

**2026 Academic Year**  
**Ooka Gakuen Educational Corporation**  
**Tajima Career College – Business School**

# **Application Guidelines**

## 1. Departments and Admission Capacity

Departments Offered	Length of Study	Admission Capacity
<b>Toyooka-style Global Business Course</b>	2 Years	40 students (Planned number of international students: 32)

Our school is a specialized training college offering a postsecondary course as defined under Article 124 of the School Education Act of Japan.

## 2. Admission Requirements

### 2.1 Required Language Proficiency

Applicants must meet one of the following Japanese language proficiency criteria.

1. Those who have received at least one year of education at a school defined under Article 1 of the School Education Act (excluding kindergartens).
2. Those who have passed the Japanese-Language Proficiency Test (JLPT) at level N2 or higher.
3. Those who have obtained a score of 200 or higher in the "Japanese as a Foreign Language" section (total of Reading Comprehension, Listening, and Listening-Reading Comprehension) of the Examination for Japanese University Admission for International Students (EJU).
4. Those who have obtained a score of 400 or higher on the BJT Business Japanese Proficiency Test.

### 2.2 Eligibility Requirements

- (1) Applicants must meet at least one of the following conditions.

Applicants must hold a foreign nationality and have completed 12 years of formal education in a foreign country, or have completed a

1. program equivalent to a Japanese senior high school that is officially recognized as a designated 11-year or longer curriculum.  
Alternatively, applicants must have passed the High School Equivalency Examination and be at least 18 years of age.

2. Applicants must be eligible for university admission in their home country.

3. Applicants must be officially recognized by the relevant authorities as having academic ability equivalent to or higher than the qualifications mentioned above.

4. Those who have completed a Japanese language program of at least one year at an institution designated by the Minister of Justice, with an overall attendance rate and per-term attendance rate of 90% or higher.

- (2) Foreign nationals who are eligible to obtain a residence status that allows them to stay in Japan without interruption from admission to graduation.

- (3) Those who are able to reliably cover tuition, living expenses, and other necessary costs throughout their period of study from admission to graduation.

## 3. Application Period

September 1, 2025 (Monday) – February 27, 2026 (Friday)

For applications submitted after Friday, February 27, 2026, please contact us for further information.

Application System	Duration	Application Documents
① AO Admission	From Tuesday, June 3, 2025 to Friday, August 29, 2025	Submission of AO Entry Sheet ※
② Early Submission ①	From Monday, September 1, 2025 to Thursday, November 20, 2025	Early Application ① – Submission of Entry Sheet ※
③ Early Submission ②	From Friday, November 21, 2025 to Tuesday, January 20, 2026	Submission of Complete Application Documents
④ General Admission	From Wednesday, January 21, 2026 to Friday, February 27, 2026	

※Applicants who have submitted the AO Entry Sheet will only be required to attend an interview. A written examination is not necessary.

※Participants who attend the on-site Open Campus during the AO or Early Application ① period will also have an interview included.  
(Application and Admission Process)

AO Admission Early Submission ①	(1) On-site Open Campus Participation → Submission of Application Documents within Two Weeks from the Date of Issuance of Eligibility for Application → Admission Decision
	(2) Entrance Exam (Online Interview) → Submission of Application Documents within Two Weeks from the Date of Issuance of Eligibility for Application → Admission Decision
Early Submission ② General Admission	Submission of Documents within the Application Period → Entrance Exam (Written Test & Interview, In-Person or Online) → Admission Decision

#### 4. Submission of Application Documents

##### 1. Full Set of 2026 Admission Application Documents (using the school's designated forms)

- A Application for Admission
- B Statement of Purpose
- C Financial Support Statement
- D Proof of Payment for Admission Screening Fee
- E Pledge/Letter of Commitment and Guarantor's Certificate
- F Installment Payment Application Form

##### Application Documents Checklist

##### 2. Certificate of Eligibility and Japanese Language Proficiency

Submit all of the items below that apply.

- a Those who have completed a Japanese language school or are expected to complete it by the end of March 2026 (with a period of enrollment of six months or more)  
Japanese Language School Transcript, Attendance Certificate, and Certificate of Completion (or Certificate of Expected Completion)  
Please submit a copy of your Japanese Language Proficiency Test (JLPT) certificate or score report, Japanese University Admission for International Students (EJU) results, BJT
- b Business Japanese Proficiency Test results, or any other certificates or score reports related to Japanese language proficiency, if available

For your highest level of education in your home country, submit the graduation certificate (a

- 3 copy of the diploma) and the transcript, or copies of either, with a Japanese or English translation attached. ※1

##### 4 Residence Card (both front and back sides)

##### 5 Passport (all pages with personal identification information and stamps/seals)

- 6 A bank passbook used in Japan, or transaction records of a bank account (all pages; if there are consolidated totals, detailed statements are required). A tax certificate may be requested in some cases.

