

Admission requirements

～募集要項～

Kyoto Minsai
Japanese Language School
京都民際日本語学校

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I Long term (Foundation) course/ School terms

Admissions Period	Course Length	Application Period	Capacity
April	2 years	September 1 ~ November 20	162
July	21 months	December 1 ~ February 20	
October	18 months	March 1 ~ May 20	
January	15 months	June 1 ~ August 20	

Graduation for all courses is in March.

Class hours

Monday - Friday

Morning class 9:00~12:30 or Afternoon class 13:30~17:00

*The classes are placed according to the result of the level check test.

II Applications' qualifications

1. Those who have completed 12 years of formal schooling in their home countries.
2. Those who are above the level of Japanese Language Proficiency Test N5, J.TEST level F, NAT-TEST level 4.

Applicants who fulfill the above condition should apply within 5 years of graduation from the last school attended.

III How to apply

Submit the completed application form and the required documents by post and pay the screening fee by bank transfer.

IV Screening

Screen by the application form and the required documents and have an interview.

From application to enrollment

1. Submit the completed application form and the required documents to the school.
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2. Screening the documents by the school.
↓
3. Screening by the Immigration office.
↓
4. Granted a Certificate of Eligibility.
↓
5. Pay the tuition fee.
↓
6. Receive a certificate of eligibility and an acceptance letter from school.
↓
7. Obtain a visa at the Japanese diplomatic office in home country.
↓ *Processing procedures 1 to 7 takes about 3~4 months.
8. Enrollment

Application documents

Required documents by applicant		
1	Application forms (original) Signed by applicant. Who has a blank period in his/her background is required to submit a proof or explanation of that period.	
2	Reason for studying Japanese (original) Detailed description of present situation, motivation for coming to Japan and future plans.	
3	Diploma from last school graduated (original)	
4	Transcripts from last school graduated (original or copy)	
5	Certificate of Japanese study (original) Issued by Japanese educational institute with study hours.	
6	Certificate of Japanese language proficiency (original or copy)	
7	Certificate of employment for those who have been employed (original)	
8	ID photo 8 photos with applicant's name on the back. Taken within six months of application.	
9	Passport (copy)	

Required documents by guarantor		
1	Letter of agreement regarding payment (original) Signed by guarantor. Stated the relationship with the applicant, reason and method of guarantee.	
2	Pledge (original) Signed and sealed by applicant and guarantor.	
3	Statement of bank balance (original) Stated more than 3,000,000 yen for 2 years course and more than 2,000,000 yen for 18months course.	
4	Certificate of employment (original) Stated the beginning date of employment, tenure and position. An operating license for those who runs own business.	
5	Income certificate (original) Issued by the company or employer.	
6	Tax certificate (original) Issued by the local authorities or company.	
7	Identification (copy)	
8	Certificate of family relationship (original)	

※The school and the Immigration office may ask the applicant for further documentation.

※Documents written in a language other than Japanese or English should be submitted with translation in Japanese or English.

※Original papers are returned after he/she entered the school.

Please keep a copy with you before sending them by post mail.

※Guarantor should be a person within second remove of the applicant.

※Who have lived in Japan before or who have applied for a certificate of eligibility should inform the school.

Tuition fee for the long term (foundation) course

(yen)

	First year	Second year of 2 years course	Second year of 21 months course	Second year of 18 months course	Second year of 15 months course
Admission fee	52,500	/	/	/	/
Tuition	630,000	630,000	472,500	315,000	157,500
Instructional materials	31,500	31,500	23,625	15,750	7,875
Facility Expenses	42,000	42,000	31,500	21,000	10,500
Total	756,000	703,500	527,625	351,750	175,875

*Tax is included.

Other expenses

- Screening fee: 31,500yen
- National health insurance fee: 18,000yen/ year
Those who live in Japan should be covered with the insurance and the insurance allows members to receive treatment in the hospital at 30 % of the cost.
- Bank transfer fees are at the applicant's expense.
If the payment did not include the fee, it will be collected from the student at school.

Provision on the return of tuition payments

1. In case eligibility certificate has not been issued, all fees except screening fee will be refunded.
 2. In the following cases, all fees except screening fee and admission fee is refunded on condition that the acceptance letter and the certificate of eligibility are returned.
 - (1)When a student has not applied for a visa though he/she received the certificate of eligibility.
 - (2)When a student' application for a visa has been rejected at the Japanese diplomatic office in his/her home country.
 - (3)When a student has declined to enroll before arriving in Japan though he/she has obtained a visa.
- *Bank transfer fees of refunds are at the applicant's expense.
3. Tuition and fees are not refundable after entering the school.

<Scholarship>

Students who are doing well in the grades and attendance will be selected to receive a scholarship after 6 months of enrollment.

1. Scholarships from Japan Student Services Organization.
48,000 yen /month for one year.
 2. Scholarships from the support group of Kyoto Minsai Japanese Language School.
30,000 yen /month for one year.
 3. Scholarship from Kyoto Minsai Japanese Language School.
10,000 yen ~ 50,000 /month for 6 months.
- ※The amount is subject to change.