

JAPANESE CULINARY ARTS AND CULTURE

日本料理・日本食文化研修コース



INTRODUCTION

Since its creation in 1941, the Hokuto Bunka Academy has been dedicated to professional training, applying the same motto as the foundation of its teaching ever since:

« Love · Respect · Sincerity »

Established in 1966, Hokuto Bunka Academy International School of Culinary Arts is a vocational training college approved by the Japanese Ministry of Health, Labor and Welfare, which provides a comprehensive culinary training rewarded by the national qualification in cookery.

Hokuto Bunka Academy International School of Culinary Arts (ISCA) offers a high-quality education based on a set of core values and a philosophy that have remained unchanged since its founding. Courses are held in small classes to enhance in-depth learning and help students develop and foster professional skills.

Washoku, a set of culinary traditions and knowledge unique to Japanese culture, was included by UNESCO on the list of intangible cultural heritage of humanity in December 2013. The essence of traditional Japanese cuisine is characterized above all by respect for the seasons and products, the subtlety of flavors, the combination of textures and colors and the diversity of its terroir. The role of the cook is to tweak and balance each ingredient to bring out the subtle savoriness of its natural **umami taste**.

Today more than ever, Japanese culinary art and culture is attracting a growing interest worldwide. In Japan, cuisine cannot go without mentioning **Hokkaido**, Japan's northernmost and second-largest island. Commonly nicknamed by Japanese "the Great land of the North", Hokkaido represents alone 22% of the country's total surface area and is praised for the quality and rich diversity of its agricultural products and marine resources.

ISCA has been building long-lasting relationships with partners in France for the last twenty five years, providing internships opportunities for Japanese students in Michelin-starred restaurants and luxury hotels in French Riviera as well as inviting highly experienced and talented chefs for various masterclasses in Japan. ISCA has also developed privileged relationships with several French culinary schools in Nice, Dinard and Grenoble, closely cooperating upon the organization of internships for their students in Hokkaido. In 2019, ISCA became partner with Provence-Alpes-Côte d'Azur Region's Campus of Professions and Qualifications of Excellence in International Tourism and Hospitality network which groups over 30 schools, universities, training centers and professional institutions.

Alongside with France, ISCA has been developing collaborative partnerships with Monaco, Taiwan, Russia Vietnam and Gabon.

More notably, ISCA has partnered since 2016 with the notorious **Institute Lyfe** (formerly Institut Paul Bocuse) with the aim to develop new training programs intended for French speakers and Japanese students.

The **Japanese Culinary Arts and Culture** program has been specifically catered for Institut Lyfe's students and is designed to provide a clear and coherent overview of the quintessence of Japanese gastronomy and its culinary techniques while putting it into perspective with regards to the cultural, social and philosophical context in which it has developed over the centuries.

The aim of this program is to enable students to acquire precise knowledge of the core culinary concepts and techniques that make Japanese cuisine so unique while also learning Japanese language and practicing cultural activities so they can develop a global vision of Japanese society and culture. We truly hope that this experience could serves as an opportunity to foster the human and professional qualities that will allow our students to stand out in their future professional career.



PROGRAM INFORMATION



[1] ENROLLMENT REQUIREMENTS

Can apply to the program:

- Students who have successfully completed the first two years Bachelor program in International Culinary Arts Management at Institut Lyfe.
- Candidates who have obtained a French BTS degree (Senior Technician Certificate) or any equivalent two-year post-secondary professional degree in culinary arts.

All candidates must also meet the following requirements:

- Have a passport valid at least 3 months beyond the duration of the program.
- Have the financial means necessary to support themselves for the duration of stay in Japan (note: tuition fees do not include plane tickets nor living expenses in Japan such as accommodation, food, cleaning of professional clothing, etc.).

[2] TRAINING LOCATION

The majority of classes will be held at HOKUTO BUNKA ACADEMY's vocational schools in Muroran. However, some classes may be held at other locations.

- Culinary classes:
 - International School of Culinary Arts (Muroran, Yamate campus)
 - Hokuto Bunka Academy Sapporo Training Center (Sapporo)
- Japanese language and cultural classes:
 - School of Welfare and Education of Hokkaido (Muroran, Bokoi campus)



[3] PROGRAM DURATION

7 months (709 hours / please refer to the program structure for the detailed number of class hours for each course)

* Hokuto Bunka Academy reserves the right to expand training hours as it deems necessary within the limit of 750 hours.

[4] TRAINING DESCRIPTION

* Culinary and cultural classes are provided in Japanese with the assistance of an interpreter. Japanese language classes are taught in Japanese by specialized instructors. Japanese language proficiency is not required for registration. However, it is strongly recommended that candidates familiarize themselves with some rudimentary basics (learning how to read and write both hiragana and katakana alphabets, memorize some basic vocabulary) before their arrival in Japan. Learning materials will be provided by ISCA upon registration completion.

* Regular classes are primarily held 5 days a week Monday to Friday, between 9:20AM and 6:30PM. A school day is typically 6 to 8 periods of 50 minutes each with 10 minutes break in between and a 90 minutes lunch break. Culinary classes usually take place in the morning from 9:20AM to 12:10PM, Japanese language and cultural classes in the afternoon from 1:30PM. There is no break during culinary classes.

* Saturdays, Sundays and public holidays are usually rest days. However, if classes or school activities are held on those rest days, equivalent compensatory days will be granted.

* Working days and hours during internship shall be determined by the hosting company in accordance with its needs and in compliance with Japan's current labor legislation (40 hours a week, 8 hours a day).

* Tuition fees include professional equipment as well as textbooks and other educational materials needed for class.

* Professional equipment provided by ISCA includes two cooking uniforms and one cooking knives set. However, because uniforms will only be ordered after students have tried them on upon their arrival in Japan, students must also bring their own cooking uniforms. Students should also bring their own essential kitchen knives (chef's knife and paring knife).

SCHOOL DAY TIMETABLE

[Period 1] 9:20 — 10:10	[Period 4] 13:10 — 14:00
[Period 2] 10:20 — 11:10	[Period 5] 14:10 — 15:00
[Period 3] 11:20 — 12:10	[Period 6] 15:10 — 16:00
Lunch break 12:10 — 13:10	[Period 7] 16:10 — 17:00
	[Period 8] 17:10 — 18:00

PROGRAM INFORMATION



[5] TUITION FEES

Registration	Tuition	Educational materials	Professional equipment	Total
1.400€	5.500€	1.000€	600€	8.500€

Professional equipment includes two complete Japanese cooking uniforms (chef jacket, cap, trousers, white T-shirt, apron), one pair of professional shoes, one standard 3 piece Japanese cooking knives set, one sharpening stone and one cutlery set (chopsticks, knife, fork, small and large spoons). To purchase additional uniforms or knives, please inquire for details. Equipment does not include kitchen towel and students are required to bring their own.

Educational materials include all documents, textbooks and learning materials to be used in class.

Tuitions fees must be paid in Japanese yens at the exchange rate applicable at the time of billing and within the deadline communicated to the candidate by ISCA admission office. Registration fee (€1,400) must be paid upon registration or by the payment deadline for regular and late registration. All remaining fees must be paid upon delivery of the eligibility certificate and no later than 1 month before the candidate's arrival in Japan. More information and exact deadlines will be communicated to the students according to the school calendar and with regard to immigration procedures.



