



国际外语·观光·航空专门学校 日本語科
College of Foreign Languages,
Tourism and Airline Japanese Language Department

招生简章

Application Booklet

咨询方式 CONTACT US

国际外语·观光·航空专门学校 日本語科

College of Foreign Languages, Tourism and Airline, Japanese Language Department

〒951-8063 新潟市中央区古町通7番町1004番1 NSG Square别馆
NSG Square Annex 7-1004-1 Furumachi-Dori, Chuo-ku,
Niigata City, Niigata, JAPAN 951-8063

TEL: (025) 227-6335 FAX: (025) 227-6337

E-mail: kokusai-bu@nsg.gr.jp

<http://air.ac.jp/japanese/index.html>

*咨询时,可使用英语·中国语·韩国语·越南语

*You can contact us for inquiries in English, Chinese, Korean and Vietnamese.

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国际外语·观光·航空专门学校
College of Foreign Languages, Tourism and Airline

新潟市中央区古町通7番町1004番1 NSG Square别馆
NSG Square Annex 7-1004-1 Furumachi-Dori, Chuo-ku, Niigata City, Niigata

1988年開校・日本語科設置
Opened in 1988・Established Japanese Language Department

学校長 栗林 直子
President Naoko Kuribayashi

竭尽全力为学生提供最优质的留学生活

We will do our best to support you to have the best experiences in studying abroad in Japan

我们学校在新泻长年在做日语教育工作,到目前为止已经有很多来自世界各地的人在新泻学习,成家立业。希望大家通过和世界各国及地区的留学生一起学习,生活,能够相互理解和尊重,掌握真正的交际能力。生活在语言与习惯截然不同的国家并非易事,但也无需担心。我们教职工会该严厉时严厉,该体贴时体贴的为大家做好服务的。

We have been providing Japanese Language Education over the years in Niigata. So far, many students from all over the world have studied in Niigata, and been out into the world. By learning and living together with other foreign students who came from various places, we hope you to gain the true communication skills that allow you to understand and respect each other. Living in abroad that uses different language and culture is not easy, however, please do not worry! We, all our staffs, will do our best to support you sometimes in a strict manner and sometimes kindly.

AIR

1. 课程介绍 · 申请受理时间 Courses & Application Period

	学习时间 Period of Study	申请时间 Application Period
4月课程 April Course	2年 2 Year	9月1日 ~ 12月30日 September 1 - December 30
10月课程 October Course	1.5年 1.5 Year	3月1日 ~ 7月31日 March 1 - July 31

2. 课程安排 Classes

	课程安排 Classes	
2部制 2-Part Systems	1部 First Part	9:20 ~ 12:45
	2部 Second Part	13:15 ~ 16:40
课程时间 Class Hours	1天 4个课时 (1课时45分钟) 4 classes a day (45 minutes of lecture in a class)	
授课日 Days of Classes	星期一~星期五 (一周 5 天) Monday - Friday (5 days a week)	
假日 Holidays	周六/周日/祝祭日(法定节假日)以及 暑假/寒假/春假 Saturdays, Sundays, National Holidays, Summer/ Winter/ Spring Breaks	

* 根据情况授课时间会有变动。 ※ Class hours might be slightly changed.

3. 申请资格 Requirements for Admission

※在教育机构完成12年正规教育(相当于高中水平)课程者。

※ Applicants must have completed 12 years of formal education culminating in receiving high school diploma or the equivalent to the one in their own countries.

※没受12年以上教育者一概不受理。但是,因为国情只受到10年或者11年教育,之后进入大专或大学最终学历超过12年者,可以申请。 并且需要提出能证明其事实的材料。必须是国家承认的学历。

※ College of Foreign Languages, Tourism and Airline and International College of Cooking & Confectionery cannot admit those applicants if they have not completed a total of 12 years of education; however, it is admissible if the applicants have completed over 12 years of education in total, including a university or a college, after they completed only 10 or 11 years of formal education in their countries by submitting certificates of proof to College of Foreign Languages, Tourism and Airline and International College of Cooking & Confectionery.

