

# Admission requirements

～募集要項～

Group B

## **Kyoto Minsai Japanese Language School**

69 Nishikyogoku Kitaoiri-cho, Ukyo-ku, Kyoto-shi, Kyoto 615-0881

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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	290
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 (You can study 2 years from enrollment)

Admissions Period	Course Length	Application Period	Capacity
April	2 years	September 1 ~ November 30	138
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

\*Class of a student will be determined based on the result of level check tests.

## 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 (studying Japanese more than 150 hours is considered equal).

Applicants who meet the above conditions should apply within 5 years of graduation from the last school attended. \*Otherwise, consultation is required.

## III How to apply

Submit the required documents by post and pay the screening fee by bank transfer or using Flywire. 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, it 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 (original)</b> Position, company address and phone number must be included.	
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>Identification (copy)</b>	
3	<b>Certificate of employment (original)</b> Stated the beginning date of employment, tenure and position. An operating license for those who runs own business.	
4	<b>Income certificate (original) (last year)</b> Issued by the local authorities or the company, employer.	
5	<b>Tax certificate (original) (last year)</b> Issued by the local authorities or company.	
6	<b>Certificate of bank account deposit (original)</b> Stated more than 2,000,000 yen of the deposit.	
7	<b>Funding Certificate</b> A description of the process of funding and payment for the past year, <b>or</b> a bank statement or a copy of passbook for the past year.	
8	<b>Certificate of family records (original)</b>	
9	<b>Pledge (original)</b> Signed and sealed by applicant and guarantor	

\*(We may contact you via our local staff or telephone etc. to double-check the contents of the submitted documents)

\*The school conduct meticulous 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 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 with 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.

**Please be sure to attach a Japanese translation to all submitted documents.**

**In addition, please specify the translator's name, affiliation, and contact information in the translation.**

\*Translation of documents to Japanese is also available at  
Kyoto Minsai Japanese Language School. (Consultation is required)  
(Translation fee from English / Chinese to Japanese: From 20,000 yen)

School fees for the long-term course

First year cost for all Intake		(JPN)
Screening Fee	33,000	
Admission Fee	55,000	
Tuition Fee	686,400	
Facility Cost	26,400	
National Health Insurance	18,000	
Educational Materials Fee	18,300	
International Student Insurance Fee (1 year contract)	10,000	
JLPT exam Fee	13,000	
<b>Cost total</b>	<b>860,100</b>	

When using our dormitory	
Entrance Fee	50,000
Futon Fee	8,000
Dormitory Fee	22,000~43,000
Utility costs	Selfpay

When you came to Japan	
Airport shuttle	4,200~
stamp	700~
bicycle	8,000~20,000

2 <sup>nd</sup> year cost	Apr Intake	Jul Intake	Oct Intake	Jan Intake
Tuition Fee	686,400	514,800	343,200	171,600
Facility Cost	26,400	19,800	13,200	6,600
National Health Insurance	18,000	13,500	9,000	4,500
Educational Materials Fee	18,300	13,725	9,150	4,575
International Student Insurance Fee	10,000	8,600	7,900	5,400
<b>Cost total</b>	<b>759,100</b>	<b>570,425</b>	<b>382,450</b>	<b>192,675</b>

\*The above prices will be applied to when one-time payment is made.

They include 10% consumption tax.

\*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**

(1) 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.

(2) In addition to the National Health Insurance, students are required to purchase the International Student Insurance in order to deal with various troubles that students may encounter during their stay in Japan.

### **JLPT examination fee**

At our school, all students are required to take the Japanese Language Proficiency Test, and the first-year fee includes the cost of two exams.

### **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. Return of tuition fees after admission will be processed in accordance with the school's refund policy.

### **<Scholarship>**

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

1. Scholarship from Japan Student Services Organization. 30,000 yen /month for one year.

2. Scholarship from the support group of Kyoto Minsai Japanese Language School.  
20,000 yen /month for one year.

3. Scholarship from Kyoto Minsai Japanese Language School. 10,000 ~ 15,000 yen /month for 6 months.

4. Ms. Sei Kanda Scholarship. Exemption from tuition fees for 3 months.

\*The amount is subject to change without notice.