

Guidance to Admission and Visa Application



Kyoshin Language Academy From October 2019 Intake

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Revised 2019.04.15

***Subject to change without prior notice**

1. Where to Send the Documents and Inquiry

CITY	TOKYO	TOKYO	TOKYO
Name of school	Kyoshin Language Academy Shinjuku	OLJ Language Academy	Tokyo International Culture Education Institute (Kyoshin Language Academy Akihabara)
Address	2-18-18-3F Nishi-waseda Shinjuku-ku Tokyo 169-0051	2-23-2 UBG Building 2F Higashi-Ikebukuro Toshima-ku, Tokyo 170-0013 (From October 1st 2019)	2-13-2 Kuramae Taito-ku, Tokyo 111-0051
TEL	+81-3-6205-6651	+81-3-6228-0696	+81-3-3861-4511
CITY	AICHI	KYOTO	OSAKA
Name of school	Kyoshin Language Academy Nagoya-Kita	Kyoshin Language Academy Kyoto-Chuo	Kyoshin Language Academy Osaka
Address	3-9-15 Kozojicho-kita Kasugai, Aichi 487-0016	272-1F Bantoya-cho Shimogyo-ku Kyoto, Kyoto 600-8439	2-2-19-2F Nagai-higashi, Sumiyoshi-ku, Osaka, Osaka 558-0004
TEL	+81-568-37-0262	+81-75-352-0695	+81-6-6115-6150
CITY	HYOGO	FUKUOKA	IBARAKI
Name of school	Kyoshin Language Academy Kobe	Kyoshin Language Academy Fukuoka	Kyoshin Language Academy Mito
Address	4-1-3 Syogun-dori, Nada-ku Kobe, Hyogo 657-0058	31-11 Oaza-Iino, Umi-machi, Kasuya-gun, Fukuoka 811-2104	1-5-41 Jonan, Mito, Ibaraki 310-0803
TEL	+81-78-262-1362	+81-92-934-3727	+81-29-231-5931

2. Admission Schedules/Length of Course

Accept four times a year on April, July, October or January.

Courses & Accepted Month	Terms of Study
April	1 year or 2 years
July	1 year & 9 months
October	1 year & 6 months
January	1 year & 3 months

*** Application will be closed about 5 months prior to course starting date. Please contact us for the detail date**

*Application will be closed if the capacity become full

*Fukuoka school will accept students in April and October Only

3. Application Requirement

Must have completed the school education of 12 years or more, or have equivalent educational background.

4. Screening Method

- (1) Documents Screening
- (2) Interview (if necessary)
- (3) Written examination (if necessary)

5. Required Documents

Please submit all application documents to the school administrator by the due date for every intake. Please see the list of required documents at the end of the book.

(Notes)

*Submit the original documents which are issued within 3 months.

*Applicant, the supporter write the application form by themselves

*The certificate that you wish to return, please let me know at the time of application.

Documents to be submitted to the Immigration Bureau, will not be returned.

*Translation must be attached for all the documents not written in Japanese.

6. Procedure from Application to Entrance

STEP 1 ·Submitting application documents ·Payment of the application fee	Please submit all the necessary documents to the school and wire transfer the application fee to the designated bank account by the deadline. Application will be closed about 5 months prior to course starting date.
STEP 2 Screening by Kyoshin L.A.	After receiving the documents, we will screen the documents.
STEP 3 Screening by Immigration Bureau <i>Issue of "The Certificate of Eligibility"</i>	Immigration Bureau will issue "Certificate of Eligibility" after screening.
STEP 4 Payment of tuition <i>Will send "The Certificate of Eligibility" and "Letter of Acceptance"</i>	We will inform applicant after "Certificate of Eligibility" has been issued. Applicant or agent must wire transfer Tuition (admission fee, tuition etc.) to the designated bank account. After the confirmation of the payment, we will send Certificate of Eligibility, Letter of Acceptance and schedule.
STEP 5 ·Visa Application ·Send dormitory questionnaire if you wish to live in dormitory. ·Arrange the flight	<u>Please apply for student visa at governed Japanese embassy or consulate in your home country with Certificate of Eligibility.</u> Please send us the questionnaire if you wish to live in a dormitory or wish to have airport pick up as soon as possible. After receiving the visa, please arrange the flight and inform the arrival date to the school you have applied. We wish you to arrive on the day designated by school if possible.
STEP 6 Entering Japan	Welcome! Let's study together!

7. Fees

Fees must be paid for 1 year and applies to all 9 schools. Please contact us if you would like to pay in 2 installments.

