

Guidance to Admission and Student Visa Application

京進の日本語学校 鳥



Kyoshin Language Academy From April 2027 Intake

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Revised 2026.7.1②

***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-shi, 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-shi, 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	<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 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) 4,000 will be added as remittance fee (bank charge) but it will be settled after entering Japan
if payer paid all the remittance fee (bank charges)
- (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 6 months Fee	Second 6 months 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 and bedding (provided free of charge at some facilities).**
- (4) Shared Type includes a common space.
- (5) Fee Include tax.

【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.**

■ OLJ

We will refer to property upon request. Below are a sample and **RATE DIFFERS** by property.

(Currency unit: JPY)

Room Type	Type A – Shared Type (2-person room)	Type B – Studio Type (private room)
Entrance fee	30,000	—
Deposit	20,000	70,000
Rent / month	33,000–38,000	70,000
Utilities / month	Included in rent	5,500
Common service fee/month	—	5,000
Guarantee commission/month	—	2,500
Payment processing fee/month	—	330
Resident Support 24/month	—	1,100
Bedding	10,000	11,000
Curtains	—	5,500
Key money	—	70,000
Facility usage fee	—	16,500
Move-out cleaning fee	—	38,500
Smart-lock setup fee	—	7,700
Initial guarantee commission	—	81,600
Brokerage fee	—	44,880
Initial payment	258,000–288,000 (6 months)	408,110 (1 month)
Shared facilities	Kitchen, living room, garden, shower, toilet, washing machine, cable TV, shared PC	Security cameras, automatic entrance lock, bicycle parking, coin laundry
Room facilities	Bed, air conditioner, desk, chair, internet	Bed, desk, chair, kitchen, refrigerator, air conditioner, storage space, in-room unit bath, internet
Location	Multiple locations; up to approx. 60 minutes by train and on foot to school	Approx. 40 minutes to school; approx. 5 minutes on foot to Fujimidai Station

*1 The contract period is two years. Renewal costs one month's new rent plus 33,000.

Screening is required to moving in.

*2 Deposits are returned at move-out, except amounts used for damage or missing equipment.

*3 Utilities are charged at a fixed prepaid rate and are settled monthly; no refund is made even if cancellation occurs mid-month.

*4 Charged only at the time of contract.

■ Shinjuku

We will refer to property upon request. Below are a sample and **RATE DIFFERS** by property.

(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	Maximum 50 minutes on foot and by train to school

■ DBC

Please contact us for details.

■ Nagoya-Kita

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

(Currency unit: JPY)

Room Type	(Shared Type) 2 - 4 person
Entrance fee	30,000
Move out cleaning fee	20,000
Rent/month	31,000
Utilities/month	9,000 (Actual cost if over 9,000/person) * 1
Insurance/month	1,000
Initial payment (6 months)	296,000
Common facilities	kitchen, shower, toilet, refrigerator, microwave, washing machine, Wi-Fi *2
Room facilities	air conditioning, desk, chair, bed, Bedding (8,000)
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

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

(Currency unit: JPY)

Room Type	Shared Type (2–4 person room)	Studio Type (private room)
Entrance fee	33,000	
Move-out cleaning fee	11,000	
Move-out utilities' settlement	10,000*1	
Rent/month	30,000	60,000
Utilities	Actual cost	
Bedding	8,000	
Initial payment (6 months)	242,000	422,000
Shared facilities	Kitchen, stove, refrigerator, microwave, bathtub, shower, toilet, washing machine*2	—
Room facilities	Air conditioner, desk/chair, lighting, Wi-Fi	Air conditioner, desk/chair, lighting, Wi-Fi
Location	Approx. 10 minutes on foot or 15 minutes by bicycle to school	Approx. 10 minutes on foot or 15 minutes by bicycle to school
Remarks	Direct contract with the real estate company introduced by the school.	Direct contract with the real estate company introduced by the school.

*1 After settlement, any remaining balance is refunded. Any shortfall is charged.

*2 Tableware, cooking utensils, and rice cooker are not provided.



■ Kobe

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

(Currency unit: JPY)

Room Type	Shared Type / 4-person room	Shared Type / 2-person room*1	Shared Type / Private room*1
Entrance fee	50,000		
Deposit	30,000		
Rent/month	25,000	41,000	58,000
Utilities/month	10,000		
Fire insurance/year	Included in rent		
Bedding	8,500		
Initial payment (6 months)	318,500	414,500	516,000
Room facilities	Air conditioner, bath, shower, washbasin, toilet, kitchen, washing machine, refrigerator, microwave, Wi-Fi, desk/table, chair		
Location	15–25 min walks from accommodation to school		

If accommodation near the school is full, approximately 15 minutes by train or approximately 15 minutes by bus.

*1 The 2-person room requires two people to move in at the same time.

*2 The contract period is one year.

■ Kyoto-Chuo

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

(Currency unit: JPY)

Room Type	Shared Type – Max. 9 residents / 2- person room	Shared Type – Max. 9 residents / Private room	Shared Type / 2-person room	Studio Type / Private room
Entrance fee	30,000	30,000	50,000	44,000
household insurance/year	—			33,000
Deposit	20,000*1	20,000*1	30,000*1	—
Move-out cleaning fee	10,000	10,000	20,000	22,000
Rent/month	34,000–39,000	42,000–49,000	29,000	65,000–75,000
Utilities/month	8,000*2	8,000*2	10,000	Actual cost
Bedding	Free	Free	8,500	Free
Fire insurance/year	Included in rent	Included in rent	—	—
Initial payment (6 months)	312,000– 342,000*4	312,000– 342,000*4	360,000– 402,000*4	498,000– 558,000
Shared Facilities	Toilet, shower, washing machine, kitchen, refrigerator, microwave, Wi-Fi			—
Room Facilities	air conditioner, bed, desk, chair, bedding			Toilet, shower, washing machine, kitchen, refrigerator, microwave, Wi-Fi, air conditioner, bed, desk, chair, bedding
Location	Approx. 7 min (600 m) on foot	Approx. 7 min (600 m) on foot	Approx. 15 min by bicycle	Approx. 20 min on foot

*1 Deposits are returned at move-out except amounts used for damage, missing equipment, or abandoned personal belongings.

