

Long-term course

<INTENSIVE COURSE >

This is a full-time course, which meets 20 hours per week, and is intended for students wishing to study Japanese intensively, such as those who wish to go to higher education in Japan, work for Japanese companies or learn Japanese art and culture. Classes emphasize spoken communication through a small student-teacher ratio, with a careful balance of all four skills of reading, writing, listening, and speaking. We provide the option of “Business class” or “Art and Culture Study class” in both the intermediate and advanced classes. We make the most of the unique opportunities available in Kyoto to improve your learning experience.

Admission requirements

- Applicants must be over 18 years of age and must have completed at least 12 years of education (the equivalent of Japanese primary and secondary education) abroad.
- Applicants must have qualifications equal to the above as determined by this school.

Period of enrollment Two years/year and a half (6 month term also possible)
*The two year course begins in April and ends in March two years later. The one and a half year course begins in October and ends in March two years later.

Time of enrollment April and October (2 terms per year)

School Term **First term** April 1 - September 30
Second term October 1 - March 31

Calendar	First term	April 3 (Wednesday)	Entrance ceremony / Orientation
		April 4(Thursday)	Classes begin
		July 4- August 18	Summer vacation
		August 19(Monday)	Classes resume
		September 27 (Friday)	Classes end
		September 27 (Friday)	Closing ceremony
	Second term	October 11 (Friday)	Entrance ceremony / Orientation
		October 15 (Tuesday)	Classes begin
		December 21 - January 8	Winter vacation
		(2020) January 9 (Thursday)	Classes resume
		(2020) March 11 (Wednesday)	Classes end
	(2020) March 12 (Thursday)	Closing ceremony	

*Entrance ceremonies and Orientations begin at 11:00 a.m.

Class days Monday - Friday (5 days per week), 20 lessons per week

Class hours (a) 9:00 a.m. - 12:30 p.m. (45 minutes x 4)

(b) 1:15 p.m. - 4:45 p.m. (45 minutes x 4)

*Assignment to the (a) or (b) session will be determined by the school.

Class duration varies by course.

Class size Beginner & Advanced : Up to 13 students
 Intermediate : Up to 18 students (student total: 130 students)

Screening method Application materials (and an interview)

Class placement Placement test and interview

Screening, registration and tuition fees

	Fees	Fees including consumption tax (8%)	Fees including consumption tax (10%)	
Screening fee	¥29,000	¥31,300	¥31,900	Payable upon application
Registration fee	¥48,000	¥51,800	¥52,800	Payable at registration
Tuition fee	¥289,000	¥312,100	¥317,900	Per term (6 month period)
Educational enhancement fee	¥10,000	¥10,800	¥11,000	Per term (6 month period)
Class activity fee	¥5,000	¥5,400	¥5,500	Per term (6 month period)
Insurance fee	¥10,000	¥10,000	¥10,000	Per term (6 month period)

- Please pay fees including the consumption tax at the rate that will be in effect when you enter the school.
- Educational enhancement fee is for an excursion, welfare, facilities.
- The class activity fee is for activities centered on learning Kyoto's culture for the beginner class, and field trips and guest speakers for the intermediate and advanced classes. We ask that all classes pay the fee.
- The "insurance fee" is an accident compensation insurance for Japanese Language Schools by Tokyo Marine & Nichido Fire Insurance Co., Ltd. Basically only students whose visa status is 'Student visa' are subject to take out a policy in the insurance.
- Fees for textbooks and course materials are additional. These are approximately ¥8,000 per term.

Pre- or mid-term cancellation

• In the event that you decide you wish to cancel your application either before or during the course, please refer to the attached documents for the details.

Application period

	Origin of Application	Application Period	Admission Notice	Instruction begins
First Term 2019	Outside Japan	October 1 - November 20, 2018	The result of screening by the school will be reported in approximately two weeks after the application materials are received.	April 4, 2019
	Within Japan	December 3, 2018- March 20, 2019		
Second Term 2019	Outside Japan	April 1 - May 20, 2019		October 15, 2019
	Within Japan	June 3 - September 20, 2019		

- The Immigration regulations do not permit the change of your visa status from “Temporary Visitor” to “Student”. Even if you are already residing in Japan, those with “Temporary Visitor” status must apply by following the procedure for overseas applicants.
- Once the class reaches its quota, further applicants will not be accepted.