※18岁以上。

※ Applicants must be over 18 years of age in principle.

4. 学费明细 Breakdown of the Tuition Fees

	4月课程(2年) April Course (2-year)		10月课程(1.5年) October Course (1.5-year)	
	第一年/1st Year	第二年/2nd Year	第一年/1st Year	第二年/2nd Year
报名费/ Application Fee	20,000		20,000	
入学金/ Entrance Fee	60,000		60,000	
教材费等/ Textbooks, etc	55,000	50,000	85,000	
授课费(前期)/ Tuition (1st term)	305,000	305,000	305,000	
授课费(后期)/ Tuition (2nd term)	305,000	305,000	305,000	305,000
合计(日元) Total(in Japanese Yen)	745,000	660,000	775,000	305,000

5. 学费的汇款账户 Method of Payment

AIR 国际外语・观光・航空专门学校 日本語科的情况/Enrollment for AIR, College of Foreign Languages, Tourism and Airline

户 头/ Account Holder	(学)国際総合学園 国際外語・観光・エアライン専門学校 日本語科/ AIR Japanese Program
帐 号/ Account Number	(普通)2460115
银 行 名/ Name of Bank	第四北越銀行 本店/ Daishi Hokuetsu Bank, LTD. Head Office
SWIFT CODE	DAISJPJT
银行 地址/ Address of Bank	〒950-8746 新潟市中央区東堀前通七番町1071-1 1071-1, 7 Ban-Cho, Higashiborimae-Dori, Chuo-ku, Niigata City, Niigata Japan 950-8746
银行 电话/ Bank Phone Number	025-222-4111

※银行手续费由申请人本人负担。如有手续费不足的情况，学生来到日本后补交。

※可能没有该当者

※ Bank remittance charges must be paid by the students. If there is a shortfall in the remittance charges, it will be charged by cash upon the students' arrival.

※ If there are eligible students for the requirements.

6. 入学流程 Application Procedure

<p>4月课程 April Course</p> <p>9月1日 September 1 ~ 12月30日 December 30 ※1</p> <p>12月上旬 December</p> <p>1月 January</p> <p>2月 February</p> <p>3月 March</p> <p>4月 April</p>	<p>参观学校·入学咨询 / Guidance (School tour is optional)</p> <p>提出申请 / Application</p> <p>材料审查·面试 / Screening, Interview</p> <p>合格与否结果通知 / Notification of Screening Results</p> <p>开具入学通知书 / Issuance of Entrance Permit to AIR</p> <p>申请在留资格认定证明书 Submission of Certificate of Eligibility Documents to Japanese Immigration Office</p> <p>缴纳学费等 / Payment of Tuition and Other Fees</p> <p>发送在留资格认定证明书以及入学许可书 Send off the Certificate of Eligibility and Entrance Permit to AIR</p> <p>取得入国签证 / Receipt of Visa</p> <p>入学 / Entrance to School</p>	<p>10月课程 October Course</p> <p>3月1日 March 1 ~ 7月31日 July 31 ※1</p> <p>6月上旬 June</p> <p>7月 July</p> <p>8月 August</p> <p>9月 September</p> <p>10月 October</p>
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※1 招生数达到满员时，可能会在期限日之前停止招生

■ 其他费用以及注意事项 / Other Costs and Notes

① 提出申请时缴纳报名费，不管任何情况，一概不退还。(包括没能通过学校内部审查。)

Application fee must be paid together with the documents for application to the school.

② 在取得入国管理局发放的「在留资格认定证明书」后，学校要求缴费时，一次性缴纳第一年的入学金、教材费、授课费。毕业或退学时结算教材费，退还多缴部分。

Entrance fee, textbooks, etc. fee and tuition for the 1st year must be paid in full immediately after the issuance of the Certificate of Eligibility by the Japanese Immigration Office. Regarding textbooks, etc. fee, if there is any balance remaining, we shall refund the amount of the balance at the end of the school year.

