

Guidance to Admission and Student Visa Application

京進の日本語学校



Kyoshin Language Academy From April 2026 Intake

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Revised 2025.8.1③

***Subject to change without prior notice**

1. Location of School

Area	Name of school	Address
Tokyo	Kyoshin Language Academy Shinjuku	2-18-18 TCK bldg. 3F Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051
	Kyoshin Language Academy OLJ	2-23-2 UBG Bldg. 2F Higashi-Ikebukuro Toshima-ku, Tokyo 170-0013
	Kyoshin Language Academy DBC	2-51-8 Nishi-Nippori, Arakawa-ku, Tokyo 116-0013
Aichi	Kyoshin Language Academy Nagoya-Kita	3-9-15 Kozojicho-kita Kasugai, Aichi 487-0016
Kyoto	Kyoshin Language Academy Kyoto-Chuo	272 Bantoya-cho, Muromachi-dori Gojo-Agaru, Shimogyo-ku Kyoto, Kyoto 600-8439
Osaka	Kyoshin Language Academy Osaka-Chuo	3-4-14 Osaka TK bldg.2F Hiranomachi, Chuo-ku, Osaka 541-0046
	Kyoshin Language Academy Osaka-Naniwa	3-4-14 Osaka TK bldg.3F Hiranomachi, Chuo-ku, Osaka 541-0046
Shiga	Kyoshin Language Academy Biwako	3-11-1 Taisho-gun, Otsu, Shiga 520-2145
Hyogo	Kyoshin Language Academy Kobe	4-1-3 Shogun-dori, Nada-ku Kobe, Hyogo 657-0058

2. Course and Admission Schedules

Accept four times a year in **April, July, October** and **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 6 months prior to the course starting date. Please contact us for further details**

*** Biwako school accepts only in April and October**

*** No beginners class in January**

*Application will be closed if the capacity becomes full

3. Application Requirement

- (1) Must have completed the school education of 12 years or more or have equivalent educational background.
- (2) Must be 18 years or older at the time of entry



4. Screening Method

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

5. Where to Contact and Apply

Admission Center

1-4-15-2F Takadano-baba, Shinjuku-ku, Tokyo, JAPAN 169-0075

TEL:81-(0)3-6205-6489

E-mail : contact-kla@kla.ac

Please submit all application documents to the school by the due date for every intake.

List of required documents are on page 9 and 10.

- *Documents must be issued within 3 months.
- *Applicant and Sponsor should sign the form by themselves.
- *The certificate that you wish to return should be notice at the time of application.
- *Documents submitted to the Immigration Bureau will not be returned.
- ***Japanese or English Translation** must be attached for all the documents not written in Japanese or English.

6. Procedure from Application to Entering Japan

STEP 1 ・Submitting application documents ・Screening by Kyoshin	Please submit all the required documents to the school. (Required documents are listed on this guidance's final page.) After receiving the documents, we will screen the documents. *Application will be closed about 5 months prior to course starting date.
STEP 2 ・Payment of the Processing fee	We will send you an invoice of "Processing fee" after we confirm your application. Please wire transfer the Processing fee to the designated bank account by the deadline
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 the Certificate of Eligibility, Letter of Acceptance, and schedule.
STEP 5 ・Apply for Visa ・Send dormitory questionnaire if you wish to live in a dormitory. ・Arrange the flight	<p><u>Please apply for student visa at governed Japanese embassy or consulate in your home country with Certificate of Eligibility.</u></p> Please send us the questionnaire if you wish to live in a dormitory or wish to have the 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 to Japan! Let's study together!

7. Fees

- (1) We will send you the invoice after the issuance of the Certificate of Eligibility.
Please pay the designated account of each school.
- (2) Initial payment is for 1 year. ~~If you wish to change to 6 months' initial payment, please ask us in advance.~~
- (3) JPY 4,000 will be added as remittance receiving fee but it will be settled after entering Japan if payer paid all the remittance fee.
- (4) You will be required to pay for 6 months or one year after you enroll to school.
The way of payment differs by school.
- (5) You may be charged overdue fee if the payment is overdue.
- (6) Fee will apply until graduation.

(Currency unit: JPY)

	First 6months Fee	Second 6months Fee	Annual Total
Processing fee	30,000	-	30,000
Entrance fee	70,000	-	70,000
Tuition	340,000	340,000	680,000
Facility fee	25,000	25,000	50,000
Activity/ Textbook fees	25,000	25,000	50,000
Insurance/ Medical checkup fees	5,000	5,000	10,000
Tax (10%)	49,500	39,500	89,000
Total	544,500	434,500	979,000

(NOTES)

- *If there is a change in sales tax, the total amount will differ even for enrolled students.
- *Processing fee must be paid at the time of application. No refund for processing fee after Certificate of Eligibility has been applied to immigration service bureau.
- *All the bank charge must be paid by applicant
- *Insurance is not for National Health Insurance.

