

# Guidance to Admission and Student Visa Application



## Kyoshin Language Academy From July 2022 Intake

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**Revised 2021.12.03**

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

## 1. School Locations

Area	Name of school	Address
Tokyo	Kyoshin Language Academy Shinjuku	2-18-18-3F Nishi-Waseda Shinjuku-ku Tokyo 169-0051
Tokyo	OLJ Language Academy (Kyoshin Language Academy OLJ)	2-23-2 UBG Building 2F Higashi-Ikebukuro Toshima-ku, Tokyo 170-0013
Tokyo	Dynamic Business College (Kyoshin Language Academy DBC)	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
Kyoto	Kyoshin Language Academy Kyoto-Chuo	272 Bantoya-cho, Muromachi-dori Gojo-Agaru, Shimogyo-ku Kyoto, Kyoto 600-8439
Osaka	Kyoshin Language Academy Osaka	2-2-19-2F Nagai-higashi, Sumiyoshi-ku, Osaka, Osaka 558-0004
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 on January**

\*Application will be closed if the capacity become full

## 3. Application Requirement

Must have completed the school education of 12 years or more or have equivalent educational background.

## 4. Screening Method

- (1) Documents Screening
- (2) Interview as necessary
- (3) Written examination as necessary

## 5. Required Documents

Please submit all application documents to the school administrator by the due date for every intake. Please see the list of required documents at the end of the book.

(NOTES)

- \*Submit the original documents which are issued within 3 months.
- \*Applicant, the supporter writes the application form by themselves
- \*The certificate that you wish to return, please let me know at the time of application. Documents to be submitted to the Immigration Bureau, will not be returned.
- \*Translation must be attached for all the documents not written in Japanese.

## 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	<p><b><u>Please apply for student visa at governed Japanese embassy or consulate in your home country with Certificate of Eligibility.</u></b></p> 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) We ask you to pay the tuition for one-year.  
Please contact us in advance if you would like to pay for 6 months.
- (3) We will charge JPY 4,000 as international bank wire-transfer fee but it will be settled after entering Japan 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.

### Fees differs by location and characteristic of school

(Currency unit: JPY)

	Group A			Group B		
	Shinjuku /OLJ/ DBC / Ueno Nagoya-Kita/ Kyoto-Chuo/Osaka			Biwako/Kobe/Fukuoka		
	First payment	Second payment	Annual Total	First payment	Second payment	Annual Total
Processing fee	20,000	-	20,000	20,000	-	20,000
Entrance fee	50,000	-	50,000	50,000	-	50,000
Tuition	330,000	330,000	660,000	300,000	300,000	600,000
Facility fee	20,000	20,000	40,000	15,000	15,000	30,000
Activity fee	10,000	10,000	20,000	10,000	10,000	20,000
Tax (10%)	43,000	36,000	79,000	39,500	32,500	72,000
Total	473,000	396,000	<b>869,000</b>	434,500	357,500	<b>792,000</b>

\* Possibility of special scholarship at group B schools (**Biwako, Kobe and Fukuoka** school.)  
Amount: JPY 50,000 (JPY 55,000 with 10% tax).  
JPY 737,000 for one-year payment and JPY 379,500 for 6 months payment if applies.  
Please contact us for the detail.

### (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 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

Please fill in the dormitory questionnaire 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.

If the dormitory become full, we will refer to other facilities. Rate might slightly differ.

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

**[IMPORTANT] Cannot move out for 6 months. We will charge for every 3 months afterward.**

### ■Kyoshin Language Academy Shinjuku

We will refer property upon request.

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

Shared house type. We will refer property upon request.