#### 5. Selection Fee

15,000 yen (The screening fee, once paid, is non-refundable.)

**【3. Screening Fee During the Application Period】** ① Applicants taking the AO entrance exam or using Early Submission ① are exempt from the screening fee. ③ Applicants using Early Submission ② or applying through the general entrance exam are required to pay the screening fee.

- If you submit your application documents in person, please bring the payment in cash to our school's Academic Affairs Office.
- If you are submitting the application documents by mail, please first pay the screening fee, attach the proof of payment (receipt) to the application form, and then send all documents by post.

#### 6. Application Method

Please either submit the complete set of application documents and the screening fee directly to the Academic Affairs Office, or send them by post.

※ Application documents submitted will not be returned under any circumstances.

※ Applications with incomplete or incorrect documents will not be accepted. Please check carefully before submission.

##### 6.1 Application Guidelines

Reapplication to the same department of the school after receiving a rejection is not permitted.

**7.Examination Admission Ticket and Exam Schedule****7.1 Examination Information Period**

After completing the review of the submitted application documents, we will provide the examination schedule within 10 days from the date we receive the full set of application documents

**7.2 Examination Guidance Method**

As soon as we receive the application documents, we will send the 'Examination Admission Ticket' by email to the applicant or to the career guidance staff at the applicant's current school.

**8.Selection Method**

AO Entrance Exam / Early Admission : Document Review and Interview (Oral Examination)

General Entrance Exam : Document Review, Written Examination (Japanese and Aptitude), and Interview (Oral Examination)

**9.Examination Venue****9.1 In-person Location**

学校法人大岡学園・ビジネス専門学校キャリアカレッジ但馬

〒668-0065 兵庫県豊岡市戸牧500-3

(Please check with the reception for your examination classroom on the day of the exam.)

**9.2 In the case of online (exams)**

The Zoom link will be sent by email to the applicant or to the career guidance staff at the applicant's current school.

**10.Announcement of Results**

We will notify you by mail within 5 business days after the interview.

**11.Enrollment Procedures**

※Submission of Application Documents → Document Screening → Selection (Written Exam & Interview) → Announcement of Results

Accepted: Pay the admission fee and tuition by the deadline → Issuance of the 'Certificate of Admission' → Entrance Ceremony (April)

Please pay the admission fee by the specified deadline using the 'Admission Fee Payment Form'.

The deadline for completing the admission fee payment procedure is approximately two weeks from the date the acceptance notice is issued.

A person who can reliably cover tuition, living expenses, and other costs from enrollment until graduation at this school.

**12.Sending of the Certificate of Admission"**

12.1 After the admission fee, first payment, and second payment have been completed, the 'Certificate of Admission' will be sent by mail.

**Important Notes Regarding Admission:**

- If, after taking the entrance exam for this school, your attendance falls below 90% or your grades decline before completing your current Japanese course at your school, your acceptance may be revoked, and admission may not be granted. Therefore, please pay careful attention to your grades and attendance from the time you pass this school's entrance exam until you complete your Japanese course. In some cases, we may additionally request the submission of the most recent attendance and grade certificates before issuing the Certificate of Admission.

- If you wish to decline admission, please submit a Notice of Admission Withdrawal (format is flexible). Any tuition fees already paid will be refunded after deducting the screening fee and admission fee.

### 13. Deadline for Tuition Payment

For the first and second tuition payments, please refer to the schedule below.

### 14. Annual Tuition and Fees

Items	Toyooka-Style Global Business Course	
	First Year	Second Year
Admission Fee	100,000Yen	0Yen
Tuition Fee	480,000Yen	480,000Yen
Facilities Fee	80,000Yen	80,000Yen
Laboratory and Practical Training Fee	80,000Yen	120,000Yen
Commissioned Collection Fee	50,000Yen	50,000Yen
Total Amount	790,000Yen	730,000Yen

#### 14.1 Schedule for Admission Fee Payment: ¥100,000

The admission fee must be paid within two weeks after receiving the notice of acceptance.

The admission fee, once paid, is non-refundable under any circumstances.

#### 14.2 Itemized Commissioned Collection Fees – First Year

Regarding the Commissioned Collection Fees, the school will first collect the total amount from students and then make a lump-sum payment to the respective organizations. For the first year, the fees include textbook costs, alumni association fees, accident insurance, and health check-up fees. These items are common across all departments.