All currency conversion fees, bank charges and other fees related to tuition fees payments are the responsibility of the candidate in accordance with applicable rates at the time of billing. For Hokuto Bunka Academy's bank account information please refer to document named "International Bank Account Number" attached to this brochure.

PROGRAM INFORMATION



[6] COURSE OUTLINE

	MODULE	HOURS	CREDITS	FORMAT	TOPICS
JAPANESE LANGUAGE	Elementary Japanese 1	70	3	[L] [T]	Learning Japanese characters, pronunciation rules, basic grammatical rules and constructions
	Elementary Japanese 2	60		[L] [T]	General deepening of knowledge, reading and writing Japanese
	Japanese conversation	50	2	[T]	Applied conversation and communication skills
	Applied Japanese	20		[L] [T]	Japanese applied to culinary arts
	Subtotal	200	5		
JAPANESE CULTURE	SADŌ - Art of Japanese tea	12	1	[T] [P]	Japanese green tea & tea ceremony history and culture
	KADŌ - Ikebana	12		[T] [P]	Japanese aesthetics through floral art
	BŪDŌ - Martial arts	12		[T] [P]	Learning self-control through the practice of martial arts
	SHODŌ - Japanese calligraphy	4		[T] [P]	Basics of Japanese calligraphy
	Buddhist psychology	4		[L]	Buddhist philosophy in modern society
	Zen meditation	2		[T] [P]	Japanese Zen Buddhism and practice of Zazen meditation
	Traditional Japanese clothing	2		[T] [P]	Introduction to kimono
	Cultural traditions	16		[T] [P]	Hands-on experience of cultural traditions through procession of Mikoshi during Bokoi Shrine festival
	Subtotal	64		1	
JAPANESE CULINARY ART AND CULTURE	Elementary culinary techniques 1	50	4	[P]	Basics of Japanese cuisine, products and kitchen equipment
	Elementary culinary techniques 2	55		[P]	Basics of traditional Japanese cuisine
	Intermediate culinary techniques 1	55	4	[P]	Traditional and modern Japanese cuisine
	Intermediate culinary techniques 2	50		[P]	Teppanyaki and modern Japanese cuisine
	Advanced culinary techniques	35	2	[P]	Practical application of acquired knowledge and skills in restaurant settings
	Sous-total	245	10		
	Internship monitoring	10	1	[L] [T]	Pre-internship orientation and post-internship review
	Internship	120	3	[P]	Learning experience in professional settings
	Subtotal	130	4		
Capstone Challenge	70	5	[L] [T] [P]	End-of-studies project designed to consolidate acquired knowledge and skills through a hands-on experience, while developing innovative thinking and readiness for work	
Subtotal	70	5			
TOTAL	709	25			

Course format : [L] Lecture / [T] Tutorial / [P] Practical

BASIC INFORMATION REGARDING LIVING IN JAPAN



[1] LIVING EXPENSES

Tuition fees do not include travel expenses to Japan nor living expenses such as accommodation, food, laundry (including professional uniforms) transportation and other personal expenses for travel, leisure, etc.

By submitting their application, candidates accept responsibility for all personal expenses to be incurred during their stay in Japan and commit to comply with payment deadline requirements.

[2] HOUSING

Students are accommodated according to availability in individual or shared rental housing (same-gender only) selected by Hokuto Bunka Academy. Essential housing equipment (basic appliances, cooking ware, bedding set) is provided by Hokuto Bunka Academy against a security deposit.

Candidates will be asked to communicate their wishes (individual or shared housing, personal monthly budget) to Hokuto Bunka Academy once admission process is complete. If no wish is expressed within the given deadline or if no accommodation corresponding to the students' preferences is available, the student agrees to be accommodated in any housing selected by Hokuto Bunka Academy. In either case, once rental process is initiated with rental agencies, students understand, accept and agree to pay any and all amounts and/or penalties incurred, even if they withdraw their application and cancel their trip to Japan.

Students accommodated in shared housing will preferably be grouped accordingly to their preferences. However, Hokuto Bunka Academy reserves the right to place students depending on availability regardless of nationality, age or alma mater.

As a general principle, students are expected to remain in the same accommodation while they study at Hokuto Bunka Academy and within the limit of the contracted rental period.



Regarding accommodation and any additional living expenses (meals, transportation, laundry, etc.) during internship periods, students must comply with terms and conditions required by the host company and/or Hokuto Bunka Academy.

[3] RESIDENCE STATUS WHILE IN JAPAN

Students will reside in Japan under "Cultural Activities" visa status.

"Cultural activities" visa does not allow recipients to engage in any paid work-related activity without first applying for the necessary permission from Japanese immigration authorities. Students may apply for such a permission once in Japan and after finding an employer. Such permission allows one to hold a part-time job within the limit of 28 hours per week but solely under the condition that it does not hinder the smooth running of the main activity for which the visa has been granted in the first place. The issuance of such permission depends entirely on the Japanese Immigration authorities and the responsibility of neither Hokuto Bunka Academy nor Institute Lyfe cannot be engaged if denied for any reason.

Students wishing to apply for a permission should be aware that basic Japanese language proficiency might remain a necessary requirement in most job roles.

Students applying for a permission inherently acknowledge their obligations as students and therefore agree to give priority to their studies and comply with any instruction given by Hokuto Bunka Academy with respect to the execution of such obligations.



COMPLEMENTARY INFORMATION



[1] DISCLOSURE

The Certificate of Eligibility and visa are granted at the discretion of the Japanese authorities and Hokuto Bunka Academy cannot be held responsible in case of rejection or refusal whatever the reason may be.

[2] CONTACT INFORMATION

For any additional information, please contact Hokuto Bunka Academy by email. French and English speaking staff will assist you through every step of the process and provide additional information if necessary.

Hokuto Bunka Academy
International School of Culinary Arts
International Cooperation and Exchanges Office

Tel: +81 (0) 143-25-2211

Fax: +81 (0) 143-25-2210

Email: accj@hokuto-bunka.ac.jp

✉ 1-11-34 Yamate-cho, Muroran, Hokkaido (Japan)

Website: hokuto-bunka.ac.jp/isca/en/

Facebook: www.facebook.com/HokutoBunka.ISCA/

Instagram: [hokuto_bunka_academy_isca](https://www.instagram.com/hokuto_bunka_academy_isca)



#hokutobunkacademy



GUIDE TO ARRIVING IN JAPAN



Procedures to register to ISCA and obtain your visa to Japan are divided in 3 consecutive and distinct steps which require a minimum of 3 to 4 months in total to achieve. It is up to the candidates to thoroughly follow the instructions regarding each step and to provide all the required documents and detailed information in order for the whole process to undergo as smoothly as possible.

REGISTRATION

1

The candidate submits his registration form to ISCA with all the required documents.

- * Please refer to *List of required documents for registration* for more details.
- * Send your application form and supporting documents by email to ISCA (accj@hokuto-bunka.ac.jp).

CERTIFICATE OF ELIGIBILITY

2

The candidate provides all required documents and information to ISCA which will then submit an application for Certificate of eligibility to the Japanese immigration authorities.

Processing of the application may take up to 2 months starting from the date of application to the date the COE is issued by the immigration bureau.