③ 确认入账后，学校发送「在留资格认定证明书」原件以及「入学许可书」原件。

The original Certificate of Eligibility and Entrance Permit to College of Foreign Languages, Tourism and Airline shall be sent to the applicant after the payment is settled.

④ 第二年的学费，请按照学校要求时期缴纳。(缴纳时期：2月、8月)

The payment of the tuition fees and other fees for the 2nd year should be done in February and in August.

* 日语能力考试等考试费用发生时缴纳。

Examination Fees such as the Japanese Language Proficiency Test, etc. shall be charged every time the student chooses to take the test.

* 留学生必须加入「国民健康保险」，保险费由学生本人负担。

Students are required to sign up for the health insurance and to pay for the national health insurance premiums.

* 除上一页的学费以外，学校不要求缴纳其他费用(如：学校介绍费，中介费，致谢金，签证成功费等)。因此，上一页的学费以外的，学校对学生支付的其他费用，不负任何责任。

There are no other costs like commission fees, processing fees, etc. except for the fees mentioned on the previous page. Therefore, the school is not responsible for any financial transactions made by the student for any reason besides the fees mentioned on the previous page.

* 汇款时发生的银行手续费，由汇款人负担(包括两国银行之间发生的手续费)如果没有付清汇款手续费，将在入学后追加缴收。

Bank remittance charges must be paid by the student. If there is a shortfall in the remittance charges, it will be charged upon the student's arrival.

* 不论任何理由不退还报名费·入学金·授课费。

Application fees, Entrance fees, and Tuition fees are NON-REFUNDABLE.

■ 关于取得在留资格认定证明书后, 放弃入学时的学费等费用的退还问题

Refund of Tuition and Other Fees

关于放弃入学者, 只有在下列情况下退还费用。

Refunds are considered appropriate only in the following cases:

1. 申请签证之前, 因个人事由(仅限生病、结婚、就业)放弃入学时。

Students who cancel school entrance before the issuance of visa because of their personal reasons such as illness, marriage, or job placement.

2. 申请签证之后, 因个人事由(仅限生病、结婚、就业)放弃入学时。

Students who cancel school entrance after the issuance of visa because of their personal reasons such as illness, marriage, or job placement.

3. 签证申请没通过的情况下。(伪造材料的情形除外)

Students who are refused to grant a visa. (except in the case of forged documents)

※退还费用所需的材料: 书面形式的费用退还申请书, 在留资格认定证明书原件, 入学许可书原件, 能证明病情、结婚、就业的材料。

※Required document for refunds: Bill for the Refund, Certificate of Eligibility, Entrance Permit, official documents to verify illness, marriage or job placement.

以上各项经学校审查认定属实的话, 返还学费和教材费。但是, 终止入学的联络到达时已产生的费用(保险等)不返还。

If the students' claims are deemed valid by school, Tuition and Textbooks fee are refundable.

However, Fees (eg. overseas student insurance fees) which are incurred on the time the students notify us of their cancellation are non-refundable.

但是, 「报名费」和「入学金」一概不退还。

Application fees and Entrance fees are NON-REFUNDABLE.

关于学校管理公寓的费用

School Dormitory fees

1. 学校管理公寓的费用, 在原则上是于学费同时收取的。

但在签证申请未通过的情况下, 返还时会扣除送金手续费。

The dormitory fees must be paid lumped together with tuition fee in principle. However, if visa is not issued, the dormitory fees excluding bank remittance charges will be refunded.

2. 对于申请签证严格的国家, 可以在签证通过后缴纳学校管理公寓的费用。(送金手续费由学生负担)

Students who are from the countries with severe visa issuance are accepted to pay dormitory fee after visa issuance.

(Bank remittance charges must be paid by the student.)