#### 14.3 Commissioned Collection Fees (Charged Separately)

An additional commissioned collection fee of ¥20,000 must be paid over two years. The payment will be divided into two installments of ¥10,000 each, and added to the total tuition after enrollment. The first installment covers fees for various proficiency tests such as JLPT and TOEIC, while the second covers computer usage fees.

#### 14.4 Breakdown of Commissioned Collection Fees (2nd Year)

Includes textbook fees (including various examination fees), accident insurance, and health check-up fees.

## 15.Scholarship Programs

International students who meet any of the following criteria may be eligible for full or partial tuition exemption as a scholarship.

Scholarship Items	Conditions ≈1	Amount
① AO Admissions	Applications must be received between Tuesday, June 3 and Friday, August 29.	JPY 100,000
② Early Application ①	9月19日(金)から11月20日(木)までに提出（必着）	JPY 80,000
③ Early Application ②	11月21日(金)から1月20日(火)までに提出（必着）	JPY 60,000
④ If the applicant has obtained JLPT N1 or an equivalent level, and has maintained an attendance rate of 95% or higher at a Japanese language school or equivalent institution within the past year.		JPY 40,000
⑤ If the applicant has obtained JLPT N2 or an equivalent level, and has maintained an attendance rate of 95% or higher at a Japanese language school or equivalent institution within the past year.		JPY 30,000
⑥ If the applicant has obtained JLPT N3 or higher, and has maintained an attendance rate of 95% or higher at a Japanese language school or equivalent institution within the past year.		JPY 20,000

※1Only one of the above scholarship options, including the Special Scholarship for International Students, can be applied per applicant.

Except for the Special Scholarship for International Students, the above scholarships apply only to the first year.

Eligible applicants must complete the Scholarship & Installment Payment Application Form and submit it together with the Application for Admission and other required documents.

## 16.Tuition & Payment Schedule

Admission Fee			100,000	First Payment	Second Payment	Third Payment
Department	Admission Fee	Eligible for Reduction/Exemption	Amount After Reduction/Exemption			
Toyooka-Style Global Business Course	¥790,000	AO Admissions	690,000	¥130,000	¥80,000	¥380,000
		Early Application ①	710,000		¥100,000	
		Early Application ②	730,000		¥120,000	
		N1Passed	750,000		¥140,000	
		N2Passed	760,000		¥150,000	
		N3Passed	770,000		¥160,000	
		General Entrance Examination	790,000		¥180,000	

### 16.1 First-Year Payment Schedule

Admission Fee	100000JYP	The admission fee must be paid within two weeks after acceptance.												
Application Submission System	First Payment		Second Payment		Third Payment									
	Amount	Payment Deadline	Amount	Payment Deadline	Toyooka-Style Global Business Course	Payment Deadline								
AO Admissions	¥130,000	2025年12月1日(月)	¥80,000	2026年1月13日(火)	¥380,000	2026年7月30日(木)								
Early Application ①		2026年1月16日(金)	¥100,000	2026年2月26日(木)										
Early Application ②		2026年2月16日(月)	¥120,000	2026年3月16日(月)										
General Entrance Examination														
1/21 (Wed) ~1/26 (Mon)	¥130,000	2026年2月25日(水)	¥180,000 ※①	2026年3月23日(月)										
1/27 (Tue) ~2/9 (Mon)		2026年3月17日(火)												
2/10 (Tue) ~2/27 (Fri)		2026年3月23日(月)												
※① For those who have obtained a Japanese language proficiency certificate, the amount equivalent to the applicable reduction will be deducted from the second payment of ¥180,000.														
For those who wish to divide the third payment, ※③ Please check the information below.														

**※③ For applicants who wish to pay the third installment in installments.**

Payment Deadline	Toyooka-style Global Business Course
2026年4月27日(月)	40000Yen
2026年5月26日(火)	40000Yen
2026年6月26日(金)	60000Yen
2026年7月27日(月)	60000Yen
2026年8月26日(水)	60000Yen
2026年9月28日(月)	120000Yen

※ If you wish to pay the third tuition installment in installments, please submit the installment payment application form.

※ A handling fee of 1,000 yen will be charged for each installment payment.

※ Note: If the installment payment is delayed by more than 10 days from the due date, an additional handling fee of 1,500 yen will be charged on the overdue amount.

## 16.2 Second-Year Payment Schedule

Department	Amount
Toyooka-style Global Business Course	730000Yen

Toyooka-style Global Business Course	Fourth Payment※		Fifth Payment※		Sixth Payment※	
	Amount	Payment Deadline	Amount	Payment Deadline	Amount	Payment Deadline
	240000Yen	3月26日2027年	240000Yen	5月26日2027年	250000Yen	9月30日2027年

• The fourth payment cannot be paid in installments.

