

APPLICATION PROCEDURE

All applicants for ICPA courses must follow the application procedure below.

Incomplete documentation or exceeding deadlines will also be grounds for non-approval of the course. Please apply well in advance.

For further information on the procedure and frequently asked questions, please refer to the website page. <https://icpa-in.com/programme-application/>

Please check all questions about the application before contacting us.

APPLICATION PROCEDURE CHART

Hover over the words in the 'Where to apply' section to jump to a link to some of the items.

<input checked="" type="checkbox"/>	#	Procedure	Where to apply	Deadline
<input type="checkbox"/>	1	Enquiries, questions and confirmation of course dates	Enquiry Form	More than 4 months before the first day of the course
<input type="checkbox"/>	2	Online application	Link	More than 4 months before the first day of the course

<input checked="" type="checkbox"/>	#	Procedure	Where to apply	Deadline
<input type="checkbox"/>	3	Test of suitability for taking a course	Access authorisation	
<input type="checkbox"/>	4	Online interview (may be exempt if completed in 1)	Zoom invitation	
<input type="checkbox"/>	5	Notification of results of course suitability test and scheduling		
<input type="checkbox"/>	6	Read the terms and conditions of the course	Link	
<input type="checkbox"/>	7	Submission of written application form (Download form here)	Email	Up to 90 days before the course
<input type="checkbox"/>	8	Submit course questionnaire (not required for language courses).	Link	Up to 90 days before the course
<input type="checkbox"/>	9	Submit required documents (see required documents section).	Email	Up to 90 days before the course
<input type="checkbox"/>	10	Deposit payment: at least 50% of the course fee Non-refundable, full payment also possible Please apply for deposit payment by email.	Search Courses	Up to 90 days before the course
<input type="checkbox"/>	11	Provisional booking of airline tickets and accommodation. *No formal reservations should be made until the course has been confirmed (60 days before the course starts). *ICPA will not be involved in any booking problems.	Self-responsibility	

☑	#	Procedure	Where to apply	Deadline
☐	12	If you are a foreign national and need a visa to enter Japan, we will provide you with the necessary documents for visa application *Deposit is non-refundable even if your visa is rejected.	Self-responsibility	Up to 60 days before the course
☐	13	<p>Date by which the full amount of the course must be received by ICPA.</p> <p>* ICPA must be able to confirm full payment by the applicant by this deadline.</p> <p>Note that this deadline is the "date of receipt", not the date of remittance.</p> <p>In the event of late payment, the applicant will not be allowed to attend the course.</p> <p>The applicant is responsible for any handling fees.</p> <p>The full fee at this point will be charged. The amount may change from the time of application (applicants should confirm the final amount at the time of application).</p> <p>If full payment is not confirmed by the due date, the course application will be rejected and no refund will be provided.</p> <p>Credit card payment is the most secure, safe and convenient method of payment nationwide.</p> <p>*This deadline will not be extended in the event of time delays caused by bank transfers.</p>	It will be sent to you by email or on the site's My Account Online. Check your invoice	Up to 60 days before the course

<input checked="" type="checkbox"/>	#	Procedure	Where to apply	Deadline
<input type="checkbox"/>	14	<p>A certificate of permission to attend the course is issued</p> <p>A decision is made whether the course will be organised or not.</p> <p>If the class does not reach the minimum number of participants, the course will be cancelled and the applicant can change to an individual course for an additional fee or change the dates of the course.</p> <p>ICPA will not cover the costs incurred for visa applications, airline tickets and accommodation arrangements in the event that the programme is not organised.</p>	Email Receipt	2 months before the course start date.
<input type="checkbox"/>	15	Preparation for the start of the course		

NECESSARY DOCUMENTS

One-off courses and language courses

- Application form (agreement to terms and conditions)
- Identification papers

Short and long-term programmes

- Application form (including agreement to terms and conditions)
- Identity document (passport, driving licence or other photo identification)
- Curriculum Vitae
- Course Questionnaire
- Business certificate (for franchises and organisations)

As the programme is aimed at those seeking to improve their knowledge, the aim is to check and validate the objectives of all participants, to keep them highly motivated and to provide course content appropriate to their experience and position. This is an important requirement of the course assessment.