3. 即便是符合上述各项情形, 在缴纳学校管理公寓的费用后而放弃入学的情况下, 返还时会扣除事务手续费。(※)

※事务手续费 收到放弃入学的联系时已经产生的房租, 公寓的整理费用。金额根据放弃入学的时期而不同。

For any of these above cases, if the students cancel school entrance after the payment for dormitory fees, the fees excluding administrative fee (※) is refundable.

※Administrative fee means the dormitory fees, apartment maintenance costs which are incurred on the time the students notify us of their cancellation. It will be calculated according to the time of cancellation.

7. 入学优惠条件 Information on Benefits

□日本学生支援机构 奖学金 JASSO (Japan Student Services Organization) Scholarship

留学生促进计划 Student Exchange Support Program

①条件为在本校就读的私费留学生,品学兼优,且经济上有困难者

JASSO grants scholarships to outstanding foreign students who have financial difficulties in supporting their education.

The students must have excellent academic records and good character.

②奖学金月額48,000日币,支付期间为当年度的4月到第二年的3月末

48,000 yen per month is offered from April to March of the academic year.

③关于推荐人数以及考核方法,依据独立行政法人日本学生支援机构的实施要项基准而定

The number of the students and the selection process are based on the criteria of JASSO.

□NSG 集团所属学校升学的部分减免制度 Benefits for Students Transferring to NSG Group Colleges

符合日本语科所要求的一定条件者(出席率和成绩等),在升入NSG集团所属学校时(部分学校除外),可享有报名费,入学金以及授课费的部分减免优惠。

When students who meet certain conditions such as the attendance rate and the grades in the Japanese Language Department enroll in the school of NSG Group excepting some schools, they can receive exemption from parts of application fee, entrance fee, and tuition fees.

8. 学校宿舍 Accommodation



形态 Type of Housing	2DK / 2 Bed Room Apartment • 一户建型 / Detached House
房间设备 Facilities	共用设备(for share): 冰箱・洗衣机・煤气灶・空调 各1台 Refrigerator・Washer・Gas Stove(Cooking)・A/C 被褥一套(各自)/Futon set(for individual)
宿舍费 Fee	¥180,000(¥=JPY) 一次性缴纳6个月房租(含家居用品保险费・被褥费用) Rent for the first 6 months must be paid in advance (insurance and a futon set are included)
电费, 煤气费, 水费, 灯油费等费用 Electricity, gas, water, kerosene, etc.	自己负担 平均1个月一人 5,000 日元左右 You must pay all utilities. ¥5,000/month on average.

※学校会斟酌学生的入国日期・国籍・性别等综合情况来分配宿舍。※Choice of an accommodation is up to the school.
 ※根据房屋种类, 入住人数以及房租将会有所变动。※Rent and the number of tenants may vary according to the room type.
 ※如在租赁合同到期为止未缴纳的水电煤气等费用, 将由学校向入住者索要。※If any utility bill (water, gas, electricity, etc.) remain unpaid when tenancy contract expires, school will bill tenants the unpaid balance at a later date.

※关于居住习惯的注意事项 Japanese customs on renting

损坏或弄脏房间、备品, 需要自己修复。退房时需要打扫, 恢复成入住前的状态。(清扫房间的费用另外支付。)

The tenant should repair all the damage to the room by him/herself. When leaving the apartment, the room should be in the same condition as when he/she first moved in. (The cleaning fee will be charged separately.)

按照日本的习俗, 一个房子, 租借给一个人。没有得到房东的许可, 几个人同住是违反合同行为。也不允许, 擅自占用公共空间(比如, 走廊等), 以及造出很大的噪音。垃圾必须分类, 装入指定的垃圾袋(需要购买)后扔出。

Please remember that you are not allowed to share your room with other people without the apartment owner's permission. In addition, you cannot use the public space in the apartment building (e.g.hallways) for personal purposes (cooking and storing your belongings, etc.). Trash must be sorted appropriately and disposed of using designated city trash bags. (You must purchase trash bags yourself.)

使用房间很过分, 以及不遵守宿舍规定的话, 根据学校的判断, 会有被赶出宿舍的可能。

(这种情形下不返还住宿费)。

Students might be asked to leave their rooms if they do not follow the rules and damage the rooms badly. (In that case, the fee will not be refunded.)

