

Admission Requirements

～募集要項～

Group A

Kyoto Minsai Japanese Language School

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I Course Overview

Academic Course (Graduation is in March)

Course Title	Enrollment Time	Application Period	Capacity
Academic 2-Year Course	April	August 1 ~ around October 20	212
Academic 1-Year 9-Month Course	July	November 1 ~ around February 20	187
Academic 1-Year 6-Month Course	October	March 1 ~ around May 10	60
Academic 1-Year 3-Month Course	January	June 1 ~ around September 10	30
Advanced Academic 1-Year Course	April	August 1 ~ around October 20	30

Business Preparation and Communication Course, Japanese Language and Culture Course

(You can study 2 years from enrollment)

Course Title	Enrollment Time	Application Period	Capacity
Business Preparation and Communication 2-Year Course	April	August 1 ~ around October 20	40
Business Preparation and Communication 2-Year Course	October	March 1 ~ around May 10	40
Japanese Language and Culture 2-Year Course	April	August 1 ~ around October 20	60
Japanese Language and Culture 2-Year Course	July	November 1 ~ around February 20	40
Japanese Language and Culture 2-Year Course	October	March 1 ~ around May 10	60
Japanese Language and Culture 2-Year Course	January	June 1 ~ around September 10	54

*** If the number of applications exceeds its capacity, application for the course is closed.**

Class hours

Monday - Friday

Morning class 9:20~12:30 or Afternoon class 14:00~17:10

*Class of a student will be determined based on the student's Japanese level.

II Application Qualifications

1. Those who have graduated from Senior High School or have an equivalent qualification
2. Those aged 17 or above
3. Those whose Japanese level is equivalent of CEFR A1 or higher (However, minimum requirement level varies depending on courses. Please refer to Course Contents.)
4. Those who have capacity of paying expenses during the period of study in Japan

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 school 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 5~6 months.
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8. Enrollment

V Application Documents

Required documents by applicant		
1	Application form(original) 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	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 detailed information including period of study and study hours.	
6	Certificate of Japanese language proficiency (original or copy) *if applicable	
7	Certificate of employment (original) Position, company address and phone number must be included.	
8	ID photo (4cm long and 3cm wide) 4 pieces of photos with applicant's name on the back. Taken within three months of application.	
9	Passport (copy)	

Required documents by guarantor		
1	Letter of agreement regarding payment (original) 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	Identification (copy)	
3	Certificate of employment (original) Stated the beginning date of employment, tenure and position. An operating license for those who runs own business.	
4	Income certificate (original) Issued by the local authorities or the company, employer.	
5	Tax certificate (original) Issued by the local authorities or company.	
6	Certificate of bank account deposit (original) Stated more than 2,000,000 yen of the deposit.	
7	Certificate of family records (original)	
8	Pledge (original) 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 of 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 required)

(Translation fee from English / Chinese to Japanese: From 20,000 yen)

VI School Fee

- Academic 2-Year Course
- Academic 1-Year 9-Month Course
- Academic 1-Year 6-Month Course
- Academic 1-Year 3-Month Course
- Business Preparation and Communication 2-Year Course
- Japanese Language and Culture 2-Year Course

First year cost (Currency: Japanese Yen)

Course	All Courses
Screening Fee	33,000
Admission Fee	55,000
Tuition Fee	750,000
Facility Cost	30,000
National Health Insurance	18,000
Educational Activities Fee	20,000
Study Materials Fee *	55,000
International Student Insurance Fee (1 year contract)	11,000
JLPT Exam Fee	15,000
Cost total	987,000

Second year cost (Currency: Japanese Yen)

Course (Enrollment time)	Academic 2-Year Course (April)	Academic 1-Year 9-Month Course (July)	Academic 1-Year 6-Month Course (October)	Academic 1-Year 9-Month Course (January)
Tuition Fee	750,000	562,500	375,000	187,500
Facility Cost	30,000	22,500	15,000	7,500
National Health Insurance	18,000	13,500	9,000	4,500
Study Materials Fee	19,000	14,250	9,500	4,750
International Student Insurance Fee	11,000	9,600	8,500	5,600
Cost total	828,000	622,350	417,000	209,850

