

## INTENSIVE COURSE

This is a full-time course, which meets 20 hours per week and is intended for those wishing to study Japanese intensively. Classes emphasize spoken communication through a small student-teacher ratio, with a careful balance of all four skills of reading, writing, listening, and speaking. Effective class work concentrates on each student's own goals and individual needs.

- 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.
  - Applicants must be able to attend 20 lessons per week without absence.

**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

<b>Calendar</b>	<b>First term</b>	April 9 (Wednesday)	Entrance ceremony / Orientation
		April 10 (Thursday)	Classes begin
		July 10 - August 15	Summer vacation
		August 18 (Monday)	Classes resume
		September 26 (Friday)	Classes end
		September 26 (Friday)	Closing ceremony
		<b>Second term</b>	
		October 15 (Wednesday)	Entrance ceremony / Orientation
		October 16 (Thursday)	Classes begin
		December 25 - January 7	Winter vacation
	(2015)	January 8 (Thursday)	Classes resume
	(2015)	March 11 (Wednesday)	Classes end
	(2015)	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.  
 (b) 1:15 p.m. - 4:45 p.m.

\*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

**Screening method** Application materials (and an interview)

**Class placement** Placement test and interview

## Screening, registration and tuition fees

<b>Screening fee</b>	¥30,850	Payable upon application
<b>Registration fee</b>	¥51,420	Payable at registration
<b>Tuition fee</b>	¥311,650	Per term (6 month period)
<b>Educational enhancement fee</b>	¥10,280	Per term (6 month period)

- Consumption tax is included in the fees above.
- Educational enhancement fee is for an excursion, welfare, facilities.
- Fees for textbooks and course materials are additional. These are approximately ¥6,000 per term.
- Once you have paid the registration and tuition fees and have completed the necessary enrollment formalities, those fees can only be refunded if your visa is denied.
- The screening fee is non-refundable, regardless of the outcome of screenings by our school and by the Immigration Office.

## Application period

	<b>Origin of Application</b>	<b>Application Period</b>	<b>Admission Notice</b>	<b>Instruction begins</b>
<b>First Term 2014</b>	<b>Outside Japan</b>	October 1 - November 28, 2013	The result of screening by the school will be reported in approximately two weeks after the application materials are received.	April 10, 2014
	<b>Within Japan</b>	December 1, 2013 - March 20, 2014		
<b>Second Term 2014</b>	<b>Outside Japan</b>	April 1 - May 30, 2014		October 16, 2014
	<b>Within Japan</b>	June 1 - September 25, 2014		

- 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 11, 2014 – August 15, 2014  
Winter holidays: December 29, 2014 – January 6, 2015

# APPLICATION PROCEDURE AND ENROLLEMENT FORMALITIES

## Applications from abroad

- 1) The applicant's guarantor (or the applicant him/herself) who resides in Japan must 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.  
\*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 school examines the submitted documents and conducts an interview with the guarantor. The screening 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 our school. At this time, the guarantor must visit the school by the appointed date in order to pay registration and tuition fees. After making this payment, the guarantor will receive the Certificate of Eligibility and must send it to the applicant.
- 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 10 days 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.)

## Applications from Japan

For those already 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", "Religious Activities" or the like):

- 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)
- Certificate of graduation from the school most recently attended (copy)
- Transcript from the school most recently attended (copy)
- Passport (please copy all pages which have entries made in them)
- A copy of resident card
- Photographs (4 cm x 3 cm, 3 cm x 2.5 cm) 1 copy each, 2 copies total

### 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.

## **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 village/town/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., Beijing, Seoul).
- 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 9) 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.
- 2. Official certificate of graduation from school most recently attended (original)**
- This is a document certifying that you have already completed a course of study abroad encompassing at least 12 years (the equivalent of graduating from a Japanese high school [secondary school]).
  - 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.
- 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**
- This document should state in detail the length of study, total number of lessons, and texts used.
  - Applicants who have studied in several Japanese language schools should provide documents from the school most recently attended.
  - In addition to this certificate, those applicants who have taken any Japanese Language Proficiency Tests sponsored by the Japan Educational Exchanges and Services (JEES) and the Japan Foundation must send in their Certificate of Japanese Proficiency along with their test results.
- 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: 4 copies, 3 cm x 2.5 cm: 1 copy) 5 copies total**
- 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, affiliation, address 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).