IMPORTANT NOTES

- * For procedural instructions and frequently asked questions, see the website page <https://icpa-in.com/programme-application/>
- * Incorrect application procedures may result in the course application not being approved. Please proceed with caution.
- * If an interpreter will be present at the course, please make sure to inform us in advance, as separate arrangements may need to be made at the venue. The interpreter's expenses are to be paid by the applicant.
- * Deadlines cannot be changed. Please ensure that you meet the deadlines. No action will be taken in case of delays under any circumstances.
- * Even if a representative is applying on behalf of the applicant, the interview must be held with the applicant him/herself. An interpreter could be present on the applicant's arrangement.
- * Meetings are generally held online, but if there is a special reason, or in the case of a paid trial course, a 30-60 minute face-to-face meeting can be booked.
- * Payment is only accepted by credit card. Cash is not accepted. Credit card payment companies accepted are VISA, Mastercard, American Express, JCB, Diners Club and Discover. The range of accepted credit cards is subject to change.
- * Please contact your credit card company to find out if instalment payments are accepted.
- * Bank transfers are also possible on request, however, international transfers can require two weeks to a month to arrive and if the bank rejects the transfer, it will not be possible to book a place on the course. Please note that no special arrangements can be made for delays caused by these reasons. Please note that bank transfer charges are the responsibility of the applicant.
- * The method of review is determined by ICPA International Protocol Ltd and details are not provided. Reasons for disapproval are not notified.

- * We do not offer any refund service except in accordance with our procedures and terms and conditions.
- * If a student cancels for health reasons, no refund will be given and the course can be rescheduled or moved online.
- * You must follow the ICPA's policy and we do not negotiate special responses. If this is absolutely necessary, please contact us. We do not provide reasons for our rules.
- * The ICPA operates with Japanese social common sense. Please be aware of this beforehand. The ICPA operates with an international mindset.
- * English is the primary language used by the ICPA. For terms and conditions and contracts, the Japanese language takes precedence.
- * Please read the terms and conditions of the course, the institute's rules and regulations and the manner of attendance carefully.

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<input checked="" type="checkbox"/>	#	Procedure	Where to apply	Deadline
<input type="checkbox"/>	1	Enquiries, questions and confirmation of course dates	Enquiry Form	More than 3 months in advance
<input type="checkbox"/>	2	Online application	link	More than 3 months in advance
<input type="checkbox"/>	3	Test of suitability for taking a course	Access authorisation	Immediately after #2
<input type="checkbox"/>	4	Online interview (may be exempt if completed in 1)	Zoom invitation	1 week after #3

<input checked="" type="checkbox"/>	#	Procedure	Where to apply	Deadline
<input type="checkbox"/>	5	Notification of passing the course suitability test	Email Receipt	4 weeks later
<input type="checkbox"/>	6	Read the terms and conditions of the course	link	After #1
<input type="checkbox"/>	7	<u>Submission of written application form (Download form here)</u>	Email	After #1
<input type="checkbox"/>	8	Submit course questionnaire (not required for language courses).	link	After #5
<input type="checkbox"/>	9	Submit required documents (see required documents section).	Email	After #5
<input type="checkbox"/>	10	<p>Payment of course fees (can be made in part or in full).</p> <p>*Payments can be made in instalments up to two months in advance</p> <p>If you wish to pay in instalments, you must inquire separately.</p> <p>Deposit of at least 30% of the full amount -. non-refundable.</p> <p>Course dates can be changed up to two months before the course applied for.</p> <p>*Foreign nationals applying for a visa must pay 30% of the course fee as a deposit.</p> <p>If the visa is not granted at least two months before the course starts, the application will be cancelled and a refund will be given.</p> <p>In any case, the payment deadline must be strictly observed.</p>	courses to buy here Search	If there are no incomplete documents at 9.
<input type="checkbox"/>	11	Issuance of course permit (Temporary permit if deposit only paid)	Email Receipt	After receipt of #10