(Currency unit: JPY)

Room Type	Type A (Double)	Type B (Single)
Entrance fee	30,000	16,000
Deposit	20,000	-
Monthly fee	35,000 -38,000	35,000
Utility expense	included in rent (monthly fee)	at cost (electricity only)
Beddings	10,000	10,000
Deposit (maintenance fee included)	-	70,000 *1
Facility usage fee		70,000 *2
<b>Initial payment</b>	<b>165,000-174,000 (3 months)</b>	<b>377,000 (3 months)</b>
Common facilities	kitchen, living, yard, shower, toilet, washing machine, cable TV, PC	living, study room, bicycle park, laundry
Room facilities	bed, air conditioning, desk, chair, internet	bed, desk, chair, kitchen, refrigerator, air conditioner, storage, bath, toilet, internet
Location	25 minutes on foot to school (2.0km)	40 minutes on foot and by train to school 5 minutes on foot from Fujimidai station

\*1 It will be refunded after deducting 22,000 as cleaning fee and 8,000 as maintenance fee.

\*2 One-time fee only at the time of contract

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

### ■Kyoshin Language Academy Ueno

Dormitory-type

(Currency unit: JPY)

Room Type	Quadruple	Quintuplet (large room)
Entrance fee		30,000
Facility fee		10,000
Deposit		10,000 returned on moving out actual amount will be charge if you make damage to the room or to the equipment of the room
Monthly fee		30,000
Utility expense		actual cost
<b>Initial payment</b>		<b>230,000 (6 months)</b>
Common facilities		bathroom(shower), toilet, kitchen, washing machine, microwave, refrigerator, Air conditioning, internet
Room facilities		desk, chair, bedding, closet
Location		3 minutes on foot to school nearest station: 4 minutes on foot from Nippori

### ■Kyoshin Language Academy Nagoya-Kita

Apartment-type (Currency unit: JPY)

Room Type	2 - 4 person
Entrance fee	30,000
Deposit	20,000 Cleaning fee of 5,000 will be deducted when moving out. Actual amount will be charge if you make damage to the room or to the equipment of the room
Monthly fee	30,000
Utility expense	6,000 (actual cost if over 6000/person)
Insurance	500 /month
<b>Initial payment</b>	<b>269,000 (6 months)</b>
Common facilities	-
Room facilities	air conditioning, bed, desk, chair, refrigerator, kitchen, bed, microwave, shower, toilet, washing machine, Wi-Fi
Location	3 – 20 minutes on foot to school

### ■Kyoshin Language Academy Biwako

Apartment-type (Currency unit: JPY)

Room Type	Single	Double
Entrance	30,000	
Deposit	20,000 Cleaning fee of 5,000 will be deducted when moving out. Actual amount will be charge if you make damage to the room or to the equipment of the room	
Monthly fee	33,000	25,000
Utility expense	5,000 (Actual cost if over 5,000/person)	
<b>Initial payment</b>	<b>164,000 (3 months)</b>	<b>140,000 (3 months)</b>
Common facilities	kitchen, stove, dining table with chairs, refrigerator, shower with bathtub, toilet, washing machine	
Room facilities	air conditioning, bed with beddings, desk with chair, lamp, Wi-Fi	
Location	12 minutes on foot to school (900m)	

### ■Kyoshin Language Academy Kyoto-Chuo

Apartment-style (Currency unit: JPY)

Room Type	Economy Oriented Type (Single)	Comfortable Oriented Type (Single) *1
Entrance fee	50,000	40,000
Deposit	-	20,000* 2
Monthly fee	43,000 ~	63,000~ 67,000
Utility expense	at cost	5,000 *3
Insurance	7,000 /year	Included to monthly fee
<b>Initial payment</b>	<b>186,000~ (3 months)</b>	<b>264,000~276,000 (3 months)</b>
Common facilities	washing machine (coin laundry)	self-Locking entrance, 24 hrs residence support
Room facilities	air conditioning, bed, desk, chair, kitchen, Internet, shower, toilet, refrigerator, bedding	air conditioning, bed, desk, chair, kitchen, Internet, shower, toilet, refrigerator, washing machine, bedding
Location	7 minutes on foot to school(600m)	3 minutes to school on foot (200m).

