploma ※
Management Information Advanced Specialist	4 Yrs	Advanced Diploma ※
Management Business	2 Yrs	Diploma
Economics and Accounting Business	2 Yrs	Diploma
IT Design Business	2 Yrs	Diploma
Programming Business	2 Yrs	Diploma
English Business	2 Yrs	Diploma
Travel and Hotel Business	2 Yrs	Diploma

(Recruitment capacity 470 people)

※Those who complete the International Business Course and the Management Information Business Course (4-year course) are given the title of "advanced diploma", and are given the qualification to enter the graduate school as those who are recognized as having academic ability equal to or higher than that of university graduates.

2. Class Schedule and Vacation

Class hours: 5 days a week (Monday to Friday) 9:30 am to 2:40 pm

Summer vacation: Mid-July to early September Winter vacation: Mid-December to early January

Spring vacation: Mid-February to early April

3. Those who meet the following 3 conditions

- (1) Those who have completed 12 years or more of regular school education in their home country, or equivalent.
- (2) Those who have received Japanese language education for 6 months or more at a school certified by the Association for the Promotion of Japanese Language Education, or those who have received education for 1 year or more at a school stipulated in Article 1 of the School Education Act.
- (3) Those who have the ability to pay tuition and living expenses during the period of enrollment.

4. Period of Application

Period of Application	Start date	Note
1 st Application Session	September 2, 2024 (Mon)~	From Monday to Friday 9:30 AM ~ 5:00 PM ※The period of application will be closed as soon as our school is full
2 nd Application Session	December 9, 2024 (Mon)~	
3 rd Application Session	February 12, 2025 (Wed)~	

5 . Application documents

- (1) **Admission application form** (1 photo attached, length 4 × width 3 cm)
- (2) **Photocard for student ID card** (1 photo attached; length 4 × width 3 cm)
- (3) **Application form**
- (4) Japanese language school **attendance certificate, transcript, certificate of expected graduation**
- (5) **Graduation certificate/transcript** (original and copy) of the final school in your home country
- (6) **Passport, residence card and national health insurance card** (original and copy)
- (7) **Expense payment statement** (original copy of all bankbooks in the name of the applicant and a copy of all pages)
- (8) **Taxation certificate** (original)

Bring or mail the above documents to our school. Submitted documents will not be returned.

6 . Selection

After document screening, applicants will be given a Japanese written test (equivalent to JLPT N2) and an interview test. There is **no exam fee**. Notification of pass/fail will be sent to applicants by mail.

7 . Enrollment

Admission Procedure Successful applicants should pay the following tuition by the designated date.

8 . School Fees

	1 st Year School Fees		2 nd ,3 rd ,4 th Year School Fees
	Full amount payment	Payment in 3 times	
Entrance Fee	¥200,000	¥200,000	—
Tuition Fee (include material fee)	¥680,000	¥680,000	¥680,000
Facility Cost	¥200,000	¥200,000	¥200,000
Subtotal	¥1,080,000	¥1,080,000	¥880,000
International Student Scholarship	−¥200,000	−¥120,000	—
Total School Fees	¥880,000	¥960,000	¥880,000

- (1) **In the case of lump sum payment, please pay 880,000 yen by the designated date after passing the exam.**
A **letter of acceptance** will be issued from January 2025 onwards to those who have paid their school fees in full.
- (2) In the case of payment in three installments (**960,000 yen**), please pay as follows.
 - 1st payment: **300,000 yen** Must be paid by the specified date after passing the exam
 - 2nd payment: **300,000 yen** Payment must be made by **February 14, 2025 (Fri)**
However, for the 3rd recruitment, payment must be made by the designated date separately.
A **letter of acceptance** will be issued to those who have paid the second tuition fee.
 - 3rd payment: **360,000 yen** Payment must be made by **September 12, 2025 (Fri)**
- (3) Tuition at the time of promotion
Please pay the school fees for the second year in full by **January 30, 2026 (Fri)**.
The school fees for the 3rd and 4th year must be paid in full by the separately designated date before advancement.
- (4) Regarding the handling of withdrawal from admission
If you decline admission due to unavoidable reasons after paying school fees, the following will apply.
Until March 31, 2025 (Mon): Those who have submitted a notification of refusal of admission will be enrolled in "18 文科高第 536 号". Accordingly, tuition fee, etc. excluding entrance fee will be refunded.
On/After April 1, 2025 (Tue): Regardless of the reason, school fees already paid are non-refundable.

These guidelines are written in Japanese and English, and in case of any inconsistencies between the two guidelines, the Japanese version shall prevail.