Office hours

The school’s office is open Monday to Friday, 9:00 a.m. to 5:00 p.m. The office is closed on Saturdays, Sundays, holidays, and the vacation periods indicated below:

Summer holidays: August 9, 2019 – August 18, 2019

Winter holidays: December 28, 2019 – January 7, 2020

APPLICATION PROCEDURE AND ENROLLEMENT FORMALITIES

Applications from Japan (For those without a need for a student visa)

For those residing in Japan who do not need to change their residence status to “Student” (i.e., those whose status is “Permanent Resident”, “Spouse or Child of Japanese National”, “Professor” or “Religious Activities”), or those residing in Japan whose status is “Designated Activities (i.e., Working Holiday)”, please follow the steps below.

- 1) The applicant must come to the school together with the guarantor in order to submit the following materials. We will conduct an interview and a confirmation upon his/her presentation of these documents: (Additional documents may be requested.)

Documents concerning the applicant

Enrollment application

Statement of purpose for studying Japanese (either in Japanese or English)

Passport (please copy all pages which have entries made in them)

A copy of resident card

Photographs (4 cm x 3 cm) 2 copies

Documents concerning the guarantor

Letter of Guarantee (addressed to the principal of our school)

- 2) The screening process will be completed within one week after acceptance of the documents.
Successful applicants must pay the registration fee and tuition by the appointed date after they receive the admission notice.
- 3) New students must take the placement test on the appointed date.
- 4) New students must attend orientation sessions. Topics covered will include important rules and regulations, as well as various administrative details.

Applications from abroad (For those who have requested a student visa)

- 1) Either the applicant him/herself or the applicant's guarantor must send or visit our school and submit all the necessary documents required for the application with the screening fee.
The application will not be accepted unless all the necessary documents are included.
*If you send the necessary documents by post, our school will inform you about how to pay screening fee after we receive the documents.
*The applicant's guarantor must show his/her identification when s/he submits application documents (driver's license, passport, resident card) to school.
- 2) The screening by the school will be completed in approximately two weeks after all the documents are submitted. For successful applicants, the school will apply to the Kyoto branch of the Osaka Immigration Office for a "Certificate of Eligibility", which qualifies the applicant for a visa. Please note that this screening by immigration authorities will take about 3 months.
- 3) After the screening by immigration officials, a Certificate of Eligibility will be granted to the applicant (if s/he passed) and the results will be reported to the school. After the school has confirmed payment of all school expenses, the applicant will receive the Certificate of Eligibility.
- 4) Overseas applicants should hand in this certificate, together with a valid passport, to the nearest Japanese Embassy or Consulate in their country and file a "Student" visa application. Please be aware that the Certificate of Eligibility is only valid for three months after the date of issue, and it ceases to be valid if you do not enter Japan within the three-month period.
- 5) New students should come to Japan approximately 1 week prior to the beginning of each class. Also, notify the date of expected arrival in advance to the school as soon as the date is fixed. Upon arrival, they should notify the school immediately, and on the appointed day come to the school with passport in order to take the placement test.
- 6) New students must attend orientation sessions. Topics covered will include important rules and regulations, as well as various administrative details.

*About visas and residence status:

The "visa" is actually a "recommendation for landing/entering the country," rather than "permission to land/enter the country." This is because a "recommendation for entering the country" is only a document which acknowledges that a person who has been granted a visa meets the criteria pertaining to entering and residing in Japan that are required for the visa itself. Once you have received your visa, your "residence status" and "period of stay" will be determined at the time you enter Japan. The residence status for those people seeking to study Japanese is "Student". The period of stay is six months or one year or one year and three months. You may apply for extension of this period of stay every six months or every one year or every one year and three months. The maximum period of time you may study at a Japanese language school with "Student" status is two years. (The two-year course only begins in April at our school.)

DOCUMENTS REQUIRED FOR THE APPLICATION

(TO BE PROVIDED BY THE APPLICANT)

1. Enrollment application

- Please write your full name in last name - first name order. Applicants from China, Taiwan, Hong Kong, and Korea should print their names in kanji. Applicants from Hong Kong with British citizenship should provide both the kanji and English forms of their names.
- Please indicate place of birth, including city (e.g., Madison, Wisconsin).