9. 申请材料 Application Documentation

■ 申请人本人材料 / Applicant's Documentation

申请人材料 / Documents		注意事项 / Notes
①	申请人照片(纵4cm×横3cm) 5 Photographs (4x3cm)	共5张,其中一张贴在入学愿书上 ※免冠、无背景、不可佩戴墨镜、正面照同一底版(数码相机照、彩色复印不可) 5 official copies (Color) Front shot, Single color backdrop (backcloth), No cap/ hat and dark glasses, No color copies or snapshot.
②	入学愿书(使用学校指定用纸样式A) Application form for admission (Please use Form A in this booklet)	
③	履历书(使用学校指定用纸样式B-1、B-2) Personal Record : Resume (Please use Form B-1, B-2 in this booklet)	① 学校的地址要写道△△号为止。 Please enter the school addresses in detail (e.g. Street number, ward, city) ② 从小学填写,如有6个月以上的空白期,需添加理由书。 Please enter the educational record from elementary school to final school. If there is a blank over 6 months in your personal record (e.g. from elementary school graduation to middle school entrance), please attach a document that clarifies the reason for the blank.
④	留学理由书(使用学校指定用纸样式B-3) Personal Record : Resume (Purpose of study) (Please use Form B-3 in this booklet)	[留学理由] 留学理由书的内容是入国管理局审查材料时的重中之重。尽可能详细写明学习日语的必要性,以及将来的目标,必须有连贯性。模棱两可或很难理解的理由都会成为拒签的理由。 The Japanese Immigration Office pays close attention to this document in their investigation process. It is very important for you to state the reason of study in accordance with your interest, background, education, etc. In addition it is crucial to clarify your need for learning Japanese and your future plans coherently. If it is illogical, incomprehensible, or vague, the Immigration Office may not grant you permission.
⑤	誓约书(使用学校指定用纸样式E) Pledge (Please use Form E in this booklet)	请在誓约书上签字。 Both the applicant and the guarantor must sign the document.
⑥	协力依赖书 Request for Cooperation	
⑦	最终毕业校的毕业证书或毕业证原件,预毕业证书 Certificate of graduation or original diploma of the final school, graduation letter	毕业证原件申请结束后返还 可以申请最终学历认证书的国家,认证书亦一并提交(中国,越南等) Original diploma will be returned after the application. If you graduated from the school in the countries where you can acquire the Verification of Qualifications, please submit it. (eg. China and Vietnam)
⑧	最终学历成绩证明书或成绩单原件 Final school's certificate of academic record or original transcript	成绩单原件申请结束后返还 Original transcript will be returned after the application.
⑨	在学证明书 Certificate of enrollment (Student registration)	限于高中,或大学的预定毕业生 Please submit this if you are currently enrolled in a school, college or university.
⑩	在职证明书 Letter of employment by the company	限于在职者 Please submit this if you are currently working in a company, etc.
⑪	日语学习经历证明书 Certificate of Japanese learning history	日本語教育机构发行的证明书。授课期间、授课总时间(150小时以上)。 It should prove the learning term and total study hours (at least 150 hours) by a Japanese language institute.
⑫	日语能力考试准考证或合格证书复印件 (JLPT, Nat-Test等) Test result or test voucher for Japanese language test such as JLPT, Nat-Test, etc.	限于报考者或所有者 Please submit this document if you have it.
⑬	护照的复印件 Copy of passport	如有来日经历,所有出入境印章以及签证页 The passport pages showing immigration stamps for Japan and visa if you have landed in Japan.
⑭	申请人户口簿(全家族)复印件 或住民票 Family register or residence certificate	住民票:记载全家族的住民票 Residence certificate includes information about all members of the household.
⑮	出入国申告书 Official document to verify your past entry to / embarkation from Japan	限于有入国经历者 Please submit this document if you have it.
⑯	身份证复印件 A copy of an identification card	
⑰	报名费2万日元 Application fee 20,000 Yen	请参照第2页。 Please see page 2
⑱	其它 Others	学校要求的材料 Any documents the colleges ask you to submit.

