

# Guidance to Admission and Visa Application



## Kyoshin Language Academy From April 2017 Intake

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Revised 2016.08.23

\*Subject to change without prior notice

## 1. Where to Send the Documents and Inquiry

|                |  |  |  |
|----------------|--|--|--|
| Location       | <b>SHINJUKU, TOKYO</b>                             | <b>SHINJUKU, TOKYO</b>                               | <b>AKIHABARA, TOKYO</b>                                      |
| Name of school | <b>Kyoshin Language Academy Shinjuku</b>           | <b>OLJ Language Academy</b>                          | <b>Tokyo International Culture Education Institute</b>       |
| Address        | 2-18-18-3F Nishi-waseda Shinjuku-ku Tokyo 169-0051 | 2-18-18-5F Nishi-waseda Shinjuku-ku Tokyo 169-0051   | 2-13-2 Kuramae Taito-ku, Tokyo 111-0051                      |
| TEL            | +81-3-6205-6651                                    | +81-3-6228-0696                                      | +81-3-3861-4511  |
| Location       | <b>NAGOYA, AICHI</b>                               | <b>KYOTO, KYOTO</b>                                  | <b>OSAKA, OSAKA</b>  |
| Name of school | <b>Kyoshin Language Academy Nagoya-Kita</b>        | <b>Kyoshin Language Academy Kyoto-Chuo</b>           | <b>Kyoshin Language Academy Osaka</b>                        |
| 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                                      | In preparation   |
| Location       | <b>KOBE, HYOGO</b>                                 |  |  |
| Name of school | <b>Kyoshin Language Academy Kobe</b>               |  |  |
| Address        | 4-1-3 Syogun-dori, Nada-ku Kobe, Hyogo 657-0058    |  |  |
| TEL            | +81-78-262-1362                                    |  |  |

## 2. Admission Schedules/Length of Course

Accept for 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

\*Nagoya-kita 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

|   |  |
|---|--|
| <b>STEP 1</b><br>· Submitting application documents<br>· 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.   |
| <b>STEP 2</b><br><b>Screening by Kyoshin L.A.</b>   | After receiving the documents, we will screen the documents.   |
| <b>STEP 3</b><br><b>Screening by Immigration Bureau</b><br><i>Issue of "The Certificate of Eligibility"</i>                     | Immigration Bureau will issue "Certificate of Eligibility" after screening.  |
| <b>STEP 4</b><br><b>Payment of tuition</b><br><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.  |
| <b>STEP 5</b><br>· Visa Application<br>· Send dormitory questionnaire if you wish to live in dormitory.<br>· Arrange the flight | <b><u>Please apply for student visa at governed Japanese embassy or consulate in your home country with Certificate of Eligibility.</u></b><br>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. |
| <b>STEP 6</b> Entering Japan  | Welcome! Let's study together!   |

## 7. Fees

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

Fees applies to all 7 schools.

|                 | 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         |
| Tax (8%)        | 34,400         | 28,800         | 63,200         |
| <b>Total</b>    | <b>464,400</b> | <b>388,800</b> | <b>853,200</b> |

(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 after that.**

### ■ SHINJUKU (Kyoshin Language Academy Shinjuku) (OLJ Language Academy)

Dormitory-type

| Room Type                   | Type A (Double)  | Type B (Triple)   | Type C (Quadruple) |
|-----------------------------|--|-------------------|--------------------|
| Register fee                | 30,000yen  |                   |                    |
| Deposit                     | 20,000yen<br>Cleaning fee of 5,000 yen will be deducted when moving out.<br>Actual amount will be charge if you make a 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   |                   |                    |
| <b>First 6 months Total</b> | <b>323,000yen</b>  | <b>293,000yen</b> | <b>263,000yen</b>  |
| 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<br>Nearest station: TAKADANOBABA (JR・Subway・Seibu-Shinjuku-Line)  |                   |                    |

### ■ AKIHABARA (Tokyo International Culture Education Institute)

Dormitory-type

| Room Type                   | Double   |
|-----------------------------|--|
| Register fee                | 30,000yen  |
| Deposit                     | 20,000yen<br>Cleaning fee of 5,000 yen will be deducted when moving out.<br>Actual amount will be charge if you make a damage to the room. |
| Monthly fee                 | 35,000yen  |
| Utility expense             | Included in Rent (monthly fee)   |
| <b>First 6 months Total</b> | <b>260,000yen</b>  |
| 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<br>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<br>Cleaning fee of 5,000 yen will be deducted when moving out.<br>Actual amount will be charge if you make a damage to the room. |
| Monthly fee                 | 25,000yen  |
| Utility expense             | 5,000yen (Actual cost if over 5000yen/person)  |
| Insurance                   | 500 yen/month  |
| <b>First 6 months Total</b> | <b>233,000yen</b>  |
| Common facilities           | rice cooker, refrigerator, kitchen, bed, microwave, shower, toilet, washing machine, wi-fi   |
| Room facilities             | Air conditioning, bed, desk  |
| Location                    | 3 minutes on foot to school (200m)   |

### ■OSAKA ( Kyoshin Language Academy Osaka)

In preparation

### ■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                 | 38,000yen ~  | 63,000~ 67,000 yen  |
| Utility expense             | Billed at cost   | 5,000 yen *3  |
| Insurance                   | 7,000 yen/year   | -   |
| <b>First 6 months Total</b> | <b>285,000~ yen</b>  | <b>264,000~276,000 yen</b>  |
| 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                    | 31 minutes on foot to school(2.6km)  | 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

### ■KOBE (Kyoshin Language Academy Kobe)

Apartment-type

|                             |  |
|-----------------------------|--|
| Room Type                   | 2 - 4 person   |
| Register fee                | 30,000yen  |
| Deposit                     | 20,000yen<br>Cleaning fee of 5,000 yen will be deducted when moving out.<br>Actual amount will be charge if you make a damage to the room. |
| Monthly fee                 | 25,000yen  |
| Utility expense             | Actual cost  |
| Insurance                   | Included in the rent   |
| <b>First 6 months Total</b> | <b>200,000yen</b>  |
| Common facilities           | shower, toilet, refrigerator, washing machine  |
| Room facilities             | Air conditioning, bed, desk  |
| Location                    | Maximum 15 minutes on foot from school   |

## 9. Designated Bank Account

### ■SHINJUKU (Kyoshin Language Academy, Shinjuku)

|              |  |
|--------------|--|
| NAME OF BANK | THE BANK OF TOKYO-MITSUBISHI UFJ,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 | THE BANK OF TOKYO-MITSUBISHI UFJ,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)

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

## Required Documents

### ◆ Applicant

| Required Documents |   | Remarks  |
|--------------------|---|--|
| 1                  | Application Form  | Designated form<br>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<br>1) JLPT Certificate of Results and Scores<br>2) Certificate of results from BJT Business Japanese Proficiency Test<br>3) J-TEST Certificate of Results and Scores<br>4) NAT-TEST Certificate of Results and Scores<br>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<br>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<br>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<br>Company executive: Company Registration etc<br>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<br>Company employee: Certificate of employment<br>Company executive: Company Registration etc<br>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 |