	First Payment	Second payment	Annual Total
Application fee	20,000	-	20,000
Entrance fee	50,000	-	50,000
Tuition	330,000	330,000	660,000
Facility fee	20,000	20,000	40,000
Activity fee	10,000	10,000	20,000
Sales Tax (10%)	43,000	36,000	63,200
Total	473,000	396,000	869,000

(Currency unit: JPY Japanese Yen)

(NOTES)

- *Rate of sales tax might increase due to the policy change of Japanese government.
- *The balance will be charged if there are a hike on sales tax even for the current student.
- *Application fee must be paid at the time of application to the school.
- *Textbook fee is included in the tuition.
- *All the bank charge must be paid by applicant

REFUND POLICY

1 Received a Certificate of Eligibility but did not apply for the visa and did not come to Japan.

Requirement: Return of "Letter of Acceptance" and "Certificate of Eligibility".

Refund: All the fee EXCEPT entrance fee and application fee.

2 Applied for visa at Japanese Embassy or Consulate but the visa was refused and could not come to Japan.

Requirement: Return of "Letter of Acceptance" and the proof of the refusal of visa issued by Japanese Embassy or Consulate.

Refund: All the fee EXCEPT entrance fee and application fee.

3 Received visa but refused to enter school before coming to Japan.

Requirement: Return of "Letter of Acceptance" and able to confirm non-use of Visa.

Refund: All the fee EXCEPT entrance fee and application fee.

4 The student who has obtained visa and came to Japan but did not enter school

Refund: No Refund. Tuition for 6 months will be refunded if the student paid for 1 year.

5 Withdraw from school after entering

Within 6months: No refund. Tuition for 6 months will be refunded if the student paid for 1 year.

After 6 months: No refund after the start of the term. (Term is 4-6, 7-9, 10-12,1-3)

8. Accommodation

■ General information

Please fill in the dormitory questionnaire and send it to us if you would like to live in the dormitory.

Please understand that there might be a possibility that we can not meet your request.

If the dormitory become full we will refer to other facilities. Rate might slightly differ.

There will be additional fee for airport pick-up (No service in some school) and beddings (provided free of charge at some facilities)

[IMPORTANT] There will be NO refund for first 6months. We will charge for every 3months afterward.

■ SHINJUKU-TOKYO, KLA Shinjuku School (Only MALES)

FEMALES dormitory is coming soon

Dormitory-type

Room Type	Type A) Double	Type B) Triple	Type C) Quadruple
Register fee	30,000yen		
Deposit	20,000yen Cleaning fee of 5,000 yen will be deducted when moving out. Actual amount will be charge if you make damage to the room.		
Monthly fee	40,000yen	35,000yen	30,000yen
Utility expense	5,000yen (Actual cost if over 5000yen/person)		
Insurance	500yen/month		
First 6 months Total	323,000yen	293,000yen	263,000yen
Common facilities	Kitchen, cooker, fridge, TV, microwave oven, shower, toilet, washing machine		
Room facilities	Air conditioning, bed, desk, internet		
Location	5-20minutes walk to school Nearest station: TAKADANOBABA) JR · Subway · Seibu-Shinjuku-Line (

■ IKEBUKURO-TOKYO, OLJ Language Academy

Coming soon

■ AKIHABARA-TOKYO, Tokyo International Culture Education Institute

Dormitory-type

Room Type	Single	Double
Register fee	30,000yen	
Deposit	20,000yen Cleaning fee of 5,000 yen will be deducted when moving out. Actual amount will be charge if you make a damage to the room.	
Monthly fee	50,000yen	35,000yen
Utility expense	Included in Rent (monthly fee)	
First 6 months Total	350,000yen	260,000yen
Common facilities	Bathroom/shower, toilet, kitchen, washing machine, microwave	
Room facilities	Air conditioning, refrigerator, TV, desk, chair, bed, locker, Internet, futon	
Location	30minutes on foot or 15minutes by bicycle to school Nearest station: ASAKUSA (Tsukuba Express)	

■NAGOYA (Kyoshin Language Academy, Nagoya-Kita)

Apartment-style

Room Type	2 - 4 person
Register fee	30,000yen
Deposit	20,000yen Cleaning fee of 5,000 yen will be deducted when moving out. Actual amount will be charge if you make a damage to the room.
Monthly fee	30,000yen
Utility expense	5,000yen (Actual cost if over 5000yen/person)
Insurance	500 yen/month
First 6 months Total	263,000yen
Common facilities	-
Room facilities	Air conditioning, bed, desk, rice cooker, refrigerator, kitchen, bed, microwave, shower, toilet, washing machine, wi-fi
Location	3 – 15 minutes on foot to school