- * Please refer to *List of required documents for Certificate of eligibility application* for more details.

VISA APPLICATION

3

ISCA will forward the Certificate of Eligibility to the candidate by postal mail. The candidate applies for a visa at the Japanese Embassy or the nearest consulate.

The entire process may take at least between 2 to 3 weeks including postal transit time.

- * Required documents:
 - Visa application form
 - Certificate of eligibility (original document only, no copy allowed)
 - Any additional document and information required by consular services.
- * It is up to the candidate to inquire directly with the consular services of the Japanese Embassy about details on the application requirements and procedures.

ARRIVAL IN JAPAN

4

ISCA provides assistance with procedures relating to settling in Japan. Students will be accommodated according to availability in individual or shared rental housing (same-gender only) selected by Hokuto Bunka Academy. Only essential housing equipment is provided by Hokuto Bunka Academy.

- * Transportation booking process to Japan, Hokkaido and Muroran and all inherent costs are the responsibility of the student. However, the date of arrival in Japan and in Muroran must be set in agreement with Hokuto Bunka Academy prior to booking.

All documents (original, scan and/or copy) must be provided in full A4 format only and all color original documents must be copied/scanned in color.

All documents sent by email must be scanned in full A4 format, in color and with a resolution of 350 DPI or higher, without being cropped or altered in any way. Only document larger than A4 format can be reduced to A4 size.

All documents must be saved in PDF format. Only ID photo must be saved in high quality/low compression JPEG or any other standard image format.

Registration to ISCA, application for Certificate of Eligibility (COE) and application for visa are 3 completely separate procedures.

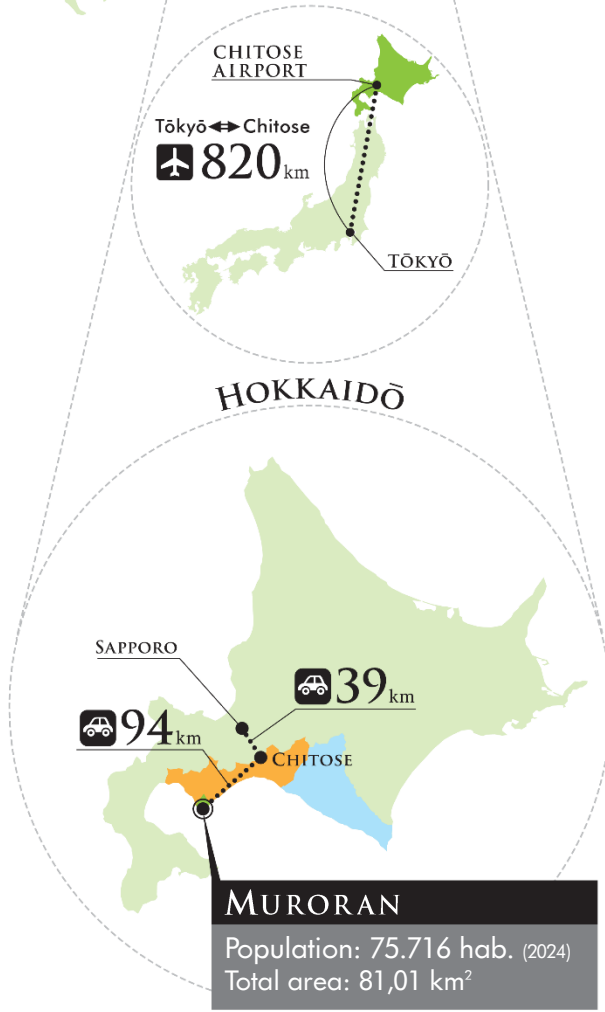
Issuance of both COE and visa depends entirely on the Japanese authorities and the responsibility of neither Hokuto Bunka Academy nor Institute Lyfe cannot be engaged if denied for any reason.

JAPANESE CULINARY ART AND CULTURE

日本料理・日本食文化研修コース

GEOGRAPHICAL LOCATION AND HISTORY
OF HOKUTO BUNKA ACADEMY

MURORAN



Commonly nicknamed by Japanese "the Great land of the North", Hokkaido is the northernmost of the four main islands of the Japanese archipelago and represents alone 22% of the country's total surface area. It is a region recognized for its rich agricultural and marine heritage. With expansive farmland, Hokkaido is referred to as the breadbasket of Japan as it leads the country's agriculture and fishing industry and is especially famous for its dairy products.

Tourism, both domestic and foreign, also occupies a very important place for the economy, in particular for its large natural green spaces in summer and ski resorts in winter.

Surrounded by the sea and nicknamed "the City of Iron", Muroran has taken advantage of its natural port to develop around heavy industry and in particular steel, petrochemicals, shipbuilding and coal transport. There are also some beautiful landmarks such as the Chikyu-misaki lighthouse which proudly holds the top spot on the list of "Top 100 Natural Sites in Hokkaido" as it stands at the top of a cliff 120m above sea level and offers an exceptional panoramic view over the Pacific Ocean. Hakucho Bridge, the largest suspension bridge in eastern Japan with a total length of 1380m, is also one of the city's emblematic sites.

According to the "Best Place to Live Ranking" published annually by Weekly Toyo Keizai, one of three Japanese leading business magazines, Muroran ranked 8th among all cities in Japan and first among 35 cities in Hokkaido region for two years in a row in 2019/2020 (ranking carried out on the basis of 22 statistical indices, including climate, cost of living, security, etc.).



Hakucho Bridge spanning the entrance to Muroran Bay.

- **Iburi Subprefecture** (capital city: Muroran)
 Total area: 3.698,00 km² Population : 365.735 (2024)
- **Hidaka Subprefecture** (capital city: Urakawa)
 Total area: 4.811,97 km² Population : 60.243 (2024)



Hokuto Bunka Academy INTERNATIONAL SCHOOL OF CULINARY ARTS

Higher professional education institution approved by the Japanese government

1-11-34 Yamate-cho, Muroran, 051-0012 Hokkaido (Japan)

TEL +81 (0) 143-25-2211 FAX +81 (0) 143-25-2210

Email : isca-international@hokuto-bunka.ac.jp

Website: www.hokuto-bunka.ac.jp/isca/en/

Facebook: www.facebook.com/HokutoBunka.ISCA/

Instagram : [hokuto_bunka_academy_isca](https://www.instagram.com/hokuto_bunka_academy_isca)