- Please give your specific occupation e.g., company clerk, university lecturer.
- Please indicate where you plan to live in Japan. If undecided, write “undecided” or provide your guarantor’s address.
- Please indicate location of the Japanese Embassy where you plan to apply for your visa (e.g., Hong Kong).
- Please be aware that once you have decided your period of study and your plans after studying Japanese, it is impossible to change them. Therefore please think carefully about them before filling out the application form.
- Please provide your complete educational background and employment information, beginning with your entrance to elementary school and ending with your latest place of work. Do not leave any blanks. Please ensure that the names of schools and companies as well as dates of entry and graduation (start and finish of work) are entered correctly by referring to official school documents or certificates from the company.
- Please omit any part-time jobs held while in school.
- Please fill out previous studies of Japanese and texts used in detail.
- If you have been to Japan before, please provide the relevant information as it appears in your passport.
- If your guarantor (see page 10) will be paying your expenses, please indicate the guarantor’s correct name, address, and employer and so forth in the “Sponsor” section. This part should also be filled out by the applicant in person.
- Please fill in the application form by the applicant him/herself.
- Please indicate the occupation, title, company name and work address of your guarantor and sponsor correctly. Also, please indicate the telephone number and the fax number correctly without abbreviating.
- Please seal and sign the application in the same way that your signature appears in your passport.
- If your relatives live in Japan, please write their information in the section of “Friends, acquaintances residing in Japan”.

2. Official certificate of graduation from school most recently attended (original)

- For those applicants who are currently enrolled in college or a similar higher educational institution (junior college, etc...), please also provide an enrollment certificate from the appropriate educational institution, together with your high school diploma.
- For those applicants who are expected on graduating please provide a document for proof of being expected to graduate. After a diploma is issued, please submit it immediately.

3. Official transcript from school most recently attended (original)

- Please provide a document listing grades from all of the years you attended. Those currently enrolled in college or a similar higher educational institution (junior college, etc...) should also provide a transcript of grades up to the present year, in addition to a high school transcript.

4. Statement of purpose for studying Japanese and statement of plans after studying Japanese

- This is a document explaining in detail your need for Japanese study. Please clearly indicate previous study or employment that can be tied to your proposed study in Japan. Please also indicate any previous study of Japanese.
- Please clearly state whether you plan to continue your studies at a Japanese institution of higher education or will return home after studying Japanese. If you intend to continue your studies, please indicate the names of the schools and faculties, the area of specialization and state whether that specialization requires that you study in Japan.
- In addition to completing these forms in your native language, please furnish Japanese translations of all documents that you submit.

5. Certificate of Japanese ability

- Those applicants who have taken a Japanese Language Proficiency Test sponsored by Japan Educational Exchanges and Services (JEES) and the Japan Foundation must send in a copy of their Certificate of Japanese Proficiency along with their test results.
- Those applicants who have not taken any Japanese Language Test should submit a certificate of Japanese ability issued by the last Japanese Language School attended. This document should state in detail the length of study, total number of lessons, and texts used.

6. Certificate of current employment (or letter of release)

- If you have been employed, please forward a job description indicating the duration and the starting date of this employment. Your work address, telephone number and fax number must be clearly shown in the certificate.

7. Your photograph (4 cm x 3 cm) 5 copies

- Please submit color photographs taken within three months prior to the application.
- Please write your full name and citizenship on the reverse side.
- Retouched photographs are not accepted.

8. Copy of passport

- Please furnish a copy of all pages which have had entries made in them.

9. Health certificate

- This may be in either English or Japanese.

10. Other necessary documents

- Although the basic documents required are those listed above, in some cases additional documents will be requested.
- For example, if there are parts of your education that differ from the standard educational system in your home country, such as skipping years or entering elementary school at a higher or lower age, etc., documents explaining these discrepancies may be required from the appropriate educational institutions.

Notes

- Please provide Japanese translations of all documents written in other languages. Translations should include the name, workplace, address of workplace and family seal (hanko) or signature of the translator.
- Please use the forms available from our school for documents 1, 4, 5, and 9 above.
- Documents 1 and 4 above should be filled out (handwritten) by the applicant him/herself with signature.
- As a general rule, certificates must be sent within three months of the date of your application.

DOCUMENTS REQUIRED FOR THE APPLICATION (TO BE PROVIDED BY YOUR SPONSOR)

1. Letter of agreement regarding payment

- Explain fully the reason for acting as the applicant's sponsor.
- The sponsor should guarantee the payment of your tuition as well as any other living expenses you incur during your stay in Japan. This should also state how these funds will be transferred to you (We may need to confirm these transfers. This information is also necessary should you decide to apply for an extension of period of stay).
- Letter should be filled out (handwritten) by the sponsor with the sponsor's seal (hanko) or signature.
 - *Please refer to item 4 on page 10 entitled, "Extension of period of stay" which is part of the chapter on "Student Life."
 - *Please fill in your sponsor's mobile-phone number besides land-line phone number.
 - *Since "payment of expenses" means support for the applicant from the time s/he begins Japanese study through graduation from our school, and includes assistance in the form of payment of educational and living expenses, you should consider the selection of your sponsor carefully. It could be problematic if this person is not a relative or someone you know rather well. This is why it is necessary to furnish specific, concrete details of your agreement with the sponsor if s/he is not a relative of yours.