■KYOTO (Kyoshin Language Academy, Kyoto-Chuo)

Apartment-style

Room Type	Economy Oriented Type (Single)	Comfortable Oriented Type (Single) *1
Register fee	50,000yen	40,000yen
Deposit	-	20,000yen* 2
Monthly fee	43,000yen ~	63,000~ 67,000 yen
Utility expense	Billed at cost	5,000 yen *3
Insurance	7,000 yen/year	Included to monthly fee
First 3 months Total	186,000~ yen	264,000~276,000 yen
Common facilities	Washing machine (coin laundry)	Self-Locking entrance, 24 hrs residence support
Room facilities	Air conditioning, bed, desk, kitchen, Internet, shower, toilet, refrigerator, beddings	Air conditioning, bed, desk, kitchen, Internet, shower, toilet, refrigerator, washing machine, beddings
Location	7 minutes on foot to school(600m)	3 minutes to school on foot (200m).

*1 Double available

*2 Cleaning fee of 5,000 yen will be deducted when moving out.

*3 Additional charge if it exceeds 5,000 yen

■OSAKA (Kyoshin Language Academy, Osaka)

Room Type	Share-House Type		Apartment Type	
	Single	Double	Single	Double
Register fee	-		30,000yen	
Deposit	20,000yen Cleaning fee of 5,000 yen will be deducted when moving out. Actual amount will be charge if you make damage to the room.			
Monthly fee	41,000yen	28,000yen	42,000 yen	35,000 yen
Utility expense	10,000yen	5,000yen	Actual cost	
Insurance	Included Monthly fee			
First 6 months Total	326,000 yen	218,000 yen	302,000 yen	260,000 yen
Common facilities	Kichten, bath, toilet, lounge, WiFi		24 hrs residence support	
Room facilities	Air conditioning, bed, desk		Wifi, Air conditioning, bed, desk, kitchen, shower, toilet, refrigerator, washing machine,	
Location	8 minutes by bus to school		In 15 minutes on foot to school	

■KOBE (Kyoshin Language Academy, Kobe)

Apartment-type

Room Type	Single	Double
Register fee	30,000yen	
Deposit	20,000yen Cleaning fee of 5,000 yen will be deducted when moving out. Actual amount will be charge if you make a damage to the room.	
Monthly fee	53,000 yen	25,000 yen
Utility expense	Actual cost	
Insurance	Included in the rent	
First 6 months Total	368,000yen	200,000yen
Common facilities		
Room facilities	Air conditioning, bed, desk, shower, toilet, refrigerator, washing machine, WiFi Bicycle parking area	
Location	In 15 minutes on foot from school	

■FUKUOKA (Kyoshin Language Academy, Fukuoka)

Apartment-style

Room Type	Type A, Double	Type B, Quadruple
Register fee	10,000yen	
Deposit	50,000yen	
Monthly fee	35,000yen	20,000 yen
Utility expense	Actual cost	
Insurance	Included Monthly fee	
First 6 months Total	270,000 yen	180,000 yen
Common facilities	-	
Room facilities	Air conditioning, bed, desk, kitchen, shower, toilet, refrigerator, washing machine,	
Location	Next to school	

■MITO-Ibaraki (Kyoshin Language Academy, Mito)

Apartment-style

Room Type	Double
Register fee	30,000yen
Deposit	40,000yen
Monthly fee	25,000 yen
Utility expense	Actual cost
Insurance	Included Monthly fee
First Payment	222,000 yen first 6 months
Common facilities	-
Room facilities	Air conditioning, desk, kitchen, shower, toilet, refrigerator, washing machine, rice cooker,
Location	In 15 minutes on foot from school

9. Designated Bank Account

■ SHINJUKU, Kyoshin Language Academy, Shinjuku

NAME OF BANK	MUFG Bank, Ltd.
BRANCH	TAKATANOBABA BRANCH
ACCOUNT NO.	053-0594084
ACCOUNT NAME	KYOSHIN
SWIFT CODE	BOTKJPJT
BANK ADDRESS	3-2-3 Takadanobaba, Shinjuku-ku, Tokyo, Japan 169-0075
TEL	+81-3-3360-0331

■ OLJ, OLJ Language Academy

NAME OF BANK	SUMITOMO MITSUI BANKING CORPORATION
BRANCH	SHIBUYA BRANCH
ACCOUNT NO.	8836055
ACCOUNT NAME	KABUSHIKIGAISHA OLJ
SWIFT CODE	SMBCJPJT
BANK ADDRESS	20-2 Udagawa-cho, Shibuya-ku, Tokyo, Japan 150-0042
TEL	+81- 3-3463-0101