HISTORY

- | | | |
|---|--|---|
| <p>1941.04 Opening of the first school in the Gozensui district of Muroran (Western Dressmaking Institute for Young Girls Muroran Bunka).</p> <p>1956.09 Creation of Muroran Bunka Academy following the new law authorizing education institutions to establish themselves as Private Educational Organization.</p> <p>1966.04 The school changes its name to Institute Muroran Bunka with the creation of a Culinary course in parallel with the already existing Dressmaking course.</p> <p>1976.10 Following the implementation of the law on Specialized Educational Establishments, new change of name to Muroran Bunka Vocational School.</p> <p>1992.04 Discontinuation of the Dressmaking course as the school is restructured under prefectural authorization and takes the new name Hokkaido Vocational School of Hygiene and Public Health, offering a Culinary General course (one-year program) and a Care worker Postsecondary course (two-year program).</p> <p>1993.03 Change of name as Private Educational Organization to Hokuto Bunka Academy.</p> <p>1999.04 The Culinary General course is replaced by a Postsecondary course (two-year program) and is relocated from Bokoi district to new buildings in Yamate district.</p> <p>2000.01 First encounter with three-Michelin starred chef Roger Vergé, owner of the Moulin de Mougins in South France.</p> <p>2001.06 First student to go to France for a 6-month internship at Le Moulin de Mougins.</p> <p>2003.02 First masterclass with chef Michel Duhamel, long-tenured team member of Roger Vergé and culinary arts teacher at Lycée Paul Augier in Nice (South France).</p> <p>2004.04 Signing of first partnership agreement to initiate students exchange program with Lycée Paul Augier School of Hospitality, Tourism and Culinary arts in Nice.</p> <p>2004.10 First internship in Japan for senior class students of secondary course from Lycée Paul Augier.</p> | <p>2005.01 First internship for Hokuto Bunka Academy's students at Lycée Paul Augier.</p> <p>2007.09 First French auditing students to enroll at Hokuto Bunka Academy in newly created Japanese Culinary Arts specialization course.</p> <p>2008.04 Creation of Hokuto Bunka Academy International School of Culinary Arts.</p> <p>2008.05 First internship in Japan for students of post-secondary Senior Technician program from Lycée Paul Augier.</p> <p>2008.07 Official visit by H.E. Philippe Faure, French Ambassador to Japan, on the occasion of the G8 Summit held in Toya near Muroran.</p> <p>2014.04 Following the implementation of a new classification system, Hokuto Bunka Academy's Culinary Arts Post-Secondary Course obtains prefectural accreditation as a Applied Professional Postsecondary Course.</p> <p>2014.09 Commemorative ceremony for the 10th anniversary of International School of Culinary Arts partnership with Lycée Paul Augier.</p> <p>2014.12 First steps towards a new partnership with Lycée Yvon Bourges School of Hospitality in Dinard, French Brittany Region.</p> <p>2015.05 First internship in Japan for students of post-secondary Senior Technician program from Lycée Yvon Bourges.</p> <p>2015.09 Signing of a new partnership agreement with Taiwan Shoufu university.</p> <p>2016.03 Signing of a new partnership agreement with Hinomaru Academy in Hanoi, Vietnam.</p> <p>2016.05 Launch of a new partnership and first internship in Japan for students of post-secondary Senior Technician program from Lycée Lesdiguières School of Hospitality and Tourism in Grenoble.</p> | <p>2016.10 Signing of an MOA with the Institut Paul Bocuse for the co-creation of a new Culinary School in Sapporo.</p> <p>2016.11 Signing of a new partnership agreement with Sakhalin College of Service.</p> <p>2017.09 First internship in Japan for senior students of Bachelor program in International Management of Culinary Arts from Institut Paul Bocuse.</p> <p>2018.06 Signing of a new partnership agreement with Jinwen University of Science and Technology in New Taipei, Taiwan.</p> <p>2018.10 Signing of a new partnership agreement with Meiho University in Neipu Township in Taiwan.</p> <p>2019.07 Signing of new partnership agreement with Provence-Alpes-Côte d'Azur Region's Campus of Professions and Qualifications of Excellence in International Tourism and Hospitality network.</p> <p>2020.04 Global restructuring into two one-year programs, Culinary Studies Certificate Course and Advanced Professional Culinary Course.</p> <p>2020.12 Partner with Ethic Ocean to develop and coordinate Olivier Roellinger Culinary Contest in Japan.</p> <p>2022.02 Signing of official partnership agreement with Lycée Yvon Bourges School of Hospitality in Dinard.</p> <p>2023.07 Join the Alliance network by Institut Lyfe.</p> <p>2023.12 First internship for Hokuto Bunka Academy's students at Yvon Bourges</p> |
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ai | LOVE

kei | RESPECT

shin | SINCERITY



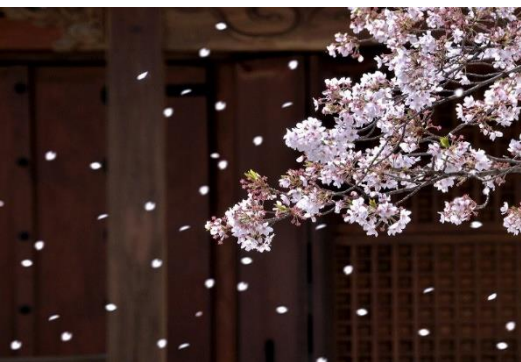
JAPANESE CULINARY ART AND CULTURE

日本料理・日本食文化研修コース

APPLICATION DOCUMENTS & APPENDICIES



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REQUIRED DOCUMENTS FOR REGISTRATION

Copy/scan original documents at 100% image size, placed accurately on the middle of A4 size format.

Document larger than A4 size format must be reduced to A4 size.

All color original documents must be copied/scanned in color.

When sent via postal mail, documents must be sorted following the order of the list below.

Documents must be scanned with a resolution of 350 DPI or higher, without being cropped or altered in any way. All scanned text documents must be saved in high quality PDF format. Only ID photo must be saved in high quality/low compression JPEG or any other standard image format.

FAMILY NAME

(in all capital letters)

FIRST NAME

(in all capital letters)

1. ORIGINAL **This list**
--- Write a check mark ✓ in the box for each document (original or copy) to be submitted.
2. ORIGINAL **1 Application form (provided by ISCA)**
--- Fill out the form using CAPITAL LETTERS.
3. ORIGINAL **1 ID photo size 30x40mm (correct clothing required)**
--- Ensure your photos **MEET THE REQUIRED DIMENSIONS** and specifications
The photographs must be no more than 6-months old and taken in portrait mode against a plain neutral background without shadow, in the style of a passport photograph.
(hats, caps or any headgear, excessive jewelry and facial piercings are not allowed)
When sent by post, please write your name on the back of the photograph. Do not staple or glue the photo to the application form or any other document.
4. ORIGINAL **1 Declaration on honor (follow the template provided by ISCA)**
--- Document by which the applicant solemnly pledges to pay all expenses inherent to his/her stay in Japan within the payment deadlines.
5. COPY **1 copy of your most recent end-of-year transcript**
6. COPY **Any complementary document attesting to previous training and/or professional experience in the culinary/hotel industry.**
--- Copy of any diploma, degree or certificate

For any additional information regarding your application and required documents, please contact Hokuto Bunka Academy by email (accj@hokuto-bunka.ac.jp).

Hokuto Bunka Academy may require additional documents if deemed necessary.

Thank you for your diligence in providing accurate and up-to-date information.



Photo
(30x40mm)

Correct
clothing
required

APPLICATION FORM

(FILL OUT IN CAPITAL LETTERS)

入学年度
Enrolment year

氏名
Full name

推薦者氏名
Sponsor's name

Only for sponsor accredited by ISCA (任意)

生年月日
Birth date (dd/m/yyyy)

年齢
Age

才
y.o.

国籍
Nationality

最終学歴
Diploma/degree (most significant diploma/degree in hospitality/culinary industry)

パスポート番号
Passport No.