Course (Enrollment time)	Business Preparation and Communication 2-Year Course (April, October) Japanese Language and Culture 2-Year Course (April, July, October, January)
Tuition Fee	750,000
Facility Cost	30,000
National Health Insurance	18,000
Study Materials Fee	19,000
International Student Insurance Fee	11,000
Cost total	828,000

■Advanced Academic 1-Year Course
(Currency: Japanese Yen)

Course (Enrollment time)	Advanced Academic 1-Year Course (April)
Screening Fee	33,000
Admission Fee	55,000
Tuition Fee	750,000
Facility Cost	30,000
National Health Insurance	18,000
Educational Activities Fee	20,000
Study Materials Fee *	55,000
International Student Insurance Fee (1 year contract)	11,000
JLPT Exam Fee	7,500
Cost total	979,500

*Study Materials Fee includes the cost of the tablet device.
This fee may fluctuate depending on its market price

*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.

VII Accommodation Fees and Other Expenses

When using our accomodation	
Initial Fee	50,000
Futon Fee	8,000
Apartment Fee (Single Room)	40,000~48,000
Apartment Fee (Shared Room)	20,000~35,000

Other Expenses	
Airport Bus	2,800~
Name Stamp	700~
Bicycle	8,000~

Standard 1 Month Living Cost	
Utility Bills	6,000~
SIM Card	3,000~
Groceries	20,000~
Others	10,000~
Total	39,000~

(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.

(3) At our school, all students are encouraged to take the Japanese Language Proficiency Test (JLPT), as it objectively measures students' Japanese proficiency. The first-year fee includes the cost of two JLPT exams. If the student does not take the JLPT exam(s), the fee will be refunded after the completion of the course.

VIII 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 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.

IX Course Content

- Academic 2-Year Course
- Academic 1-Year 9-Month Course
- Academic 1-Year 6-Month Course

Course Objectives		By learning Japanese from basics, the students acquire Japanese language skills necessary for fostering mutual understanding through the Japanese language with Japanese people as well as foreign nationals in Japan, advancing to higher education at university or vocational school after completion of the course, and having a meaningful study abroad life as well as building sound interpersonal relationships. The course also aims at nurturing MINSAI Person, an individual who puts into practice the concept of MIN-SAI (inter-people), independently and continuously learns Japanese, and plays an active role in an inclusive society.
Students' Japanese Level at Enrollment	Academic 2-Year Course	The students can read and write Hiragana & Katakana and can give a simple self-introduction.
	Academic 1-Year 9-Month Course	The students can understand and use the minimum amount of common daily expressions and basic phrasing that are essential for living in Japan.
	Academic 1-Year 6-Month Course	The students can understand and use common daily expressions and basic phrasing that are necessary for living in Japan.
Target Proficiency Level		The students understand specialized and abstract topics to sufficient degrees required to proceed to the next level of education. There is no struggle in exchanging information or expressing opinions for the students, who are also capable of having smooth interactions with others while building sound relationships with them. Furthermore, they can read long texts with complex content, and write objectively and convincingly in explanatory writing, opinion statement, and other forms of writing.

■ Academic 1-Year 3-Month Course

Course Objectives	The students learn Japanese to become an independent language user in Japan and acquire Japanese language necessary for fostering mutual understanding through the Japanese language with Japanese people as well as foreign nationals in Japan, advancing to higher education at university or vocational school after 1 year and 3 months from enrollment, and having a meaningful study abroad life as well as building sound interpersonal relationships. The course also aims at nurturing MINSAL Person, an individual who puts into practice the concept of MIN-SAL (inter-people), independently and continuously learns Japanese, and plays an active role in an inclusive society.
Students' Japanese Level at Enrollment	The students can understand and use simple Japanese that refers to themselves or subjects directly related to them.
Target Proficiency Level	The students understand specialized and abstract topics to sufficient degrees required to proceed to the next level of education. There is no struggle in exchanging information or expressing opinions for the students, who are also capable of having smooth interactions with others while building sound relationships with them. Furthermore, they can read long texts with complex content, and write objectively and convincingly in explanatory writing, opinion statement, and other forms of writing.