2. Certificate of employment (any one of the following is acceptable)

- a) Certificate of current employment
- b) Certified copy of company registry (if sponsor is a director of a company)
- c) Copy of business permit

- d) Copy of tax return notarized by the tax office
(including title of the business and name of the proprietor)
Certificate of business transaction

*Company employees should provide a certificate of current employment; company representatives and officers should provide a certified copy of company registry; and those who are self-employed should provide a copy of the company's business permit. In cases in which it is not possible to furnish a copy of the business permit, please provide a copy of a tax return and a copy of certificate of business transaction, etc.

*Please write clearly the sponsor's work address, telephone number, fax number in the certificate of employment

3. Document certifying annual income

- This may be either a certificate of income issued by an official organization or a certificate of payment of declared tax to municipal authorities, which shows annual income etc.

4. Certificate of bank account balance

- This must be limited to funds held exclusively in the name of the sponsor.

5. Document explaining the relationship of the sponsor to the applicant

- If the sponsor is a relative of the applicant, please provide a copy of the family register or certificate of citizen registration (“jumin toroku shomeisho”), birth certificate or other document verifying the sponsor's relationship to the applicant.
- If the sponsor is not a relative, please provide a document specifying concretely and in detail the relation of the applicant and the sponsor. Do not hesitate to ask questions concerning the necessary documents.

6. Other documents

- Although the basic documents required are those listed above, additional documents such as Certificate of citizen registration (jumin-hyo) may be requested if the sponsor is a resident of Japan.

Notes

- Please provide Japanese translations of all documents written in other languages. Translation should include the name, workplace, address of workplace and family seal (hanko) or signature of the translator.
- Please use the form available from the school for the document 1.
- If you yourself are going to assume responsibility of payment of tuition etc., you need only provide the documents listed in items 2, 3 and 4 above.
- Certificates must be sent within three months of the date of your application.
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DOCUMENTS REQUIRED FOR THE APPLICATION

(TO BE PROVIDED BY YOUR GUARANTOR)

1. Letter of guarantee (addressed to the Principal of our school)

- Please sign or put the guarantor's seal.

*A guarantor is always required even if the applicant pays tuition and living expenses by him/herself.

2. Other documents

- Basic documents have been listed above. However, in some cases, additional documents may be requested.

Qualifications and responsibilities of the guarantor are listed below.

Qualifications of the Guarantor

- If possible, the guarantor should be a parent of the applicant.
- If you ask a non-parent relative or other person you know well to be your guarantor, s/he must be a resident of Kyoto or the immediate suburbs who has a stable occupation state and who is capable of earning a sufficient income. If the guarantor is a foreigner, s/he must also have sufficient Japanese language ability.

Responsibilities and Roles of the Guarantor

- The guarantor shall supervise the student and ensure that s/he abides by the laws and regulations of Japan and the rules set forth by this school. The guarantor shall also ensure that the student does not to engage in activities other than those authorized by Immigration regulations while in Japan.
- The guarantor shall ensure that the student will devote adequate time to his/her study of Japanese. S/he shall have responsibility in all financial and social matters including accommodations.

STUDENT LIFE

1. Attendance

Students enrolled in the Intensive Course must attend classes everyday. If a student must miss a class due to illness or some other unavoidable reason, s/he must notify the school in advance. If absences exceed 10% of the total number of class hours, the student's application for visa extension may not be approved, or the term of the visa may be shortened.

2. Advancement to a higher level class

A student's class level depends upon the results of his/her interview and placement test. Advancement to a higher level class at the end of the term will depend upon the overall result of periodic tests, class behavior, and class attendance records. Permission for advancement or for

continuation in any given term may be withheld if the student's class attendance, behavior, or grades are considered to be very low or questionable, or if the student violates any of the rules of the school or the Immigration Office.

3. Resident card

A resident card will be issued at port of entry to all foreign nationals who will be residing in Japan for the mid- to long-term range with a residency status such as "Student", "Specialist in Humanities/International Services", "Spouse or Child of Japanese National," "Long Term Resident," or "Designated Activities". Those who have received a resident card are asked to visit and give notice to the municipal office where they live, with their resident card, designated form and passport within 14 days of finding a place of residence. Please carry your resident card with you at all times in Japan.