有効期限
Date of expiration (dd/m/yyyy)

本人現住所
Home address

自宅の電話番号
Home phone

携帯電話
Cell phone

ファックス番号
Fax

メールアドレス
Email

緊急連絡先／保護者／経費負担者(氏名)
Emergency contact / Guarantor

本人との関係
Relationship

Insert check mark in appropriate box: Emergency contact Legally responsible person Financial guarantor

現住所
Home address

自宅の電話番号
Home phone

携帯電話
Cell phone

勤め先の電話番号
Work phone

父母の職業
Parents' profession

父
Father

母
Mother

保険会社連絡先
Insurance company

保険番号
Insurance policy No.

電話番号
Tel

健康状態
Health

If any, please specify allergies, illnesses, current treatments, etc. (アレルギー・病気・今現在常用している薬・等)

血液型／Rh
Blood group & RH factor

利き手
Hand preference : Left handed Right handed

[FAMILY NAME, FIRST NAME OF STUDENT]

[HOME ADDRESS OF STUDENT]

DECLARATION ON HONOR

I, THE UNDERSIGNED [FAMILY NAME, FIRST NAME], BORN ON [BIRTH DATE], DO HEREBY COMMIT TO PAY ALL THE COSTS AND EXPENSES RELATING TO MY STAY IN JAPAN WITHIN THE SPECIFIED DEADLINES AND BEFORE LEAVING JAPAN.

[LOCATION OF SIGNING],

[DATE OF SIGNING]

[FAMILY NAME, FIRST NAME]

[SIGNATURE]

LIST OF REQUIRED DOCUMENTS FOR CERTIFICATE OF ELIGIBILITY APPLICATION

Copy/scan original documents at 100% image size, placed accurately on the middle of A4 size format.

Document larger than A4 size format must be reduced to A4 size.

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3. ORIGINAL **1 ID photo size 30x40mm (correct clothing required)**
--- Ensure your photos **MEET THE REQUIRED DIMENSIONS** and specifications
The photographs must be no more than 6-months old and taken in portrait mode against a plain neutral background without shadow, in the style of a passport photograph.
(hats, caps or any headgear, excessive jewelry and facial piercings are not allowed)
When sent by post, please write your name on the back of the photograph. Do not staple or glue the photo to the application form or any other document.
4. ORIGINAL **1 Detailed and up-to-date resume (form provided by ISCA)**
--- List up past and present education establishments and courses attended, diplomas or degrees obtained, internships carried out (name of hosting company, dates and duration, etc.), professional experiences or previous jobs (full-time and part-time), language skills.
5. ORIGINAL **1 Certificate of enrollment (template provided by ISCA) or equivalent diploma/degree**
--- Certificate of enrollment in 3rd year of Bachelor program in International Culinary Arts Management at Institut Lyfe, dated and signed by school official.
Certificate other than the template provided by ISCA are not allowed.
6. COPY **1 Copy of passport identification pages**
--- The passport must be valid for three months beyond the duration of training at ISCA.
7. ORIGINAL **1 Financial guarantor commitment form (provided by ISCA)**
--- Signed statement by which one parent (father or mother of applicant) certifies its capacity to provide financial support for the duration of the applicant's stay in Japan.
The financial guarantor must be employed and have a steady stream of income that can be proven by providing documents (pay slip or similar document). Japanese immigration may also require that the guarantor provides any document attesting to his tax payment status.
8. ORIGINAL **1 Financial guarantor's bank declaration letter (balance certificate)**
--- Official bank statement less than 3 months old (from the date of COE application) stating the amount of the account balance and attesting the guarantor's financial stability.
Document other than in French or English must be accompanied by a translation.
9. ORIGINAL **1 Proof of relationship between the financial guarantor and the applicant**
COPY --- Official birth certificate of the applicant or similar document that provided clear information about the relationship between the applicant and the guarantor.

For any additional information regarding your application and required documents, please contact Hokuto Bunka Academy by email (accj@hokuto-bunka.ac.jp).

Hokuto Bunka Academy may require additional documents if deemed necessary.

Thank you for your diligence in providing accurate and up-to-date information.

在留資格認定証明書交付申請書
APPLICATION FOR CERTIFICATE OF ELIGIBILITY

法務大臣 殿
To the Minister of Justice

出入国管理及び難民認定法第7条の2の規定に基づき、次のとおり同法第7条第1項第2号に掲げる条件に適合している旨の証明書の交付を申請します。

Pursuant to the provisions of Article 7-2 of the Immigration Control and Refugee Recognition Act, I hereby apply for the certificate showing eligibility for the conditions provided for in 7, Paragraph 1, Item 2 of the said Act.

写真
Photo
40mm x 30mm

1 国籍・地域 Nationality/Region
2 生年月日 Date of birth
3 氏名 Name
4 性別 Sex
5 出生地 Place of birth
6 配偶者の有無 Marital status
7 職業 Occupation
8 本国における居住地 Home town/city
9 日本における連絡先 Address in Japan
10 旅券 Passport
11 入国目的 Purpose of entry
12 入国予定年月日 Date of entry
13 上陸予定港 Port of entry
14 滞在予定期間 Intended length of stay
15 同伴者の有無 Accompanying persons, if any
16 査証申請予定地 Intended place to apply for visa
17 過去の出入国歴 Past entry into / departure from Japan
18 過去の在留資格認定証明書交付申請歴 Past history of applying for a certificate of eligibility
19 犯罪を理由とする処分を受けたことの有無
20 退去強制又は出国命令による出国の有無
21 在日親族及び同居者

Table with 7 columns: 続柄, 氏名, 生年月日, 国籍・地域, 同居予定の有無, 勤務先名称・通学先名称, 在留カード番号. Includes a note at the bottom regarding passport and application details.

(注) 裏面参照の上、申請に必要な書類を作成して下さい。
Note: Please fill in forms required for application. (See notes on reverse side.)
(注) 申請書に事実と反する記載をしたことが判明した場合には、不利益な扱いを受けることがあります。
Note: In case of to be found that you have misrepresented the facts in an application, you will be unfavorably treated in the process.

22 勤務先又は活動先 ※ (2)及び(3)については、主たる勤務又は活動場所の所在地及び電話番号を記載すること。
 Place of employment or activity For sub-items (2) and (3), give the address and telephone number of your principal place of employment/activity.

(1)名称 支店・事業所・研究室名
 Name Name of branch, office or research room

指導教員氏名(収入を伴わない学術上の活動を行うために「文化活動」での入国を希望する場合に記入)
 Name of professor (Fill in the following if the applicant wishes to enter Japan to engage in academic activities that provide no income under the status of residence of "Cultural Activities")

(2)所在地 (3)電話番号
 Address Telephone No.

23 活動内容 Type of activity

(1)「芸術」での入国を希望する場合 Fill in this section if the applicant wishes to enter Japan with the status of residence of "Artist".

著述家 著述家(指導) 美術家・写真家 美術家(指導)・写真家(指導)
 Author Author (teaching) Artist/photographer Artist (teaching) /photographer (teaching)

音楽家・舞台芸術家 音楽家(指導)・舞台芸術家(指導) その他()
 Musician/stage artist Musician (teaching)/stage artist (teaching) Others

(2)「文化活動」での入国を希望する場合 Fill in this section if the applicant wishes to enter Japan with the status of residence of "Cultural Activities".