\*1 Double available for Comfortable Oriented Type

\*2 Cleaning fee of 5,000 will be deducted when moving out. Actual amount will be charge if you make damage to the room or to the equipment of the room

\*3 Additional charge if it exceeds 5,000

### ■Kyoshin Language Academy Osaka

We will refer equivalent property in case it is full.

(Currency unit: JPY)

Room Type	Share-House Type		Apartment Type	
	Single	Double	Single	Quadruple
Entrance fee	-		22,000	-
Deposit	20,000 *1		44,000 *2	20,000 *1
Monthly fee	41,000	28,000	42,000	26,000
Utility expense	10,000	5,000	actual cost	
Insurance	included in monthly fee			
<b>Initial payment (6 months)</b>	<b>326,000</b>	<b>218,000</b>	<b>338,000</b>	<b>214,500</b>
Common facilities	kitchen, 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	
Location	8 minutes by bus to school		Within 15 minutes on foot to school	

\*1 Cleaning fee of 5,000 will be deducted when moving out. Actual amount will be charge if you make damage to the room

\*2 Cleaning fee of 22,000 will be deducted when moving out. Actual amount will be charge if you make damage to the room

### ■Kyoshin Language Academy Fukuoka

Apartment-type

(Currency unit: JPY)

Room Type	Type A (Double)	Type B (Quadruple)
Entrance fee	30,000	
Deposit	20,000 Cleaning fee of 5,000 will be deducted when moving out. Actual amount will be charge if you make damage to the room	
Monthly fee	35,000	20,000
Utility expense	actual cost	
Insurance	included in monthly fee	
<b>Initial payment</b>	<b>260,000 (6 months)</b>	<b>170,000 (6 months)</b>
Common facilities	-	
Room facilities	air conditioning, bed, kitchen, shower, toilet, refrigerator, washing machine, dining table, chair	
Location	Next to school	

### ■Kyoshin Language Academy Kobe

Apartment-type

(Currency unit: JPY)

Room Type	4-6 person	Double *1 *2	Single *1
Entrance fee	30,000	50,000	
Deposit	20,000 *3	-	
Monthly fee	25,000	36,000 ~	54,000 ~ (44,000 after 7 months)
Utility expense	actual cost		
Insurance	included in the rent	9,000/year	18,000/year
<b>Initial payment (6 months)</b>	<b>200,000</b>	<b>275,000 ~</b>	<b>392,000 ~</b>
Common facilities	24 hrs residence support	Security camera Intercom with monitor	24 hrs residence support
Room facilities	air conditioning (bed room), bed *4, bathroom shower, toilet, kitchen, washing machine, refrigerator, Wi-Fi, bicycle parking, desk or table, chair		
Location	within 15 minutes on foot from school		5 to 17 minutes on foot from school

- \*1 Contract period will be **1 to 2 years** and pay directly to the real estate company. There will be a **penalty of 1 month to 2 months rent** if you move out less than a year.
- \*2 You must move in with **2 persons together** for double room.
- \*3 Cleaning fee of 5,000 will be deducted when moving out. Actual amount will be charge if you make a damage to the room.
- \*4 Only one bed in double room. Additional bed is available with charge (rental or purchase)

## 9. Designated Bank Account

### ■Kyoshin Language Academy Shinjuku

NAME OF BANK	MUFG Bank, Ltd.
BRANCH	TAKATANOBABA BRANCH
ACCOUNT NO.	053-0594084 / 053-2233675
ACCOUNT NAME	KYOSHIN
SWIFT CODE	BOTKJPJT
BANK ADDRESS	3-2-3 Takadanobaba, Shinjuku-ku, Tokyo, Japan 169-0075
TEL	+81-3-3360-0331

### ■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

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

NAME OF BANK	THE SUGAMO SHINKIN BANK
BRANCH	NISHI-NIPPORI BRANCH
ACCOUNT NO.	014-3125634
ACCOUNT NAME	DYNAMIC BUSINESS COLLEGE CORPORATION
SWIFT CODE	SSHBJPJT
BANK ADDRESS	2-10-2 Sugamo, Toshima-ku, Tokyo, Japan 170-0002
TEL	+81-3-3802-2111