4. Extension of period of stay

A student may renew his/her residence status ("Student") every six months or one year or one year and three months by presenting the "Application for Extension of Period of Stay", together with the student's own Enrollment Certificate, Grade Certificate, and Certificate of employment (for part time employees) to the Immigration Office. For each renewal, the student must certify to the Immigration Office that the anticipated expenses for studying in Japan (stated in the "Letter of Agreement Regarding Payment" completed by the sponsor upon entering Japan) have been met in one of the following ways.

Case 1: Expenses sent by a sponsor in your country (abroad)

- Student's bank passbook showing that funds have been wired from the sponsor, Certificate showing that funds have been sent from the sponsor (e.g. notification of remittance).

Case 2: Expenses sent by the sponsor within Japan

- Student's bank passbook showing that funds have been wired from the sponsor

Case 3: Expenses paid by the applicant

- Certificate of grant/school scholarship authorization or Certificate of bank account balance of the student

5. Part-time work ("Engage in activity other than that permitted under the status of residence previously granted")

Students cannot work under the "Student" status of residence. Those students wishing to obtain a part-time job must first apply for and obtain special permission to do so from the Immigration Office. Students who are granted such permission will only be allowed to work for a total of 28 hours or less per week. Please be aware that the kinds of work that you are allowed to do are limited and difficult for foreign students to find, and some work such as working at midnight or in an entertainment facility (e.g. a game center) are not permitted.

6. Advancement to higher education

Our school conducts periodic group information sessions throughout the year as well as consulting on an individual basis for those students who wish to continue their studies at a Japanese university, graduate school, or the like.

*In order to enter a Japanese university or other institution of higher education, you must have completed a program of 12 years of formal education. Depending upon the country, there are some

cases in which a program of 11 years of formal education is the equivalent of Japanese secondary education; however, such programs do not meet Japanese higher education admissions standards.

It is necessary for students who intend to enter a Japanese university to take the Examination for Japanese University Admission for International Students”(EJU). This test examines “Japanese language ability” and “basic learning ability”. The contents of the subjects are “Japanese”, “science”, “general knowledge” and “mathematics”. “Japanese language” consists of “description giving”, “reading”, “listening”, and “listening- reading comprehension”. This test will be held two times a year, in June and November.

Recently, Japanese universities expect students to take the “Japanese language ability” examination in “Examination for Japanese University Admission for International Students” (EJU). Students who apply to a public or national university will not only need to take the “Japanese language ability” examination, but may also need to take any or all of the other examinations, depending on the requirements of the schools to which they applied. Our school provides guidance and practice tests for students who request it.

(Japanese universities attended by KJLS graduates in the last five years)

Graduate School

Kyoto Pharmaceutical Univ., Ritsumeikan Univ., Kindai Univ., Kyoto University of Art & Design, Doshisha Univ., Kyoto Seika Univ.

Undergraduate

Shiga Univ., Osaka Univ., The University of Shiga Prefecture, Kyoto Seika Univ., Doshisha Univ., Ritsumeikan Univ., Kyoto Univ. of Art and Design, Heian Jogakuin (St.Agnes') Univ., Kyoto Sangyo Univ., Tohoku Institute of Technology, Osaka Institute of Technology, Musashino Art Univ., Ferris Jogakuin Univ., Ikenobo Junior College, Kyoto Institute of Design, TSUJI Institute of Patisserie, Hiko Mizuno College of Jewelry

7. Lodging

Our school has 1 dormitory, 2 apartments and 1 ‘Gakusei Kaikan (Dormitory for International Students) in contract. Living expenses for students residing in Kyoto are at least 110,000 yen per month, so students should give sufficient consideration to these expenses before coming to Japan. In addition, students are not allowed to continue staying in a student dormitory or the contract apartment after a course.

*In Japan, there are systems of Shikikin (deposit) and Reikin (key money) for renting a room.

In general, you must pay Shikikin and Reikin equivalent to three-month rent in addition to the first month’s rent.

8. Health care

Our school conducts a health check for all students of the foreign student visa after admission. We also advise students about enrollment in the National Health Insurance plan. Those who

expect to stay in Japan for one year or more must enroll in the National Health Insurance plan. Medical expenses are extremely high in Japan. Students should be aware that even if they will be staying in Japan for less than one year, they need health insurance. Students may enroll in an insurance plan in their home country that will provide coverage during their stay in Japan.

We take out an “Accident compensation insurance system for Japanese Language Schools”. If you have national health insurance in Japan, this policy covers the remaining 30% of the cost of medical care that students are normally supposed to pay. It also covers liability damages (up to 30 million yen) except for car and motorbike accidents. In addition, in the case that you are admitted to a hospital, this policy the cost of medical care and the travel expenses for your family to visit you in Japan (up to 3 million yen).