• ※ For the fifth and sixth payments, those who wish to pay in installments must submit the installment payment application form by January 26, 2027. ※③

• A handling fee of ¥1,000 will be charged each time for installment payments.

• Note: If the payment is delayed by more than 10 days past the installment due date, an additional handling fee of ¥1,500 will be charged based on the overdue amount.

**※③ For those who wish to pay the fifth and sixth payments in installments, the following payment schedule will apply.**

Payment Deadline	Toyooka-style Global Business Course
2027年4月26日(月)	50000Yen
2027年5月26日(水)	50000Yen
2027年6月28日(月)	50000Yen
2027年7月26日(月)	50000Yen
2027年8月26日(木)	50000Yen
2027年9月27日(月)	100000Yen
2027年10月27日(水)	60000Yen
2027年10月28日(木)	80000Yen

## 17.Payment Destination for Application Fee, Admission Fee, and Tuition Fee (Accounting Department)

**Contact : 花谷**

Bank Name : 但馬信用金庫 タシマシンヨウキンコ (1692)

Branch : 大開支店 タカイテン (002)

Account : 普通 フツウ

Account Number : 176260

Account Holder's Name: ガッコウホウジンオオカガケン ビジネスセンモンガッコウ キャリアカレッジタシマ リジチョウ サムラヒロコ

学校法人大岡学園 ビジネス専門学校キャリアカレッジ但馬

理事長 澤村博行

**18.School Address / Mailing Address (Method of Submitting Documents)**

If sending by mail, please use a method that provides delivery tracking, such as registered mail or Letter Pack.

\* Mailing Address : 〒668-0065 兵庫県豊岡市戸牧500-3(500-3 Tomaki, Toyooka City, Hyogo Prefecture 668-0065, Japan)  
 学校法人大岡学園 ビジネス専門学校キャリアカレッジ但馬 学務室(Ooka Gakuen Educational Foundation – Business Vocational School Career College Tajima, Academic Affairs Office)  
 【In the case of in-person submission】 After contacting us in advance, the applicant must personally bring the documents to the Academic Affairs Office of our school  
 Reception Hours: Monday to Friday, 10:00 AM – 4:00 PM

\* Contact Information : Telephone : 0796-24-6000 FAX : 0796-24-2282 ( Application Reception Staff : 井上・澤村 )

**19.Open Campus Schedule****2025 Academic**

Year	April	May	June
	19(Sat)	17日(Sat)	14(Sat)
Year	July	August	September
	19日(Sat)	23日(Sat)	20日(Sat)
Year	October	November	December
	4(Sat)	8(Sat)	6(Sat)
	18(Sat)	22(Sat)	20(Sat)

**2026 Academic**

Year	January	February
	10 (Sat)	7 (Sat)
	17 (Sat)	14 (Sat)
	24 (Sat)	

You can participate in the open campus either online or in person.

If you wish to attend, please contact us at the information below.

E-Mail [info-senmonbu@oooka.ac.jp](mailto:info-senmonbu@oooka.ac.jp)  
 Telephone 0796-22-3786  
 Reception Staff 井上・澤村

**20.Guarantor – Address / Mailing Address (To be filled in by the Guarantor)**

**Guarantor Agreement**

Ooka Gakuen Educational Institution

Business Vocational School Career College

President of the Board 澤村博行 Mr.

I hereby guarantee the following person with respect to their enrollment at your school as described below

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- As the guarantor, I pledge that the person listed below will comply with your school's regulations, laws, and other rules, and will diligently engage in their studies in good faith, without acting contrary to public morals.
- If the person listed below violates the school's regulations and causes damage to your school through intentional acts or serious negligence, I will compensate for all such damages jointly with the person. The guarantor period shall be one year, starting from the completion of the enrollment procedures.

Contact Information of the Person

Address

Name

Date of Birth: Year \_\_\_\_, Month \_\_\_\_, Day \_\_\_\_

Guarantor's Contact Information

Address

Name

Date of Birth: Year \_\_\_\_, Month \_\_\_\_, Day \_\_\_\_

Relationship to the Applicant

- If submitting the Joint Guarantor Statement in person, the applicant must bring the statement themselves.  
(Please inform us of the date of submission in advance.)

If the Joint Guarantor Statement is submitted in person, the applicant must bring the statement themselves.  
(Please notify us of the intended submission date in advance.)

Ōoka Gakuen Educational Institution – Business Vocational School Career College Tajima