芸術上の活動()
 Artistic activities

学術上の活動()
 Academic activities

我が国特有の文化又は技芸についての専門的な研究()
 Pursuing specific studies on Japanese culture or arts

専門家の指導を受けて我が国特有の文化又は技芸を修得する活動()
 Learning and acquiring Japanese culture or arts under the guidance of expert

24 経歴(外国におけるものを含む) Personal history(including those in a foreign country)

始期 Start		終期 Finish		経歴 Personal history	始期 Start		終期 Finish		経歴 Personal history
年 Year	月 Month	年 Year	月 Month		年 Year	月 Month	年 Year	月 Month	

(25は「文化活動」での入国を希望する場合に記入)
 (Fill in 25 in case of desiring to enter Japan by status of residence "Cultural Activities".)

25 滞在費支弁方法 Method of support to pay for expenses while in Japan

(1)支弁方法及び月平均支弁額 Method of support and an amount of support per month (average)

本人負担 円 在外経費支弁者負担 円
 Self Yen Supporter living abroad Yen

在日経費支弁者負担 円 奨学金 円
 Supporter in Japan Yen Scholarship Yen

その他 円
 Others Yen

(2)送金・携行等の別 Remittances from abroad or carrying cash

外国からの携行 円 外国からの送金 円
 Carrying from abroad Yen Remittances from abroad Yen

(携行者 携行時期) その他 円
 Name of the individual carrying cash Date and time of carrying cash Others Yen

26 申請人, 法定代理人, 法第7条の2第2項に規定する代理人

Applicant, legal representative or the authorized representative, prescribed in Paragraph 2 of Article 7-2.

(1)氏名

Name

(2)本人との関係

Relationship with the applicant

(3)住所

Address

電話番号

Telephone No.

携帯電話番号

Cellular Phone No.

以上の記載内容は事実と相違ありません。
申請人(代理人)の署名/申請書作成年月日

I hereby declare that the statement given above is true and correct.

Signature of the applicant (representative) / Date of filling in this form

年 月 日
Year Month Day

注意 申請書作成後申請までに記載内容に変更が生じた場合, 申請人(代理人)が変更箇所を訂正し, 署名すること。
申請書作成年月日は申請人(代理人)が自署すること。

Attention In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (representative) must correct the part concerned and sign their name.

The date of preparation of the application form must be written by the applicant (representative).

※ 取次者 Agent or other authorized person

(1)氏名

Name

(2)住所

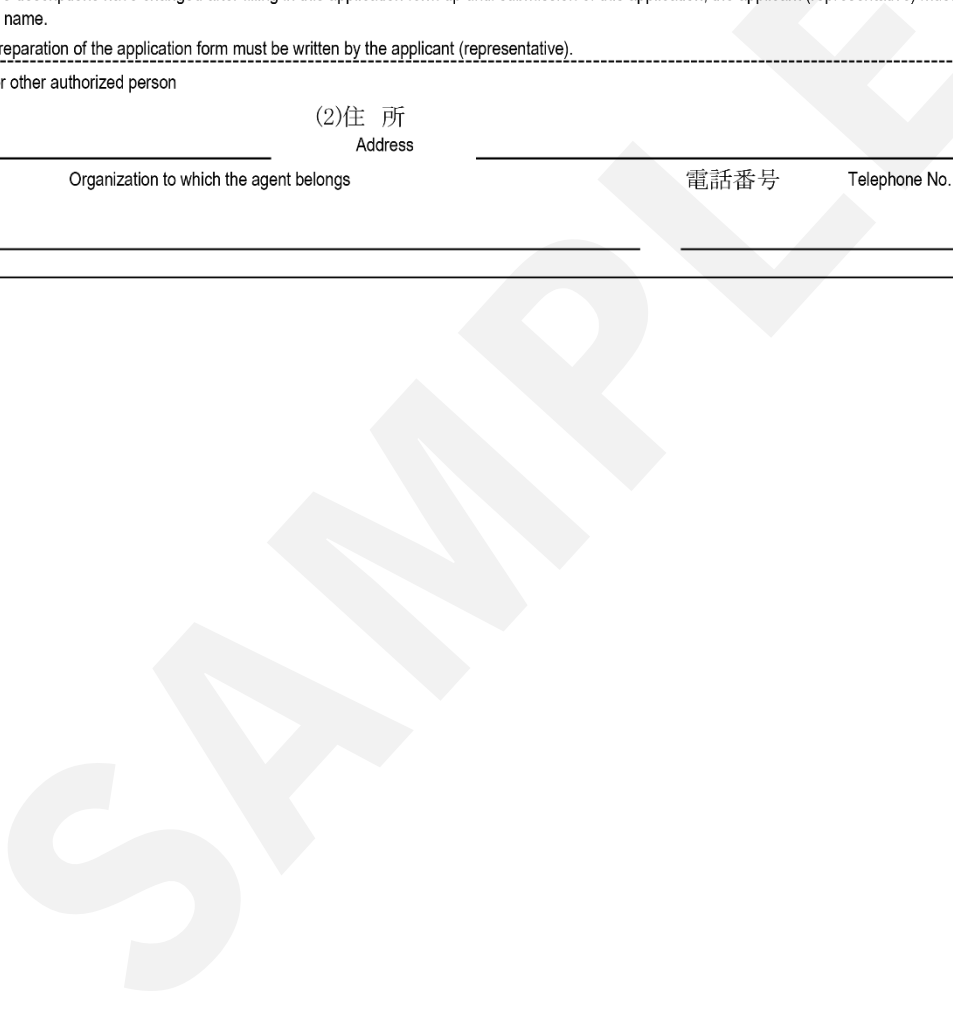
Address

(3)所属機関等

Organization to which the agent belongs

電話番号

Telephone No.



RESUME

Photo
(30x40mm)

Correct
clothing
required

FULL NAME		Age	Sex	Marital status
Pronunciation				

Nationality	Home address	Landline
		Cell phone

Birth date	Place of birth (city / state or province / country)
------------	---

Education (list each beginning and graduation date for all the academic establishments attended starting with your graduation date from high school)

Month	Year	Name of academic establishment / major or area of study / City & Country	(add as many lines as necessary)

Internships (add as many lines as necessary)

Month	Year	Hosting company name and type of business / internship activity (kitchen and/or service) / duration / city & country

Work experience (part-time or full-time job, short-term, one-off or regular experience) (add as many lines as necessary)

Month / Year	Employer name and type of business / job or activity description / duration of employment / city & country

Academic qualifications: diplomas, degrees, certificates, contests etc. (add as many lines as necessary)

Month / Year	Qualification (diploma, degree, certificate name and level)

Language proficiency (specify your proficiency level according to the reference levels given below)

Language	Proficiency level	Language	Proficiency level	Language	Proficiency level	Language	Proficiency level
English		German		Japanese			
French		Italian		Spanish			

(Languages reference levels: MT Mother tongue / A0 Basics / A1 Breakthrough / A2 Waystage / B1 Threshold / B2 Vantage / C1 Advanced / C2 Mastery)

Hobby, interest, sports (list only the most significant hobbies, and if any, the trips you made abroad, etc.) (add as many lines as necessary)

RESUME EXAMPLE

Photo
(30x40mm)

Correct
clothing
required

FULL NAME	Michel MORTIER	Age	Sex	Marital status
Pronunciation	mi.Hè.l mO.r.ti.é	20	M	single

Nationality	Home address	Full postal address: street number, street name, city, state/province, postal code, country	Landline	international phone number
French			Cell phone	international phone number

Birth date	Place of birth (city / state or province / country)
dd / mm / yyyy	city / state or province / country

Education (list each beginning and graduation date for all the academic establishments attended starting with your graduation date from high school)

Month	Year	Name of academic establishment / major or area of study / City & Country	(add as many lines as necessary)
June	20xx	Insert information regarding high school graduation year: name of high school, major or area of study, City name and country	
sept.	20xx	Insert information regarding starting of first year of post-secondary studies: name of school, major or area of study, City name and country	
sept.	20xx	Insert last information regarding the current studies at the time of application	

Only give information regarding the beginning of the very first year AND end of last year for each school and/or program you attended. If you changed/transferred school during your studies, specify the necessary information for each single school on different lines. If you dropped out of school, give information regarding date of dropout.