■经费支付人材料
Financial Supporter's document

经费支付人 If the financial supporter is...		本国亲属 Relatives residing in his/her country	在日亲属 Relatives residing in Japan	申请者本人 Applicant him/her self	注意事项 Notes
①	经费支付人填写的经费支付书 (使用学校指定用纸样式C) Certificate of Financial Support (Please use Form C in this booklet)	○	○	○	一般情况下3亲以内的亲属或申请人在职单位。经费支付人为所属单位时需要「日语学习命令书」「回国复职承认书」等材料。 The financial supporter should be either an applicant's relative within the third degree, or an employer if you are working. In that case, company needs to submit a document explaining why the company send the applicant to Japan for study and ensures a post for the applicant upon his/her arrival, etc.
②	身元·经费支付保证书 (使用学校指定用纸样式D) Letter of Guaranty (Please use Form D in this booklet)	○	○	○	
③	经费支付人的户口簿复印件(全页)或户籍藤本 Family register of the financial supporter	○	○		
④	申请人和经费支付人的亲属 关系公证书 Official document to verify the relation between the applicant & financial supporter	○	○		出生证明等等 i.e. Birth certificate
⑤	经费支付人的住民票 Residence Certificate of the financial supporter & his/her family (Jyumin-hyo)		○		记载全家族的住民票 Residence certificate includes information about all members of the household.
⑥	在留卡复印件 A copy of a residence Card		○		
⑦	经费支付人存款证明书 Statement of bank balance (Shown in Japanese Yen or US\$)	○	○	○	[存款金额]为, 足够支付申请人留学期间的学费/生活费金额。 The balance should be enough to cover all the school fees and living expenses during study in Japan.
⑧	经费支付人在职情况的材料 Certificate to verify the occupations	○	○	○	<ul style="list-style-type: none"> ■公司员工 Company employee : 「在职证明书」 Certificate of employment by the company ■自营业 Self-employed : 「营业执照」正副本复印件或「确定申告书复印件」 A copy of the shop license or the income tax return ■公司经营者以及管理层 Company owner / executive : 「公司注册簿」 A copy of the company registration
⑨	经费支付人的收入证明 Certificate of annual income	○	○	○	近3年份 For the past 3 years 经费支付人为在日亲属时, 需提交课税证明书(兼纳税证明书) If the financial supporter is residing in Japan, please submit "Kazei Shomeisho (Tax Declaration Certificate)".
⑩	经费支付人的纳税证明 (政府机关发行的证明书) Certificate of income tax payment	○	○	○	记载有收入金额以及纳税金额的证明书 The amount of income and tax payment should be described. 近3年份 For the past 3 years
⑪	其它 Others	○	○	○	学校要求的材料 Any documents the colleges require

■注意事项 NOTES:

※日语以外的语言做成的材料, 必须附带译文。

All documents written in a language other than Japanese must be accompanied by an official Japanese translation.

※政府机关等发行的证明书的有效期限仅限于3个月内颁发的证明。

Certificates and other documents from public organizations should be issued within the past 3 months.

※各种复印件的用纸统一为A4纸。不可双面打印。

A4 size papers should be used for all the copies of documents and certificates. Two-sided copies are not acceptable.

※各种证明书, 必须记载发行机关的名称、经办人(负责人)姓名、地址、电话、传真。

Certificates and other documents from public organizations must have the title and the name of the official in charge, address, tel & fax number of the organization.

※根据入国管理局的政策变更以及国籍的不同, 学校对材料的要求可能会有变动。

Required documents are subject to change in accordance with the Japanese Immigration Office's policy and the applicant's nationality.

※在审查材料时, 根据需要, 学校会要求上述以外的材料。

Additional documents will be required by the Colleges if necessary.

MEMO

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