\*Please refer to item 3 on page 10 entitled, "Extension of period of stay" which is part of the chapter on "Student Life."

\*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 as listed below may be requested when a sponsor is a resident of Japan.

- Certificate of citizen registration (jumin-hyo)
- Family seal (hanko) authentication certificate.

### **Notes**

- Please provide Japanese translations of all documents written in other languages. Translation should include the name, affiliation, address and family seal (hanko) or signature of the translator.
- 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.
- Please use the form available from the school for the document 1. This must be filled out (hand-written) by the sponsor, together with seal (hanko) or signature.
- Certificates must be sent within three months of the date of your application.

## **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.
- 2. Other documents**
  - Basic documents have been listed above. However, in some cases, additional documents (Family seal authentication certificate etc.) may be requested.

### **About your Guarantor**

It is not necessary to provide the letter of guarantee to the Immigration Office. However, according to school requirements, a guarantor is necessary for an applicant who studies in the Intensive Course.

\*A guarantor is always required even if the applicant pays tuition and living expenses by him/herself. Qualifications and responsibilities of the guarantor are listed below.

### **Qualifications of the Guarantor**

- A person living in Kyoto or the immediate suburbs who has a stable occupation state and who is capable of earning a sufficient income.
- A person who is in constant contact with the student and who is able to come to the school whenever requested to do so.
- If the guarantor is a foreigner, s/he must have been a resident of Japan for a long period of time and must have sufficient Japanese language ability.
  - \*It is important to ask a person living in Kyoto or the immediate suburbs to act as your guarantor, since such a guarantor may be required when the student rents a room, enters a Japanese university or other institution of higher education. In the case that there is no appropriate person to act as your sponsor, a parent may be accepted as your guarantor as an exception. If you do not have a sponsor in Kyoto or the immediate suburbs, you must contact the school in advance.

### **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) 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, National Health Insurance Certificate and Certificate of employment (for part time employees) to the Immigration Office. For each renewal, the student must certify 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)

- Applicant’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

- Applicant’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 applicant

**(4) 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.

**(5) 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. 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.

\* “Examination for Japanese University Admission for International Students” is organized by the Japan Student Services Organization (Jasso).

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. In addition, we also offer English, mathematics and comprehensive course guidance for students who require it.

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

### Graduate School

Kyoto Univ., Kyoto Institute of Technology, Kyoto Univ. of Education, Shiga Univ., Nara Women's Univ., Doshisha Univ., Ritsumeikan Univ.

### Undergraduate

Kyoto Institute of Technology, Kyoto Univ. of Education, Shiga Univ., Osaka Univ., The University of Shiga Prefecture, Doshisha Univ., Ritsumeikan Univ., Kyoto Sangyo Univ., Notre Dame Women's College of Kyoto, Ryukoku Univ., Kyoto Seika Univ., Kyoto Univ. of Art and Design, Seian University of Art and Design, Tezukayama Univ., Kwansei Gakuin Univ., Kansai Univ., Heian Jogakuin (St. Agnes') University

\*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.

## **(6) Lodging**

Our school has 1 dormitory and 2 apartments in contract, but unfortunately we can not respond to all of the demands. The school can be of some assistance in recommending apartments, however accommodations should be arranged through the guarantor. 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 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.

## **(7) Health care**

Our school conducts a health check for all students 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. Although our school can provide explanations of the National Health Insurance plan, students are responsible for completing the actual enrollment procedure at their local town/city ward office by themselves. Medical expenses are extremely high in Japan, so guarantors should give a full explanation of the need for National Health Insurance as part of their advice to students on living matters. 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.