*2 If monthly utility costs exceed the stated amount, the difference will be charged.

*3 Tableware, cooking utensils, and rice cooker are not provided. Please prepare them yourself.

*4 In addition to the initial payment, bicycle parking 1,000/month and miscellaneous expenses 2,000/month are required.



■ Osaka-Naniwa

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

(Currency unit: JPY)

Room Type	Studio Type / 2-person room	Studio Type / 2-person room	Shared Type / 4-person room	Studio Type / Private room
Entrance fee	22,000			
Household insurance	11,000	11,000	11,000	22,000
Move-out cleaning	22,000			
Rent/month	22,000	35,000	30,000–35,000	55,000–75,000
Utilities/month	Actual cost including common space	Actual or fixed*4	Actual or fixed*4	Actual cost
Fire insurance/year	Included in rent			
Bedding	8,000			
Initial payment (6 months)	195,000	265,000	235,000– 256,500	404,000–524,000
Shared facilities	Microwave, washing machine, bath	Refrigerator, microwave, air conditioner, curtains, washing machine, IH or stove, Wi-Fi		—
Room facilities	Air conditioner, curtains, desk, chair, washing machine, IH or stove, bedding set, Wi-Fi, bunk bed	Desk, chair, bedding set*5		Microwave, washing machine, bath, air conditioner, curtains, desk, chair, washing machine, IH or stove, bedding set, Wi-Fi, bed
Services	24-hour management support, administrative procedure assistance after arrival in Japan, regular inspections, daily-life support			
Location	Approx. 25 min by train	Approx. 35 min by train		Approx. 20–40 min by train

*1 At move-out, additional fees may be charged for damage to the room or facilities, missing equipment, or failure to clean.

*2 The school tries to place students with roommates of the same nationality, but depending on room availability, students may share with people of different nationalities.

*3 Tableware, cooking utensils, and rice cooker are not provided.

*4 Depends on the property

*5 Beds are not provided.

■ Osaka-Chuo

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

(Currency unit: JPY)

Room Type	Private Room	2-person Room
Entrance fee	22,000	22,000
Household insurance	22,000	11,000
Rent / month	55,000–75,000	30,000–35,000
Utilities / month	Actual cost	Actual cost
Fire insurance / year	Included in rent	Included in rent
Move-out cleaning fee	22,000	22,000
Bedding	8,000	8,000
Initial payment (6 months)	404,000–524,000	243,000–273,000
Shared facilities	24-hour management support	
Room facilities	Refrigerator, microwave, washing machine, table/chairs, air conditioner, curtains, Wi-Fi	Refrigerator, microwave, washing machine, table/chairs, air conditioner, curtains, Wi-Fi
Location	Approx. 20–40 minutes by train from school	Approx. 20–40 minutes by train from school

9. Designated Bank Account

■ Shinjuku ■ OLJ ■ Osaka-Chuo

NAME OF BANK	MUFG Bank, Ltd.					
BRANCH/BRANCH NO.	TAKATANOBABA BRANCH/053					
ACCOUNT NO.	Shinjuku	2230261	OLJ	2388884	Osaka-Chuo	2388902
ACCOUNT NAME	KYOSHIN LANGUAGE ACADEMY CO.,LTD.					
SWIFTCODE	BOTKJPJT					
BANK ADDRESS	3-2-3, Takadanobaba, Shinjuku-ku, Tokyo, Japan 169-0075					
TEL	+81-3-3360-0331					

■ DBC

NAME OF BANK	MUFG Bank, Ltd.					
BRANCH /BRANCH NO.	SAIIN BRANCH / 504					
ACCOUNT NO.	0833615					
ACCOUNT NAME	KYOSHIN LANGUAGE ACADEMY CO.,LTD.					
SWIFTCODE	BOTKJPJT					
BANK ADDRESS	9 Saiin Kozanjicho, Ukyo-Ku, Kyoto-Shi, Kyoto, Japan 615-0012					
TEL	+81-75-311-5361					

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

NAME OF BANK	MUFG Bank, Ltd.			
BRANCH /BRANCH NO.	SAIIN BRANCH/ 504			
ACCOUNT NO.	Nagoya-Kita	0297306	Osaka-Naniwa	0250263
	Biwako	0598706	Kobe	0333990
	Kyoto-Chuo	0966342		
ACCOUNT NAME	KYOSHIN CO.,LTD.			
SWIFTCODE	BOTKJPJT			
BANK ADDRESS	9 Saiin Kozanjicho, Ukyo-Ku, Kyoto-Shi, Kyoto, Japan 615-0012			
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 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	TB Clearance Certificate	TB screening must be done at Designated Panel Clinics.*3
8	Photocopy of Passport	1. Page of the photo 2. Page of past entry and exiting record to Japan if you have record
9	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

*3 List of Designated Panel Clinics <https://www.mhlw.go.jp/content/001471856.pdf>

◆ Sponsor

Documents vary by type of Sponsor.

1. Self-Support		
1	Sponsor Certificate	Designated form
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

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.

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.

Note:

International students holding a student visa are permitted to work part-time for up to **28 hours per week**. However, students must have a stamp indicating **permission to engage in activities outside the scope of their visa** on the back of their Residence Card. In addition, they cannot start working part-time until after their **classes have begun**.