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 fees EXCEPT entrance fee and processing 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 fees EXCEPT entrance fee and processing 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 fees EXCEPT entrance fee and processing fee.

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

Refund: No Refund.

Tuition, Facility fee and Activity fee for 6 months will be refunded if the student is paid for 1 year.

5 Withdraw from school after entering

Within 6months: No refund. Tuition, Facility fee and Activity fee for 6 months will be refunded if the student is paid for 1 year.

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

8. Accommodation (Optional)

■ General information

- (1) Please fill in the dormitory application form and send it to us if you would like to live in the dormitory. **Some schools do not use the dormitory application form. Please understand that there might be a possibility that we cannot meet your request.**
- (2) **If the dormitory becomes full, we will refer to other facilities, but RATE DIFFERS.**
- (3) **There will be additional fees for airport pick-up (No service in some schools) and bedding (provided free of charge at some facilities).**
- (4) Shared Type includes a common space.
- (5) DBC does not offer any accommodation.

【IMPORTANT】

- ① **Each accommodation has different payment period, contract details, penalty and cancellation fee. Please carefully check the details on the dormitory application form.**
- ② **CANCELATION FEE might apply** after our arrangement is done even before moving in for some facilities.
- ③ **The fees are subject to change without notice and are not guaranteed.**

■ Shinjuku

We will refer to property upon request.

The following is an example of accommodation (each accommodation has a different rate.)

(Currency unit: JPY)

Room Type	Type A (Double) Shared Type
Entrance fee	30,000
Deposit	20,000
Rent/month	33,000 - 38,000
Utilities/month	included in rent
Bedding	10,000
Initial payment (6months)	258,000-288,000
Common facilities	kitchen, living room, yard, shower, toilet, washing machine, cable TV, PC
Room facilities	bed, air conditioning, desk, chair, internet
Location	12 minutes on foot to 30 minutes by train and on foot to school

■ OLJ

We will refer to property upon request. Below is a sample and RATE DIFFERS by property. (Currency unit: JPY)

Room Type	Type A (Double) Shared Type	Type B (Single) Studio Type*1
Entrance fee	30,000	-
Deposit	20,000	78,000 *2
Rent/month	33,000 - 38,000	78,000
Utilities/month	included in rent	-
Maintenance fee/month	-	10,000
Beddings	10,000	11,000
Curtain	-	5,500
Key money	-	78,000 *3
Facility usage fee	-	16,500 *3
Residence support /month	-	1,100
Initial payment	258,000-288,000 (6months)	456,300 (3months)
Common facilities	kitchen, living, yard, shower, toilet, washing machine, cable TV, PC	security camera, auto lock entrance, bicycle parking, coin laundry
Room facilities	bed, air conditioning, desk, chair, internet	bed, desk, chair, kitchen, refrigerator, air conditioner, storage, bath, toilet, internet
Location	25 minutes on foot to 40 minutes by train and on foot to school	40 minutes on foot and by train to school 5 minutes on foot from Fujimidai station

*1 Contact period will be 364 days and there will be recontract fee of 0.5 months' rent to recontract.

*2 It will be refunded after **deducting 33,000 as cleaning fee.**

*3 One-time fee only at the time of contract.



■ Nagoya-Kita

Shared Type We will refer to other property if full, **but RATE DIFFERS.**

(Currency unit: JPY)

Room Type	2 - 4 person
Entrance fee	30,000
Cleaning Fee	20,000
Rent/month	31,000
Utilities/month	9,000 (Actual cost if over 9,000/person) * 1
Insurance/month	1,000
Bedding	8,000
Initial payment (6 months)	304,000
Common facilities	kitchen, shower, toilet, refrigerator, microwave, washing machine, Wi-Fi *2
Room facilities	air conditioning, desk, chair, bed
Location	3-25 minutes on foot or by train

*1 If your monthly utility bill exceeds the limit, you will be charged the difference.