### ■Kyoshin Language Academy Ueno

NAME OF BANK	MIZUHO BANK LTD.
BRANCH	MITO BRANCH
ACCOUNT NO.	316-1201684
ACCOUNT NAME	Kyoshin Language Academy Ueno
SWIFT CODE	MHCBJPJT
BANK ADDRESS	3-5-1, MINAMIMACHI, MITO-SHI, IBARAKI, JAPAN 310-0021
TEL	+81-29-224-4151



- **Kyoshin Language Academy Nagoya-Kita**
- **Kyoshin Language Academy Biwako**
- **Kyoshin Language Academy Kyoto-Chuo**
- **Kyoshin Language Academy Osaka**
- **Kyoshin Language Academy Kobe**
- **Kyoshin Language Academy Fukuoka**

NAME OF BANK	MUFG Bank, Ltd.	
BRANCH	SAIIN BRANCH	
ACCOUNT NO.	Nagoya-Kita	504-0297306
	Biwako	504-0598706
	Osaka	504-0250263
	Kyoto-Chuo	504-0966342
	Kobe	504-0333990
	Fukuoka	504-0999807
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> with Purpose of Studying in Japan	Designated form
3	<b>"Certificate of Graduation"</b> from last attended school or <b>"Certificate of Expectation of Graduation"</b> from school now attending.	Must be original
4	<b>Transcript</b> from last attended school	Must be original
5	Certificate of enrolment and transcript (student who is now in school)	Must be original
6	Proof of Japanese Language ability *1 *2 (Certificate to prove the Japanese language ability of JLPT 5 or higher or certificate of Japanese Language study of more than 150 hours at Japanese language institution of your home country)	Certificate issued by Japanese Language Institute (Original) or certificate of Japanese Language Proficiency Test (photocopy)
7	Photocopy of Passport	1. Page of the photo 2. Page of past entry and exiting record to Japan if you have record
8	ID Photo	6 Pieces (4cmx3cm) Please write name, nationality and DOB on the back of photo

\*1 requirements differs by nationality of applicants.

\*2 Please contact us for Japanese language certificate certified by immigration service bureau

**◆ Supporter**

Documents vary by the type of supporter.

<b>1. Self-Support</b>		
1	Bank statement of applicant	Must be original
2	Bank Transaction Record	Past 1 year *1 Must be original
3	Company employee: Certificate of employment Company executive: Company Registration etc. Self-employed: Photocopy of Business license	Documents to prove length of service
4	Income Certificate or tax certificate	Past 3 years and must prove the income Must be original
5	Contact Address	Free form Please write name, relation, address, phone number and e-mail address

\*1 Past 3 years requires at specific school. Contact us for details.

<b>2. Supported by parents or relatives residing outside of Japan</b>		
1	Supporter Certificate	Designated form
2	Bank statement of supporter	Must be original
3	Bank Transaction Record	Past 1 year *1 Must be original
4	Company employee: Certificate of employment Company executive: Company Registration etc. Self-employed: Photocopy of Business license	Documents to prove length of service
5	Income Certificate or tax certificate	Past 3 years and must prove the income Must be original
6	Documents to prove relationships between Applicant and supporter	Birth certificate etc.

\*1 Past 3 years requires at specific school. Contact us for details.

<b>3. Supported by supporter residing in Japan</b>		
1	Supporter Certificate	Designated form
2	Bank statement of supporter	Must be original
3	Bank Transaction Record	Past 1 year *1 Must be original
4	Certificate of occupation of supporter Company employee: Certificate of employment Company executive: Company Registration etc. Self-employed: Photocopy of final income tax return form	Documents to prove length of service
5	Tax certificate	Issued by city government
6	Certificate of Residence	Issued by city government and must include all the household
7	Documents to prove relationships between applicant and supporter	Family Registration, Certificate on registered matters etc.

\*1 Past 3 years requires at specific school. Contact us for details.