<input checked="" type="checkbox"/>	#	Procedure	Where to apply	Deadline
<input type="checkbox"/>	12	<p>Visa application for foreign nationals</p> <p>Tentative booking of airline tickets and accommodation (the applicant is responsible for making the arrangements).</p>	Self-responsibility	Immediately after #11
<input type="checkbox"/>	13	<p>Visa for foreign nationals.</p> <p>In case of visa refusal, deposit refundable only up to two months before the course (fees to be paid by the applicant)</p>	Self-responsibility	2 weeks after #12
<input type="checkbox"/>	14	<p>Pay the full amount at least two months before the start date of the course you have registered for.</p> <p>If a seat is filled, you will not be able to attend the course of your choice, and in this case the course fee will not be refunded.</p> <p>This date is the date the payment is received by ICPA, not the date of remittance. The amount of the fee is subject to change, so be sure to confirm the amount at the time of application.</p> <p>If full payment is not received by the due date, the course application will be rejected and no refund will be given.</p> <p>Late payments will not be accepted.</p>	<p>It will be sent to you by email or on the site's My Account Online.</p> <p>Check your invoice</p>	<p>2 months before the course start date</p> <p>Day 1.</p>
<input type="checkbox"/>	15	<p>Decision to run the course and issue a certificate of attendance.</p> <p>If the minimum number of participants is not reached, the course will be cancelled and the course will be changed to an individual course for an additional fee, the course dates will be changed or a refund will be issued. (In the event that the course is not organised, ICPA will not cover the costs incurred for visa applications, airline tickets and accommodation arrangements.</p>	Email Receipt	2 months before the course start date.

<input checked="" type="checkbox"/>	#	Procedure	Where to apply	Deadline
<input type="checkbox"/>	16	Preparation for the start of the course	self-responsibility	

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- * Even if a representative is applying on behalf of the applicant, the interview must be held with the applicant him/herself. An interpreter could be present on the applicant's arrangement.
- * Meetings are generally held online, but if there is a special reason, or in the case of a paid trial course, a 30-60 minute face-to-face meeting can be booked.
- * Payment is only accepted by bank transfer or credit card. Cash is not accepted. The credit card payment company is basically 'Square' due to security.
- * The method of review is determined by ICPA International Protocol Ltd and details are not provided. Reasons for disapproval are not notified.
- * We do not offer any refund service except in accordance with our procedures and terms and conditions.
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ICPA講座申請方法（全国共通）

ICPA応募者は、必ず、この順番に従い、受講申請をしてください。

書類不備や期限超過も、受講不承認の理由となります。余裕を持って、お申し込みください。

手続き方法及びよくあるご質問は、ウェブサイトのページをご確認ください。<https://icpa-in.com/programme-application/>

申請に関してのご質問は、全て確認した上でお問い合わせください。

お申し込みの手順表

「申請先」のセクションの文字にカーソルを合わせると、リンクが飛べる項目もございます。
英語の語学コースの場合には、2週間前までの手続き完了となります。

<input checked="" type="checkbox"/>	順番	手続き	申請先	期限
<input type="checkbox"/>	1	お問い合わせ、ご質問、講座日程確認	お問い合わせフォーム	希望講座 開始日の 3ヶ月 以上前
<input type="checkbox"/>	2	オンライン申請	リンク	3ヶ月 以上前
<input type="checkbox"/>	3	受講適正診断テスト	アクセス権発行	2の直後
<input type="checkbox"/>	4	オンライン面談（1で済ませていれば免除となる場合もある）	Zoom招待	3の 1週間後
<input type="checkbox"/>	5	受講適正テスト通過通知	Eメール受信	4週間後
<input type="checkbox"/>	6	受講規約を読む	リンク	1の後

<input checked="" type="checkbox"/>	順番	手続き	申請先	期限
<input type="checkbox"/>	7	申込書の書面提出（フォームここからダウンロード）	<u>Eメール</u>	1の後
<input type="checkbox"/>	8	受講アンケート提出（語学コースの場合は不要）	<u>リンク</u>	5の後
<input type="checkbox"/>	9	必要書類を提出（必要書類欄参考）	<u>Eメール</u>	5の後
<input type="checkbox"/>	10	お支払い（一部または全額） *2ヶ月前までならば分割支払いが可能(別途問い合わせ・30%～返金不可・講座日程変更は2ヶ月前までなら可能) *外国籍の方で、ビザを申請される方は デポジット講座費用の30% (講座開始の2ヶ月前までにビザの取得が不可となった場合には、申請キャンセル及び返金 期限は厳守)	<u>購入講座を ここから 検索</u>	9で書類 不備がない 場合
<input type="checkbox"/>	11	受講許可書発行 (デポジットのみの支払いの場合、仮許可証)	Eメール受信	10の着 金後
<input type="checkbox"/>	12	外国籍の方は、ビザ申請 航空券や宿泊先は仮予約（手配は応募者の責任元）	自己責任	11の直 後
<input type="checkbox"/>	13	外国籍の方は、ビザ取得 ビザ却下の場合には、講座の2ヶ月前までに限り、 デポジット返金（手数料は応募者が負担）	自己責任	12の 2週間後