*2 No tableware, cookware, and rice cooker

■ Biwako

Shared Type We will refer to other property if full, **but RATE DIFFERS.**

(Currency unit: JPY)

Room Type	Single	Double
	(2 occupants in 1 apartment with single room)	(4 occupants in 1 apartment with double room)
Entrance fee	30,000	50,000
Deposit	20,000*1	-
Cleaning fee	10,000	*Charged if the room was severely dirty
Rent/month	33,000	23,000-28,000
Utilities/month	8,000 (Actual cost if over 8,000/person)*2	10,000 (Actual cost if over 10,000/person)
Bedding	Free	8,500
Initial payment (6 months)	306,000	256,500-286,500
Common facilities	kitchen, stove, dining table with chairs, refrigerator, shower with bathtub, toilet, washing machine	
Room facilities	air conditioning, bed, desk with chair, lamp, Wi-Fi	air conditioning, desk with chair, lamp, Wi-Fi
Location	15 minutes on foot to school	15 minutes by bicycle to school
Remarks	school dormitory	contract with a real estate agency

*1 Refund on moving out. The actual amount will be charge if you make damage to the room or the equipment.

*2 If your monthly utility bill exceeds the limit, you will be charged the difference.

■ Kobe

Shared-type We will refer to other property if full, **but RATE DIFFERS.**

(Currency unit: JPY)

Room Type	Shared Type Quadruple	Shared Type Double *1	Shared Type Single
Entrance fee	50,000		
Rent/month	25,000	41,000	58,000
Utilities/month	10,000		
Insurance/month	included in the rent		
Bedding	8,500		
Initial payment (6 months)	268,500	364,500	466,500
Room facilities	air conditioning, bathroom shower, toilet, kitchen, washing machine, refrigerator, Wi-Fi, desk or table, chair		
Location	15 to 25 minutes on foot from school. 15 minutes by bus or train to school.		

*1 You must move in with **2 people together** for a double room.



■ Kyoto-Chuo

We will refer to other property if full, **but RATE DIFFERS.**

(Currency unit: JPY)

Room Type	Shared-type Double (Maximum 9 persons)	Shared-type Single (Maximum 9 persons)	Shared-type Single (Maximum 3 persons)	Studio Single
Entrance fee	30,000	30,000	40,000	40,000
Deposit	20,000 *1 Actual amount will be charge if you make damage to the room or to the equipment of the room			
Cleaning fee	10,000			
Rent/month	34,000 - 39,000	42,000 - 49,000	49,000 - 52,000	62,500 - 72,000
Utilities/month	8,000 (Actual cost if over 8,000/person) *2			
Insurance/month	Included in rent			
Initial payment (6 months)	312,000 - 342,000*4	360,000 - 402,000	412,000 - 430,000	493,000 - 550,000
Common facilities	Toilet, Shower, Washing machine, kitchen, refrigerator, microwave, wi-fi *3			
Room facilities	air conditioning, bed, desk, bedding		Toilet, shower, washing machine, kitchen, refrigerator, microwave, wi-fi, air conditioner, bed, desk, chair, bedding *1	
Location	7 minutes on foot to school (600m)	1 minute on foot to school (20 m)		5 minutes on foot to school (450m)

*1 Refund on moving out. The actual amount will be charged if you make damage to the room or the equipment.

*2 If your monthly utility bill exceeds the limit, you will be charged the difference.

*3 No tableware, cookware, and rice cooker.

*4 It is required to pay 1,000 (monthly) for bicycle parking and for other expenses 1,000 (monthly).

■ Osaka-Chuo ■ Osaka-Naniwa

Shared-Type We will refer to other property if full, **but RATE DIFFERS.**

(Currency unit: JPY)

Room Type	Shared-Type Single *1	Apartment-Type Single	Shared-Type Room for 2 to 3 people
Entrance fee	30,000	21,000 - 23,000	50,000
Deposit	-	42,000-46,000 *2	-
Rent/month	36,000	42,000-46,000	23,000
Utilities/month		actual cost	10,000
Maintenance Fee Utilities/month	15,000	-	-
Insurance/month	included in rent		
Bedding	-	9,000	8,500
Initial payment (6 months)	336,000	324,000 - 354,000	256,500
Common facilities	Kitchen, shower, toilet, lounge, WiFi	24 hrs residence support	Kitchen, bath, washbasin, toilet, wi-fi
Room facilities	air conditioning, bed, desk	air conditioning, bed, desk, refrigerator, washing machine, bathroom (shower), microwave, toilet, kitchen, Wi-Fi	air conditioning, bed, refrigerator, washing machine, microwave
Location	45 minutes by train and on foot to school	40 minutes by train and on foot to school	35 minutes by train and on foot to school

*1 10,000 will be charged if the room has not been cleaned or causes damage to the room or the equipment.

*2 Cleaning fee of 22,000 will be deducted when moving out. The actual amount will be charged if you damage the room.



