

# Guidance to Admission and Student Visa Application



## Kyoshin Language Academy From April 2023 Intake

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**Revised 2022.9.1**

**\*Subject to change without prior notice**

## 1. Location of School

Area	Name of school	Address
<i>Tokyo</i>	OLJ Language Academy (Kyoshin Language Academy OLJ)	2-23-2 UBG Building 2F Higashi-Ikebukuro Toshima-ku, Tokyo 170-0013
<i>Kyoto</i>	Kyoshin Language Academy Kyoto-Chuo	272 Bantoya-cho, Muromachi-dori Gojo-Agaru, Shimogyo-ku Kyoto, Kyoto 600-8439
<i>Osaka</i>	Kyoshin Language Academy Osaka	2-2-19-2F Nagai-higashi, Sumiyoshi-ku, Osaka, Osaka 558-0004

- [ Tokyo ] Kyoshin Language Academy Shinjuku / 2-18-18-3F Nishi-Waseda Shinjuku-ku Tokyo 169-0051  
 [ Tokyo ] Dynamic Business College / 2-51-8 Nishi-Nippori, Arakawa-ku, Tokyo 116-0013  
 [ Tokyo ] Kyoshin Language Academy Ueno / 5-50-8 Higashi-Nippori, Arakawa-ku, Tokyo 116-0014  
 [ Aichi ] Kyoshin Language Academy Nagoya-Kita / 3-9-15 Kozojicho-kita Kasugai, Aichi 487-0016  
 [ 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  
 [ Fukuoka ] Kyoshin Language Academy Fukuoka / 31-11 Ino, Umimachi, Kasuya-gun, Fukuoka 811-2104

## 2. Course and Admission Schedules

Accept four times a year on April, July, October and January.

**(April and October ONLY at Fukuoka and Biwako)**

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 5 months prior to course starting date.**

Please contact us for the detail date

**\* No beginners class in January**

\*Application will be closed if the capacity become 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 as necessary
- (3) Written examination as 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 final page.***

\*Documents must be issued within 3 months.

\*Applicant and supporter 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

<b>STEP 1</b> · Submitting application documents · Payment of the Processing fee	Please submit all the necessary documents to the school and wire transfer the Processing fee to the designated bank account by the deadline. Application will be closed about 5 months prior to course starting date.
<b>STEP 2</b> Screening by Kyoshin	After receiving the documents, we will screen the documents.
<b>STEP 3</b> Screening by Immigration Bureau <i>Issue of "The Certificate of Eligibility"</i>	Immigration Bureau will issue "Certificate of Eligibility" after screening.
<b>STEP 4</b> 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 Certificate of Eligibility, Letter of Acceptance, and schedule.
<b>STEP 5</b> · Apply for Visa · Send dormitory questionnaire if you wish to live in dormitory. · Arrange the flight	<b><u>Please apply for student visa at governed Japanese embassy or consulate in your home country with Certificate of Eligibility.</u></b> Please send us the questionnaire if you wish to live in a dormitory or wish to have 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.
<b>STEP 6</b> Entering Japan	Welcome to Japan! Let's study together!

## 7. Fees

- (1) We will send you the invoice after the issuance of Certificate of Eligibility. Please pay to the designated account of each school.
- (2) You can choose to pay for 6 months or 1 year.
- (3) We will charge JPY 4,000 as international bank wire-transfer fee but it will be settled after entering Japan or settled at students next payment if there was a difference.
- (4) You will be required to pay for each 6 months or one year after you enrolled to school.  
Way of payment differ by school.
- (5) You may be charged overdue fee if the payment is overdue.

(Currency unit: JPY)

	First payment	Second payment	Annual Total
Processing fee	20,000	-	20,000
Entrance fee	50,000	-	50,000
Tuition	330,000	330,000	660,000
Facility fee	20,000	20,000	40,000
Activity fee	10,000	10,000	20,000
Tax (10%)	43,000	36,000	79,000
<b>Total</b>	<b>473,000</b>	<b>396,000</b>	<b>869,000</b>

### (NOTES)

- \*If there are a change in sales tax, 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.
- \*Textbook fee is included in the tuition.
- \*All the bank charge must be paid by applicant

### **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 fee 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 fee 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 fee 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 for 6 months will be refunded if the student 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 paid for 1 year.  
After 6 months: No refund after the start of the term. (Term is 4-6, 7-9, 10-12, 1-3)

## 8. Accommodation

### ■General information

(1) Please fill in the dormitory application form and send it to us if you would like to live in the dormitory.