☑	順番	手続き	申請先	期限
☐	14	<p>申し込み講座の開始日2ヶ月前までに全額支払いをする</p> <p>*全額の支払いがない限りは、席の確保ができない為、仮に席が埋まった場合には、希望講座を受講できず、この場合、受講費用は返金がされないの、早めに対応する事</p> <p>*この日付は、ICPAに着金する日付であり送金日ではない</p> <p>*この時点での正規料金がかかる為、金額が変更となる場合がある。その為、必ず、申し込み時に、その金額を確認する事</p> <p>*期限までに全額支払いを確認がされなかった場合には、講座申請は不承認となり、返金は不可。</p> <p>*支払い遅延は受付不可</p>	<p>メールで送られるか、サイトのマイアカウントのオンライン請求書を確認</p>	<p>講座開始日の2ヶ月前の1日目</p>
☐	15	<p>講座の催行を決定し、受講許可書を発行</p> <p>最低催行人数に達さなかった場合、講座は不催行となり、その場合、追加金額で個人講座へ変更、コース日程の変更、または返金を行う。</p> <p>(返金手数料は応募者が負担する)</p> <p>尚、講座が不催行の場合でも、ICPAはビザ申請、航空券、宿泊手配に発生した費用を負担しない</p>	<p>Eメール受信</p>	<p>講座開始日の2ヶ月前</p>
☐	16	<p>受講開始まで準備</p>	<p>自己責任</p>	

必要書類

単発コース・語学コース

- 申込書（規約への同意書）
- 身分証明書

短期および長期プログラム

- 申込書（規約への同意を含む）
- 身分証明書（パスポート、運転免許証などの写真付き）
- 履歴書
- 受講アンケート
- ビジネス証明書（フランチャイズや組織の場合）

知識向上を目指す方を対象としたプログラムであるため、参加者全員の確認と目的の検証を行い、高いモチベーションを維持し、経験や立場に応じた適切なコース内容を提供することを目的としています。これは受講審査の要件として重要なポイントです。

注意事項

- * 手続き方法及びよくあるご質問は、ウェブサイトのページをご確認ください。<https://icpa-in.com/programme-application/>
- * 申請手続きを誤ると受講申請が承認されない場合があります。慎重にお手続きください。
- * 受講の際に、通訳者が同席する場合、会場での別途手配が必要になる場合があるので、必ず、事前にお知らせください。通訳者の経費は、応募者様をご負担ください。
- * 期限の変更は致しかねます。**必ず、期限をお守りください。**いかなる場合でも、遅延の場合の対応は致しません。
- * 代理の方が申請を代理する場合でも、面談は、応募者ご本人との面談となります。尚、通訳の方は同席可能です。

- * 打ち合わせは、基本的にはオンラインとさせていただいておりますが、特別な理由がある場合、有料の体験講座の場合には、対面面談30-60分をご予約いただけます。
- * お支払いは、銀行送金、またはクレジットカードのみ受け付けております。現金では受け付けられません。クレジットカード決済会社は、安全性により、基本は「スクエア」を利用しています。
- * 審査方法は、ICPA国際プロトコール株式会社の定めた方法で行い、詳細は提示しております。不承認の場合の理由については、通知しておりません。
- * 返金対応は、手続き、規約にある場合以外の対応は一切して承っておりません。
- * 受講生の健康上の理由でのキャンセルの場合も、返金は承らず、日程変更、オンラインへ変更などを承っております。
- * ICPAの方針に従って頂きますので、特別な対応の交渉は承っておりません。どうしても必要ば場合には、ご相談ください。決まり事の理由提示は致しません。
- * ICPAは、日本の社会常識を持って運営をしています。予めご了承ください。尚、考え方は国際的な思考を持って運営しております。
- * ICPAの使用言語は、英語が第一言語となります。規約・契約書に関しては、日本国内の言語が優先されます。
- * 受講規約・学院規則・受講マナーを必ず熟読ください。