

# 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 School terms in the Academic course** Graduation is in March.

Admissions Period	Course Length	Application Period	Capacity
April	2 years	September 1 ~ November 30	250
July	21 months	December 1 ~ February 28	
October	18 months	March 1 ~ May 31	
January	15 months	June 1 ~ August 31	

**School terms in the Integrated-studies course (Business · Intercultural experience class)**

Admissions Period	Course Length	Application Period	Capacity
April	2 years	September 1 ~ November 30	49
July		December 1 ~ February 28	
October		March 1 ~ May 31	
January		June 1 ~ August 31	

**Class hours**

Monday - Friday

Morning class 9:00~13:00 or Afternoon class 14:00~18:00

\*Classes of student will be determined based on 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 5.

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

**III How to apply**

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

For those who apply at the school, please bring the required documents and the screening fee.

**IV Screening**

The application form and the required documents will be screened and an interview will be conducted.

**From application to enrolment**

1. Submit the required documents and pay the screening fee to the school (the applicant.)  
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2. Screen and make admission decision (the school.)  
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3. Screen (the Immigration office.)  
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4. Grant a Certificate of Eligibility (the Immigration office.)  
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5. Pay the tuition fees (the applicant.)  
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6. Send off the certificate of eligibility and the acceptance letter to the applicant as soon as the payment has been confirmed (the school.)  
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7. Obtain a visa at the Japanese diplomatic office in home country (the applicant.)  
\*Processing procedures 1 to 7 takes about 3~4 months.  
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8. Enrollment

# Application documents

Required documents by applicant	
1	<b>Application form(original)</b> Application form should be completely filled out and signed by applicant. If the applicant has a blank period in his/her background is required to submit a proof or explanation of that period.
2	<b>Reason for studying Japanese (original)</b> Detailed description of present situation, motivation for coming to Japan and future plans.
3	<b>Diploma from last school graduated (original)</b>
4	<b>Transcripts from last school graduated (original or copy)</b>
5	<b>Certificate of Japanese study (original)</b> Issued by Japanese educational institute ,including study hours.
6	<b>Certificate of Japanese language proficiency (original or copy)</b>
7	<b>Certificate of employment</b> included with position, company address and phone number. <b>(original)</b>
8	<b>ID photo (4cm long and 3cm wide)</b> 8 pieces of photos with applicant's name on the back. Taken within three months of application.
9	<b>Passport (copy)</b>

Required documents by guarantor	
1	<b>Letter of agreement regarding payment (original)</b> This document should be completely filled out and signed by guarantor. Stated the relationship with the applicant, reason and the method of financial support.
2	<b>Pledge (original)</b> Signed and sealed by applicant and guarantor.
3	<b>Certificate of bank account deposit (original)</b> Stated more than 2,000,000 yen of the deposit.
4	<b>Certificate of employment (original)</b> Stated the beginning date of employment, tenure and position. An operating license for those who runs own business.
5	<b>Income certificate (original)</b> Issued by the company or employer.
6	<b>Tax certificate (original)</b> Issued by the local authorities or company.
7	<b>Identification (copy)</b>
8	<b>Certificate of family records (original)</b>

\*The school conduct maticulous screening on the application documents.

After make admission decision of the applicant, the school applies to the Immigration Office for the granting of a certificate of Eligibility to obtain a student visa on behalf of the applicant / the prospective student.

Strict investigation will be conducted in order to prevent illegal stay and work. Please kindly check the following issues because your request may not be approved even though you have submitted the documents.

※The school and the Immigration office may request for further documentation later,if the documents are incomplete. **IMPORTANT:** Please proceed with well-prepared in advance.

※Documents written in a language other than Japanese or English should be submitted with translation either Japanese or English. It shall include the translator's name and work place.

※The school submit the originals to the Immigration office.  
Please make a copy or your personal records, if necessary.

※Application form should be filled out by the applicant and also the letter of agreement regarding payment should be filled by the guarantor. Parents are eligible to be a guarantor. Please consult the school for a different case.

※Those who have resided in Japan for a long time or who have applied for a certificate of eligibility  
Must notify the school.

School fees for the long-term course
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First year (yen)

Admission fee	50,000
Tuition fee	600,000
Facility expense	24,000
Total	674,000

Screening fee: 30,000 yen

Textbooks: Actual cost

\*Tax excluded

Second year (yen)

	2 years course	21 months course	18 months course	15 months course
Tuition fee	600,000	450,000	300,000	150,000
Facility expenses	24,000	18,000	12,000	6,000
Total	624,000	468,000	312,000	156,000

Textbooks: Actual cost

\*Tax excluded

\*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.

Other expenses

Those who live in Japan should be covered with the National health insurance and the insurance allows members to receive treatment in the hospital at 30 % of the cost.

Insurance fee: about 18,000yen/ year.

**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 fees) is refunded on condition that the originals of the acceptance letter and the certificate of eligibility are returned to the school.
  - (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
3. Tuition and other fees are not refundable after enrollment.

<Scholarship>

Students with good grades and attendance will be selected and may receive a scholarship after 6 months of enrollment.

1. Scholarships from Japan Student Services Organization.  
30,000 yen /month for one year.
2. Scholarships from the support group of Kyoto Minsai Japanese Language School.  
20,000 ~ 30,000 yen /month for one year.
3. Scholarship from Kyoto Minsai Japanese Language School.  
10,000 ~ 50,000 yen /month for 6 months.  
※The amount is subject to change without notice.