Please understand that there might be a possibility that we cannot meet your request.

**(2) If the dormitory become full, we will refer to other facilities, but RATE MIGHT DIFFERS.**

(3) There will be additional fee for airport pick-up (No service in some school) and beddings (provided free of charge at some facilities)

(4) Shared Type include a common space.

### **[IMPORTANT]**

- ① **NO REFUND** moving out during initial payment period (1 month to 6 months) . Payment period after second time differs(1 month to 3 months) by facilities.
- ② **CANCELTION FEE might apply** after our arrangement is done even before moving in in some facilities.

### ■Dynamic Business College (Kyoshin Language Academy DBC)

#### ■Kyoshin Language Academy Ueno

**TYPE 1** Male Only. No smoking. Shared-type We will refer other property if full, **but RATE MIGHT DIFFERS.**

(Currency unit: JPY)

Room Type	Double	Single
Entrance fee	40,000	
Facility fee	10,000	
Cleaning fee	8,000 Actual amount will be charge if you make damage to the room or to the equipment of the room	
Rent/month	30,000	50,000
Utilities/month	10,000	15,000
<b>Initial payment (6 months)</b>	<b>298,000</b>	<b>448,000</b>
Common facilities	bathroom(shower), toilet, kitchen, washing machine, microwave, refrigerator,	
Room facilities	Air conditioning, internet, desk, chair, bedding, closet	
Location	20 minutes by train and on foot from school. 5 minutes' walk from JR Kameari station	

**TYPE 2** Shared Type. We will refer other property if full, **but RATE MIGHT DIFFERS**

Room Type	Double *Type A	Large Double *Type B	Single
Entrance fee	30,000		
Facility fee	10,000		
Deposit	10,000 Refund on moving out. Actual amount will be charge if you make damage to the room or to the equipment of the room. No refund if the cleaning has not been done and if the trash is left behind.		
Rent/month	30,000	35,000	40,000
Utilities/month	10,000	10,000	15,000
<b>Initial payment (6 months)</b>	<b>290,000</b>	<b>320,000</b>	<b>380,000</b>
Common facilities	bathroom(shower), toilet, kitchen, washing machine, microwave, refrigerator, Air conditioning, internet		
Room facilities	desk, chair, bedding(free), closet*1		
Location	2 minutes on foot to DBC and 6 minutes on foot to Ueno school nearest station: 4 minutes on foot from Nippori		

\*1 No bed

### ■Kyoshin Language Academy Kyoto-Chuo

We will refer other property if full, **but RATE MIGHT DIFFERS.** (Currency unit: JPY)

Room Type	Shared-type Double (Maximum 9 persons)	Shared-type Single (Maximum 9 persons)	Shared-type Single (Maximum 3 persons)	Studio Single
Entrance fee	30,000	30,000	40,000	40,000
Deposit	20,000 Actual amount will be charge if you make damage to the room or to the equipment of the room			
Cleaning fee	10,000			
Rent/month	34,000~39,000	42,000 ~	49,000~52,000	62,500~72,000
Utilities/month	8,000 (Actual cost if over 8,000/person)			
Insurance/month	Included in rent			
<b>Initial payment (6 months)</b>	<b>306,000~ 336,000</b>	<b>354,000~ 396,000</b>	<b>406,000~ 424,000</b>	<b>487,000~ 544,000</b>
Common facilities	Toilet, Shower, Washing machine, kitchen, refrigerator, microwave, wi-fi ※ 1			-
Room facilities	air conditioning, bed, desk, bedding			Toilet, shower, washing machine, kitchen, refrigerator, microwave, wi-fi, air conditioner, bed, desk, chair, bedding ※ 1
Location	7 minutes on foot to school(600m)		1 minutes on foot to school(20 m)	5 minutes on foot to school(450m)

