

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

Calendar	First term	April 6 (Friday)	Entrance ceremony / Orientation
		April 9 (Monday)	Classes begin
		July 7 - August 15	Summer vacation
		August 16 (Thursday)	Classes resume
		September 26 (Wednesday)	Classes end
		September 27 (Thursday)	Closing ceremony
	Second term	October 12 (Friday)	Entrance ceremony / Orientation
		October 15 (Monday)	Classes begin
		December 22 - January 8	Winter vacation
		(2013) January 9 (Wednesday)	Classes resume
(2013) March 12 (Tuesday)		Classes end	
(2013) March 13 (Wednesday)	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 Up to 13 students

Screening method Application materials (and an interview)

Class placement Placement test and interview

Screening, registration and tuition fees

Screening fee	¥30,000	Payable upon application
Registration fee	¥50,000	Payable at registration
Tuition fee	¥303,000	Per term (6 month period)
Educational enhancement fee	¥7,000	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 ¥5,000 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

	Origin of Application	Application Period	Admission Notice	Instruction begins
First Term 2012	Outside Japan	October 1 - November 15, 2011	The result of screening by the school will be reported in approximately two weeks after the application materials are received.	April 6, 2012
	Within Japan	December 1, 2011 - March 6, 2012		
Second Term 2012	Outside Japan	April 1 - May 15, 2012		October 12, 2012
	Within Japan	June 1 - September 12, 2012		

- The Immigration regulations do not permit the change of your visa status from “Temporary Visitor” to “College 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, 2012 – August 15, 2012
Winter holidays: December 29, 2012 – January 8, 2013

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, or the alien registration certificate) 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 "College 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 "College Student." Those who have studied at a Japanese language school on a "Pre-college Student" received the "College Student" in July, 2010. 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 "College 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 "College 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)
- Alien Registration Certificate
- 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.

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 ("College 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 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 “College 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. Students should be aware that our school regulations do not allow students to do part-time work immediately upon entering Japan. You must wait several months.

(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., Osaka City Univ., Doshisha Univ., Ritsumeikan Univ., Osaka Institute of Technology., Nara Women’s Univ.

Undergraduate

Kyoto Institute of Technology, Kyoto Univ. of Education, Shiga Univ., Osaka Univ., University of Tsukuba, Kanazawa Univ., 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, Kansai Univ., Otemon Gakuin Univ., Nagahama Institute of Bio-Science and Technology., Tezukayama Univ., Kwansai Gakuin Univ., Osaka Institute of Technology, Osaka Seikei Univ., Ritsumeikan Pacific Univ.

*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 2 dormitories 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. As students will be told during the orientation session, even if a student's initial period of residence in Japan will be less than one year, s/he must, according to Japanese law, go through the process of "Alien Registration." 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.