■ Advanced Academic 1-Year Course

Course Objectives	The students learn from various types of complex and advanced contents and acquire Japanese language skills necessary for fostering mutual understanding through the Japanese language with Japanese people as well as foreign nationals in Japan, advancing to higher education at university or vocational school after 1 year from enrollment, and having a meaningful study abroad life as well as building sound interpersonal relationships. The course also aims at nurturing MINSAL Person, an individual who puts into practice the concept of MIN-SAL (inter-people), independently and continuously learns Japanese, and plays an active role in an inclusive society.
Students' Japanese Level at Enrollment	The students can understand specialized and abstract topics and express them verbally and in writing
Target Proficiency Level	The students can understand long, advanced texts/lectures, including papers, to perform study and research at higher education, while adequately organizing information obtained from them. The students are also capable of stating opinions appropriately in various topics not only verbally but in writing. Furthermore, the students have no difficulty in choosing words in a wide range of situations, where they can fluently interact with others in a natural, agreeable manner and argue with their own ideas while maintaining good relationships with them.

■ Business Preparation and Communication 2-Year Course

Course Objectives	In this course, the students acquire Japanese language skills, business skills, and manners necessary for finding employment in Japan, working for a Japanese company operating abroad, or establishing a business in Japan. They also learn Japanese to have a meaningful study abroad life, build sound interpersonal relationships, and foster deeper understanding about Japan. Furthermore, the course cultivates the students' attitude to independently and continuously learn Japanese, and aims at nurturing MINSAL Person, an individual who puts into practice the concept of MIN-SAL (inter-people) and plays an active role in an international, inclusive society.
Students' Japanese Level at Enrollment	The students can understand and use simple Japanese that refers to themselves or subjects directly related to them.
Target Proficiency Level	The students can build healthy interpersonal relationships in a Japanese company in various industries to perform their jobs. They can adequately obtain and organize information from long, professional texts and create business documents, such as business proposals or presentations, with creativity and multifaceted perspectives. Furthermore, the students have no difficulty in choosing words in a wide range of situations, where they can fluently interact with others in a natural, agreeable manner and argue with their own ideas while maintaining good relationships with them.

■ Japanese Language and Culture 2-Year Course

Course Objectives	In this course, the students acquire Japanese language skills necessary for having a meaningful study abroad life and building sound interpersonal relationships, as they deepen understanding about Japan through learning and experiencing Japanese culture. The course also cultivates the students' attitude to independently and continuously learn Japanese, and aims at nurturing MINSAL Person, an individual who puts into practice the concept of MIN-SAL (inter-people) and plays an active role in an international, inclusive society.
Students' Japanese Level at Enrollment	The students can read and write Hiragana & Katakana and can give a simple self-introduction.
Target Proficiency Level	The students understand specialized and abstract topics needed in an international community. There is no struggle in exchanging information or expressing opinions for the students, who are also capable of having smooth interactions with others while building sound relationships with them. Furthermore, they can read long texts with complex content, and write objectively and convincingly in explanatory writing, opinion statement, and other forms of writing. With a variety of experiences of Japanese culture, the students understand the way Japanese people think, and what they value.

X School Fees Refund Policy

Before Enrollment

- If the Certificate of Eligibility (COE) is not issued, all payments made except for the Application Screening Fee (33,000 yen) will be refunded.
- After the issuance of the COE, if: ① the applicant does not apply for a student visa, ② the applicant's student visa is not issued, ③ the applicant's student visa is issued but the applicant cancels their enrollment before coming to Japan, Kyoto Minsai will refund all fees except for the Application Screening Fee (33,000 yen) and the Admission Fee (55,000 yen). If the applicant cancels their enrollment before paying the tuition, the applicant will be charged the Application Screening Fee and the Admission Fee.