※ 1 No tableware, cookware, and rice cooker

### ■Kyoshin Language Academy Osaka

We will refer other property if full, **but RATE MIGHT DIFFERS.** (Currency unit: JPY)

Room Type	Share-House Type*1		Apartment Type	
	Single	Double	Single	Quadruple
Entrance fee	30,000		22,000	-
Deposit	-		44,000 *2	28,000 *3
Monthly fee	36,000	23,000	44,000	21,000
Utility expense	15,000	10,000	actual cost	
Insurance	included in monthly fee			
<b>Initial payment</b>	<b>81,000 (1 month)</b>	<b>63,000 (1 month)</b>	<b>330,000 (6 months)</b>	<b>154,000 (6 months)</b>
Common facilities	kichten, bath, toilet, lounge, WiFi		24 hrs residence support	
Room facilities	air conditioning, bed, desk		air conditioning, bed, desk, refrigerator, washing machine, bathroom(shower), microwave, toilet, kitchen, Wi-Fi, Bedding (JPY8,000)	
Location	8 minutes by bus to school		Within 15 minutes on foot to school	

\*1 JPY10,000 will be charged if the room has not been cleaned or made damage to the room or equipment of the room.

\*2 Cleaning fee of JPY22,000 will be deducted when moving out. Actual amount will be charge if you make damage to the room

\*3 Cleaning fee of JPY7,000 will be deducted when moving out. Actual amount will be charge if you make damage to the room

## 9. Designated Bank Account

### ■OLJ Language Academy (Kyoshin Language Academy OLJ)

NAME OF BANK	SUMITOMO MITSUI BANKING CORPORATION
BRANCH	SHIBUYA BRANCH
ACCOUNT NO.	654-8836055
ACCOUNT NAME	KABUSHIKIGAISHA OLJ
SWIFT CODE	SMBCJPJT
BANK ADDRESS	20-2 Udagawa-cho, Shibuya-ku, Tokyo, Japan 150-0042
TEL	+81- 3-3463-0101

### ■Kyoshin Language Academy Kyoto-Chuo

### ■Kyoshin Language Academy Osaka

NAME OF BANK	MUFG Bank, Ltd.	
BRANCH	SAIIN BRANCH	
ACCOUNT NO.	Osaka	504-0250263
	Kyoto-Chuo	504-0966342
ACCOUNT NAME	KYOSHIN CO.,LTD.	
SWIFT CODE	BOTKJPJT	
BANK ADDRESS	9 SAIIN KOZANJICHO, UKYO-KU, KYOTO-SHI, KYOTO, JAPAN	
TEL	+81-75-311-5361	

## 10. Required Documents

### ◆ Applicant

Required Documents		Remarks
①	<b>Application Form</b> (Application for Admission)	Designated form
②	<b>Personal History</b>	Designated form
③	<b>"Certificate of Graduation"</b> from last attended school or <b>"Certificate of Expectation of Graduation"</b> from school now attending.	
④	Photocopy of Passport	1. Page of the photo <b>2. Page of past entry and exiting record to Japan if you have record</b>
⑤	Photo	6 Pieces (4cmx3cm) Please write name, nationality, and DOB on the back of photo <i>Digital photo(250kb or higher)acceptable</i>

### ◆ Supporter

Documents vary by the type of supporter.

1. Self-Support		
①	Bank statement of applicant	
②	Certificate of employment	
③	Income Certificate or tax certificate	Income must be shown
④	Emergency Contact Person	Free form Please write name, relation, address, phone number and email address

2. Supported by parents or relatives residing outside of Japan		
①	Supporter Certificate	Designated form
②	Bank statement of supporter	
③	Certificate of employment	
④	Income Certificate or tax certificate	Income must be shown
⑤	Documents to prove relationships between Applicant and supporter	Birth certificate etc.

3. Supported by supporter residing in Japan		
①	Supporter Certificate	Designated form
②	Bank statement of supporter	
③	Tax certificate	Issued by city government
④	Certificate of Residence	Issued by city government and must include all the household
⑤	Documents to prove relationships between applicant and supporter	Family Registration, Certificate on registered matters etc.