Internships (add as many lines as necessary)

Month	Year	Hosting company name and type of business / internship activity (kitchen and/or restaurant service) / duration / city & country
May-Aug.	20xx	[EXAMPLE #1] Hôtel du Cap (hotel) / kitchen & pastry / 3 months / Antibes (France)
Oct.-Nov.	20xx	[EXAMPLE #2] Le Plongeur (restaurant) / kitchen / 6 weeks / Nice (France)

Only give information regarding internships in culinary and hospitality industry.

Regarding INTERNSHIP ACTIVITY, only choose between the following 3 options: KITCHEN / PASTRY / RESTAURANT SERVICE.

Regarding TYPE OF BUSINESS, only choose between the following 2 options: RESTAURANT / HOTEL.

Regarding DURATION, specify the actual duration of internship in terms of days, weeks or months.

Work experience (part-time or full-time job, short-term, one-off or regular experience) (add as many lines as necessary)

Month / Year	Employer name and type of business / job or activity description / duration of employment / city & country
July-Aug 20xx	[EXAMPLE #1] Le Gavroche (restaurant) / kitchen assistant / 2 months / London (England)
oct. 20xx	[EXAMPLE #2] Salon du Chocolat (event) / Customer receptionist / 3 days / Paris (France)
Sep. 20xx-July 20xx	[EXAMPLE #3] Brasserie Georges (restaurant) / Waiter / every weekend / Lyon (France)

Regarding one-off events and student jobs, only give information if related to culinary or hospitality industry.

Academic qualifications: diplomas, degrees, certificates, contests etc. (add as many lines as necessary)

Month / Year	Qualification (diploma, degree, certificate name and level)
Specify information regarding all significant diplomas, degrees, certificates relating to the education history detailed above.	

Language proficiency (specify your proficiency level according to the reference levels given below)

Language	Proficiency level	Language	Proficiency level	Language	Proficiency level	Language	Proficiency level
English		German		Japanese			
French		Italian		Spanish			

Specify your mother tongue and all other languages spoken (add new language to the template if necessary).

(Languages reference levels: MT Mother tongue / A0 Basics / A1 Breakthrough / A2 Waystage / B1 Threshold / B2 Vantage / C1 Advanced / C2 Mastery)

Hobby, interest, sports (list only the most significant hobbies, and if any, the trips you made abroad, etc.) (add as many lines as necessary)

Specify any relevant hobbies/interests or sport you might do (or have done) on a regular basis, trips abroad.

[SCHOOL LOGO]

CERTIFICATE OF ENROLLMENT

[SCHOOL YEAR]

To whom it may concern

I, the undersigned [FULL NAME, JOB POSITION, SCHOOL NAME] hereby certify that

[NAME OF STUDENT], born on [BIRTH DATE]

is a bona fide student of our school currently in 3rd year pursuing a
Bachelor's degree in International Culinary Arts Management

The Bachelor in International Culinary Arts Management is a three-year post-secondary program that awards a formal qualification approved by French Ministry of Higher Education Research and Innovation by Ministerial Order dated 17 July 2019, published in Official Bulletin No 31 of 29 August 2019.

Institut Lyfe has received recognition from French Ministry of Higher Education Research and Innovation by Ministerial Order dated 31 July 2018, published in Official Bulletin of 30 August 2018.

Ecully, [SIGNATURE DATE]

To assert what is right.

[SIGNATURE]

[AUTHORIZED SIGNATORY'S NAME]

[AUTHORIZED SIGNATORY'S JOB POSITION]

[SCHOOL STAMP]

GUIDELINES FOR PHOTOCOPYING AND SCANNING PASSPORT AND OTHER DOCUMENTS

Please provide a color copy or scan of the passport identification pages.

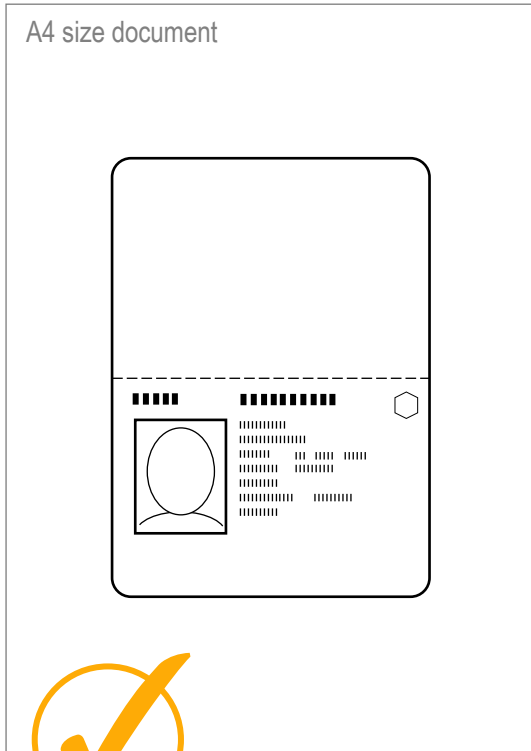
Passport must be properly centered in the middle of a A4 size document and photocopied/scanned at 100% of its original size.

Any document larger than A4 size format must be reduced to fit on A4 document.

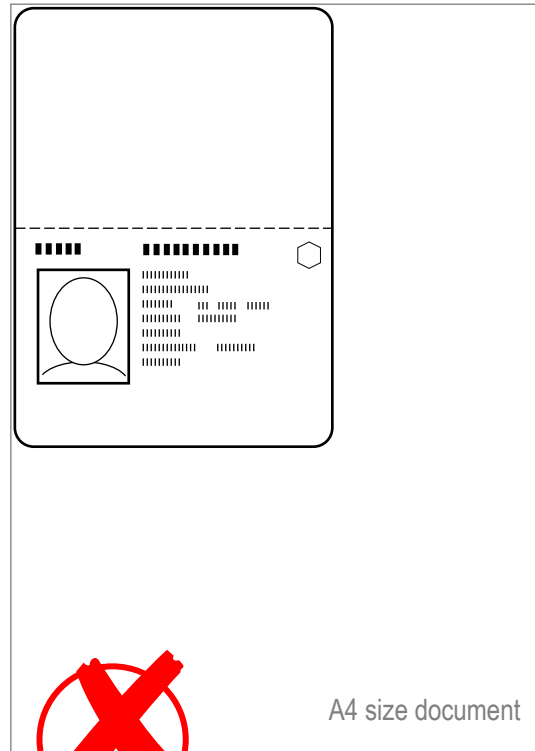
Documents must be scanned with a resolution of 350 DPI or higher, without being cropped or altered in any way.