9. Designated Bank Account

■ Shinjuku

NAME OF BANK	MUFG Bank, Ltd.
BRANCH	TAKATANOBABA BRANCH
ACCOUNT NO.	053-2230261
ACCOUNT NAME	Kyoshin Language Academy Co., Ltd.
SWIFT CODE	BOTKJPJT
BANK ADDRESS	3-2-3 Takadanobaba, Shinjuku-ku, Tokyo, Japan 169-0075
TEL	+81-3-3360-0331

■ OLJ

NAME OF BANK	SUMITOMO MITSUI BANKING CORPORATION
BRANCH	SHIBUYA BRANCH
ACCOUNT NO.	654-8836055
ACCOUNT NAME	KABUSHIKIGAISHA OLJ
SWIFT CODE	SMBCJPJT
BANK ADDRESS	20-2 Udagawa-cho, Shibuya-ku, Tokyo, Japan 150-0042
TEL	+81- 3-3463-0101

■ Osaka-Chuo

NAME OF BANK	MIZUHO BANK LTD.
BRANCH	MITO BRANCH
ACCOUNT NO.	316-1201684
ACCOUNT NAME	Kyoshin Language Academy Ueno
SWIFT CODE	MHCBJPJT
BANK ADDRESS	3-5-1, MINAMIMACHI, MITO-SHI, IBARAKI, JAPAN 310-0021
TEL	+81-29-224-4151

■ Nagoya-Kita ■ Biwako ■ Kyoto-Chuo ■ Osaka-Naniwa ■ Kobe ■ DBC

NAME OF BANK	MUFG Bank, Ltd.	
BRANCH	SAIIN BRANCH	
ACCOUNT NO.	Nagoya-Kita	504-0297306
	Biwako	504-0598706
	Osaka-Naniwa	504-0250263
	Kyoto-Chuo	504-0966342
	Kobe	504-0333990
	DBC	504-0833615
ACCOUNT NAME	KYOSHIN CO.,LTD.	
SWIFT CODE	BOTKJPJT	
BANK ADDRESS	9 SAIIN KOZANJICHO, UKYO-KU, KYOTO-SHI, KYOTO, JAPAN	
TEL	+81-75-311-5361	

10. Required Documents

◆ Applicant

Required Documents		Remarks
1	Application Form (Application for Admission)	Designated form
2	Personal History with Purpose of Studying in Japan	Designated form
3	"Certificate of Graduation" from last attended school or "Certificate of Expectation of Graduation" from school now attending.	Must be original
4	Transcript from last attended school	Must be original
5	Certificate of enrolment and transcript (Student who is now in school)	Must be original
6	Proof of Japanese Language ability *1 *2 (Certificate to prove the Japanese language ability of equivalent to JLPT 5 or higher or certificate of Japanese Language study of more than 150 hours at Japanese language institution of your home country)	Certificate issued by Japanese Language Institute (Original) or certificate of Japanese Language Proficiency Test (photocopy)
7	Photocopy of Passport	1. Page of the photo 2. Page of past entry and exiting record to Japan if you have record
8	Photo	6 Pieces (4cmx3cm) Please write name, nationality, and DOB on the back of photo

*1 Requirement differs by nationality of applicants.

*2 Please contact us for Japanese language certificate certified by immigration service bureau

◆ Sponsor

Documents vary by type of Sponsor.

1. Self-Support		
1	Sponsor Certificate	Must be original
2	Bank Statement of applicant	Must be original
3	Bank Transaction Record	Past 1 year.* Must be original
4	Certificate of Occupation	Company employee: Certificate of employment Company executive: Company Registration etc. Self-employed: Photocopy of Business license
5	Income Certificate or Tax certificate	Must be original
6	Emergency Contact Information	Free form Please write name, relation, address, phone number and e-mail address

*We may request for the past three years.



2. Supported by parents or relatives residing outside of Japan		
1	Sponsor Certificate	Designated form
2	Bank Statement of Sponsor	Must be original
3	Bank Transaction Record	Past 1 year.* Must be original
4	Certificate of Occupation of Sponsor	Company employee: Certificate of employment Company executive: Company Registration etc. Self-employed: Photocopy of Business license
5	Income Certificate or Tax Certificate of Sponsor	Must be original
6	Documents to prove relationships between Applicant and Sponsor	Birth certificate, Family relationship certificate etc.

*We may request for the past three years.

3. Supported by Sponsor residing in Japan		
1	Sponsor Certificate	Designated form
2	Bank Statement of Sponsor	Must be original
3	Bank Transaction Record	Past 1 year.* Must be original
4	Certificate of Occupation of Sponsor	Company employee: Certificate of employment Company executive: Company Registration etc. Self-employed: Photocopy of final income tax return form
5	Tax Certificate	Issued by city government
6	Certificate of Residence	Issued by city government and must include all the household
7	Documents to prove relationships between Applicant and Sponsor	Family Registration, Certificate on registered matters etc.

*We may request for the past three years.