After Enrollment

- After enrollment, six months' worth of Tuition Fee, Facility Expenses, and International Student Insurance that have already been paid for are non-refundable. Should the student withdraw from Kyoto Minsai earlier than originally planned, excluding six months' worth of Tuition Fee, Facility Expenses, and International Student Insurance, only the amount according to the calculation method stated below will be refunded. However, the student will be charged a Withdrawal Administrative Fee of 33,000 yen. If the total refunded amount is less than the Withdrawal Administrative Fee, no refund will be given.
- ① Tuition Fee and Facility Expenses will be prorated by the quarter as stated below.
 - Quarterly Tuition Fee: 171,600 yen (for July 2023 Intake and earlier, including 10% consumption tax)
187,500 yen (for October 2023 Intake and onwards, including 10% consumption tax)
 - Facility Expenses: 6,600 yen (for July 2023 Intake and earlier, including 10% consumption tax)
7,500 yen (for October 2023 Intake and onwards, including 10% consumption tax)
- ② National Health Insurance, Study Materials Fee, Japanese Language Proficiency Test Fee, and Extracurricular Activities Fee will be refunded based on the calculation method below.
 - National Health Insurance: Refunds will be given excluding the amount already paid to the local government, i.e., until the month of the student's withdrawal.
 - Study Materials Fee: Refunds will be given after deducting the cost of already distributed textbooks and photocopy fees (1,000 yen per month).
 - Japanese Language Proficiency Test Fee: Refunds will be given except if the student has already applied to take the test.
 - Extracurricular Activities Fee: Refunds will be given if the student did not participate in the scheduled activity. However, refunds are not given if the set cancellation deadline has passed.
 - International Student Insurance: Non-refundable
- In the event that a student withdraws from Kyoto Minsai and subsequently has to depart from Japan and return to their home country due to their visa's Application for Extension of Period of Stay being declined, refunds will not be given. However, if the student has already paid the school fees for the next quarter or longer of their remaining course, the refunded amount will be calculated as stated above.
- In the event that a student changes their visa status to a long-term visa other than a Student Visa (e.g. Working, Spouse or Child of Japanese National, Dependent (Family Stays), Long-term Resident, etc.) and withdraw from Kyoto Minsai midway through the school term, and their enrollment period is less than one year, the refunded amount will be calculated as stated above and the Withdrawal Administrative Fee (33,000 yen) will be charged. However, if the refunded remaining balance is less than the Withdrawal Administrative Fee, the aforementioned fee will not be charged. If a student changes their visa status after being enrolled for one year or more, refunds will be prorated on a monthly basis, excluding tuition and facility fees up to the month of the date of change of visa status. In instances such as these, the Withdrawal Administrative Fee will not be charged.
- In the event of expulsion due to a violation of Japan laws or school rules, no refunds will be given.
- In principle, refunds will be sent to a domestic or overseas account within a month after Kyoto Minsai confirms that the student has already returned to their home country. Remittance fees for refunds will be borne by the recipient.

XI Accommodation Fees Refund Policy

1. If the student cancels the use of accommodation before arriving to Japan, accommodation fees except for 1 month worth of the Apartment Fee will be refunded.
2. If the student cancels the use of accommodation after arriving in Japan but before moving in, accommodation fees except for 2 months' worth of the Apartment Fee will be refunded.
3. If the student cancels the use of accommodation after moving in, accommodation fees except for the Initial Fee and 2 months' worth of the Apartment Fee will be refunded.
4. If the student leaves the school within 6 months from the start of using accommodation, accommodation fees to the following month the student submits a notice of leaving school to the school office will be deducted and a refund will be given only if there is remaining amount after the deduction.