■ AKIHABARA, Tokyo International Culture Education Institute

NAME OF BANK	MUFG Bank, Ltd.
BRANCH	TAKATANOBABA BRANCH
ACCOUNT NO.	0699439
ACCOUNT NAME	KLA AKIHABARA or Tokyo International Culture Education Center
SWIFT CODE	BOTKJPJT
BANK ADDRESS	3-2-3, Takadanobaba, Shinjuku-ku, Tokyo, Japan 169-0075
TEL	+81-3-3360-0331

■ NAGOYA, Kyoshin Language Academy Nagoya-Kita

■ KYOTO, Kyoshin Language Academy Kyoto-Chuo

■ OSAKA, Kyoshin Language Academy Osaka

■ KOBE, Kyoshin Language Academy Kobe

■ FUKUOKA, Kyoshin Language Academy Fukuoka

NAME OF BANK	MUFG Bank, Ltd.	
BRANCH	SAIIN BRANCH	
ACCOUNT NO.	Nagoya-Kita	504-0297306
	Osaka	504-0250263
	Kyoto-Chuo	504-0966342
	Kobe	504-0333990
	Fukuoka	504-0999807
ACCOUNT NAME	KYOSHIN CO.,LTD.	
SWIFT CODE	BOTKJPJT	
BANK ADDRESS	9 SAIIN KOZANJICHO, UKYO-KU, KYOTO-SHI, KYOTO, JAPAN	
TEL	+81-75-311-5361	

■ MITO, Kyoshin Language Academy Mito

NAME OF BANK	MIZUHO BANK LTD.
BRANCH	MITO BRANCH
ACCOUNT NO.	1201684
ACCOUNT NAME	MITO INTERNATIONAL JAPANESE LANGUAGE SCHOOL
SWIFT CODE	MHCBJPJT
BANK ADDRESS	3-5-1, MINAMIMACHI, MITO-SHI, IBARAKI, JAPAN 310-0021
TEL	+81-29-224-4151

Required Documents

◆ Applicant

Required Documents		Remarks
1	Application Form	Designated form Name should be same as passport
2	Personal History	Designated form
3	Purpose of Studying in Japan	Designated form
4	“Certificate of Graduation” from last attended school or “Certificate of Expectation of Graduation” from school now attending.	Must be original
5	Transcript from last attended school	Must be original
6	Certificate of enrolment and transcript (For student who is now enrolling)	Must be original
7	Certificate to prove history of studying Japanese 1) JLPT Certificate of Results and Scores 2) Certificate of results from BJT Business Japanese Proficiency Test 3) J-TEST Certificate of Results and Scores 4) NAT-TEST Certificate of Results and Scores 5) Certificate of Japanese language ability from Japanese Language schools in home country. (Study hours of more than 150 hours are required for particular nationalities)	Certificate issued by Japanese Language Institute (Original) or photocopy of certificate of Japanese Language Proficiency Test
8	Photocopy of Passport	1. Page of the photo 2. Page of past entry and exiting record to Japan if you have record
9	ID Photo	6 Pieces (4cmx3cm)

◆ Supporter

Documents vary by the type of supporter.

Self-Support		
1	Supporter Certificate	Must be original
2	Bank statement of applicant	Must be original
3	Bank Transaction Record	Past 3 years
4	Certificate of employment	Must be original
5	Income Certificate	Must be original
6	Contact Address	Free form Please mention, name, relation, address, phone number and e-mail address

Supported by parents or relatives residing outside of Japan		
1	Supporter Certificate	Must be original
2	Bank statement of supporter	Must be original
3	Bank Transaction Record	Past 3 years
4	Company employee: Certificate of employment Company executive: Company Registration etc Self-employed: Photocopy of Business license	Documents to prove length of service
5	Income Certificate of supporter	Must be original
6	Documents to prove relationships between Applicant and supporter	Birth certificate etc

Supported by supporter residing in Japan		
1	Supporter Certificate	Must be original
2	Bank statement of supporter	Must be original
3	Bank Transaction Record	Past 3 years
4	Certificate of occupation of supporter Company employee: Certificate of employment Company executive: Company Registration etc Self-employed: Photocopy of final income tax return form	Documents to prove length of service
5	Income Certificate of supporter	Certificate of income issued by city government
6	Residence registration	Must include all the household
7	Documents to prove relationships between applicant and supporter	Family Registration, Certificate on registered matters etc