All scanned text documents must be saved in high quality PDF format. Only ID photo must be saved in high quality/low compression JPEG or any other standard image format

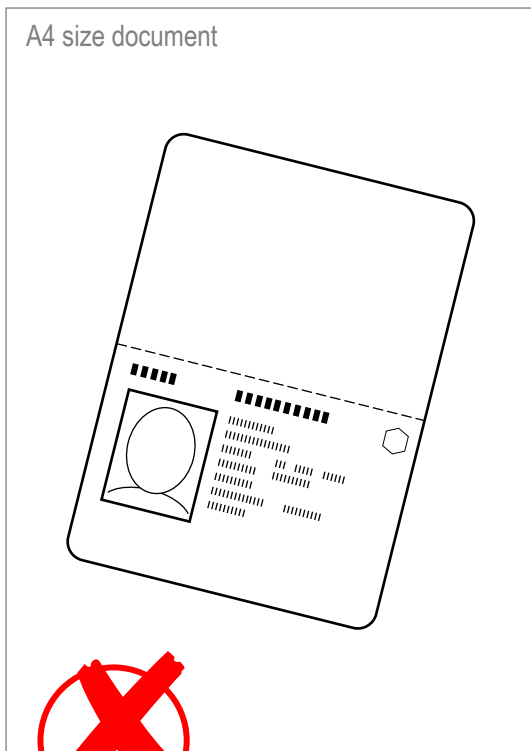
Ensure the scanned document compares in quality with the original before submitting it.



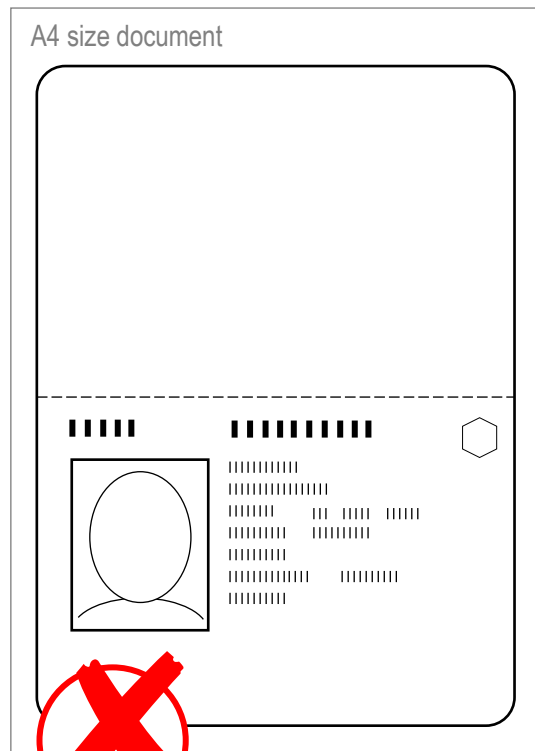
Centered in the middle,
100% original document size



Aligned in the corner of the
document or cropped



Skewed, not straight or
properly aligned



Enlarged to fit A4 size

[BANK LOGO]
[BANK & BRANCH NAME]
[BANK/BRANCH ADDRESS & PHONE NUMBER]

[ACCOUNT HOLDER'S FULL NAME]
[HOME ADDRESS]

BANK DECLARATION

TO WHOM IT MAY CONCERN,

WE, THE UNDERSIGNED [BANK NAME, BRANCH NAME, ADDRESS], HEREBY CERTIFY THAT [ACCOUNT HOLDER'S FULL NAME], BORN ON [BIRTH DATE], IS A CUSTOMER AT OUR BANK AND HOLDS A [TYPE OF ACCOUNT] ACCOUNT SINCE [DATE OF OPENING ACCOUNT] BEARING No. [FULL ACCOUNT NUMBER]. [HE/SHE] HAS MAINTAINED [HIS/HER] ACCOUNT IN A SATISFACTORY MANNER WITH THE BANK THROUGHOUT THIS TIME.

WE CONFIRM THAT [ACCOUNT HOLDER] RECEIVES A MONTHLY SALARY FROM [HIS/HER] EMPLOYER AVERAGING AT [CURRENCY & AMOUNT].

THE BALANCE ON THIS ACCOUNT AS AT TODAY'S DATE IS [CURRENCY & AMOUNT].

WE CONFIRM THAT THE CUSTOMER HAS DIRECT ACCESS TO THESE FUNDS AND CAN WITHDRAW THE FULL BALANCE WITHOUT NOTICE.

THIS CERTIFICATE IS ISSUED AT THE SPECIFIC REQUEST OF THE ACCOUNT HOLDER FOR THE PURPOSE OF STUDIES AT HOKUTO BUNKA ACADEMY FOR [HIS/HER] [SON/DAUGHTER] [NAME OF STUDENT].

BASED UPON OUR BANKING RELATIONSHIP, WE ARE CONFIDENT THAT [HE/SHE] WILL HAVE THE FUNDS AVAILABLE TO COVER THE TUITION AND RELATED EXPENSES DURING ITS STAY IN JAPAN.

THIS DECLARATION IS ISSUED AT THE REQUEST OF THE ACCOUNT HOLDER AND DOES NOT CONSTITUTE A GUARANTEE NOR ANY LIABILITY ON THE PART OF THE BANK, OR THE HERE UNDERSIGNING MANDATORY.

YOURS FAITHFULLY,

[LOCATION OF SIGNING]
[DATE OF SIGNATURE]

[SIGNATURE]
[AUTHORIZED SIGNATORY'S NAME]
[BANK STAMP]

国際銀行口座番号
INTERNATIONAL BANK ACCOUNT NUMBER

銀行名

株式会社 北洋銀行

BANK NAME

NORTH PACIFIC BANK, LTD.

支店 / 支店番号

室蘭中央 / 361

BRANCH NAME (BRANCH No.)

MURORAN-CHUO BRANCH (361)

住所

〒051-0022
北海道室蘭市海岸町1丁目4-1
むろらん広域センタービル 1F

BANK ADDRESS (COUNTRY)

MURORAN REGIONAL CENTER BUILD. 1F
1-4-1 KAIGANCHO MURORAN-SHI
HOKKAIDO 051-0022 (JAPAN)

SWIFT (BIC) コード

NORPJPJ

SWIFT (BIC) CODE

NORPJPJ

口座番号

3249031

BENEFICIARY'S ACCOUNT No.

3249031

口座名

学校法人 北斗文化学園
ガクホクブンカガクエン

BENEFICIARY'S NAME

HOKUTO BUNKA ACADEMY

所在地

〒051-0004
北海道室蘭市母恋北町1丁目5-11

BENEFICIARY'S ADDRESS (COUNTRY)

1-5-11 BOKOI KITA-MACHI MURORAN
HOKKAIDO 051-0004 (JAPAN)

電話番号

0143-22-7722

BENEFICIARY'S TEL No.

+81 (0) 143-23-4400



 **SCA**
Hokuto Bunka Academy
INTERNATIONAL SCHOOL
OF CULINARY ARTS

PARTNER WITH

HOKUTO AC.

INSTITUT
Lyfe
MANAGEMENT
IN CULINARY ARTS
& HOSPITALITY