

# Kyoritsu Japanese Language Academy

## Bulletin

### ■ Course Term of study Enrollment Size Prerequisite Requirement

Course		Prerequisite Requirement
April term (2years)	【Japanese for entering a higher-level school】	Those who have completed 12 years of education. Those who are over 18 years old. Regarding of Hotel Working course and Course for University Transfer · Graduate School, university degree is required.
October term (1year 6month)	Course for professional school and University Course for University Transfer · Graduate School	

### ■ Tuition

※Please pay the fee of selection entrance(¥20,000) when you submit an application for admission to a school.

※Textbooks are not included in tuition fees.

Tuition fee (yen)

Course		Tuition (Compulsory)	Facilities	Insurance etc.	Total amount
April term (2years)	1 <sup>st</sup> year	480,000	180,000	30,000	690,000
	2 <sup>nd</sup> year	480,000	180,000	30,000	690,000
October term (1year 6month)	1 <sup>st</sup> year	480,000	180,000	30,000	690,000
	2 <sup>nd</sup> year	240,000	90,000	15,000	345,000

## ■Application Procedures

### Documents required for all Applicants

- ① Application form (The form is provided by the school with your photo)
- ② Written pledge and guarantee (The form is provided by the school)
- ③ Certificate from the last school attended (original) or a diploma (original)  
If you were in a university or college, submit a certificate of studentship
- ④ An Academic record from the last school attended
- ⑤ 5 pictures of yourself. (4cmX3cm)
- ⑥ Resume (The form is provided by Tokyo Immigration Office)
- ⑦ A photocopy of the applicant's passport (If you already have your passport/All written pages)
- ⑧ Certificate of birth place and residence
- ⑨ Certificate for Japanese language study(A certificate of JLPT or J.TEST or NAT-TEST )
- ⑩ Certificate of employment for you by your employer.  
(If you had your work experience)
- ⑪ Written pledge including description of accepting the expense payment and its specific amount.
- ⑫ Certificate of relationship between the applicant and the expense payer.
- ⑬ Certificate of the bank balance under the remitter's name
- ⑭ A copy of the bankbook. (It must show how he/she has deposited and withdrawn, and sufficient assets to cover all required expenses)
- ⑮ Certificate of employment for the expense payer by his/her employer
- ⑯ Business license (If the expense payer is a self employed)
- ⑰ Applicant and expense payer's ID card
- ⑱ Certificate of the constituent expense payer's family members
- ⑲ Certificate of annual earnings for him/her by his/her employer.(last 3 years)
- ⑳ Certificate of tax payment (If the expense payer is a self employed, last 3 years)
  
- ㉑ Certificate related to the grant of scholarship (The certificate must be submitted if the applicant receives a scholarship. Other documents may be required depending on the amount of the scholarship.)

- Expenses payer if living in Japan and the question of the other, please contact us

## ■Refund Policies:

- ① The fees of admission selection will ***NOT*** be refunded for any reason.
- ② All fees will be refunded, except the charge of admission selection, and an entrance fee, if you haven't visit Japan in spite of having delivered the Residence Qualification Authorization Certificate. However, an admission permission document and a Residence Qualification Authorization Certificate need to be returned.
- ③ The charge of admission selection and an entrance fee will not be refunded when a student who acquired their visa and who visited Japan leaves school. Tuition and the expenditure for facilities, etc. are not returned in principle.

## ■ From Application to Admission

Student

Make inquiries



Submit your application



School

Entrance selection



Notice of selection result



The grant application of Residence  
Qualification Authorization Certificate



Issuance of Residence Qualification  
Authorization Certificate



Tuition transfer, Apply for visa



Issuance of visa



Immigration preparation

# Kyoritsu Japanese Language Academy

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## Cautions About Applications

- ※All documents should be prepared English or Japanese translation.
- ※If you have ever applied Japanese students visa before, please let us know.

### ■Application Documents

#### 【Documents common to all applicants】

#### ①Application form (The style specified by a school)

- The applicant needs to fill in all items by him/her self, leaving nothing blank.
- The guardian can be a person who is in your country.
- Please write your name exactly as indicated on the passport.
- An application form must include a photograph. Write your name and nationality on the back of the photo.

#### ②An guarantee(The style specified by a school)

#### ③The diploma or graduation certificate of the last alma mater

- Applicants must submit the graduation certificate from the last school he/she attended or an original diploma.
- Tokyo Regional Immigration Bureau understands the graduation certificate for proving the last school attended for applicants from China is not published, and the last academic qualification is checked with the original diploma. Please be sure to hand in the original diploma.
- Presentation of the original diploma is not required from a country where a graduation certificate is published from educational facilities.
- Applicants enrolling in an institution of higher education such as a graduate school, a university, a specialized Subject school, a short-term occupation university or an adult institution of higher education should also bring the graduation certificate of a high school besides the certificates from an enrollment school (the student registration certificate of an enrollment school, a temporary-absence-from-school certificate, and a withdrawal-from-school certificate.)

#### ④An Academic record from the last school attended

#### ⑤Photographs 5 copies

- Photographs must be taken within three months of application. They must show the upper half of the body, no hats, and nothing showing in the background. Please write your name and nationality on the back of photographs.

#### ⑥Resume (The style specified by the Immigration Bureau)

- The applicant needs to fill in all items in the resume by him/herself making sure that there are no blanks. When there is nothing to be filled in about an item, please write the word "none".
- Please fill in a location and the address without omitting anything.
- Make sure the name of the school and the year of entrance and graduation are the same as with public documents, such as a graduation certificate. There should not be any unexplained time between work experience (career) and academic background. Please explain about any period of unemployment and military service.
- 12 years of school education is required for the application to enter a school. The Tokyo Regional Immigration Bureau adopted an examination standard, which states an elementary education starts at the age of six and takes six years, three years at a junior high school and three years at a high school. Please have a certificate of admission age and an entering-school period published from the elementary school.
- Entering school may not be permitted if there are more than three months of unknown

periods. Please make sure that there is no unexplained period about the career after graduation. It may be considered as career un-reporting.

- Applicants must include a paper, which describes their purpose of studying Japanese; of studying in Japan and how you will use the Japanese you have studied in the future. This needs to be clear and concise, as they become important judgment standards. (If you cannot finish writing in the entry column, please continue on an attached sheet of paper.)

**⑦A copy of passport**

- Applicants who have their passport need to submit a copy of the entire document.

**⑧Documents about a birthplace and a place of residence.**

《An applicant from China》

- The copy of a resident card
- Be sure the educational background and a present state of the applicant are the consistent.

**⑨The certificate or document which gives proof the applicant has learned Japanese.**

- Applicants who have studied Japanese need to submit a certificate with the total number of school hours, attendance and grades from a Japanese language institution.
- Applicants who have passed the N5 grade or higher of the Japanese Language Proficiency Test need to submit its certificate (J.TEST, NAT-TEST, BJT/JLRT, STBJ, TOPJ and GNK are also acceptable).

**【About the cost payer tuition and living expenses】**

**⑩Written pledge**

- Written pledge including description of accepting the expense payment and its specific amount.
- If there are two expense payers, each one needs written pledge.

**⑫Documents in which the relation between a remittance person and the applicant is shown.**

- The certificate in which the relation between he and a cost payment person is shown, the authentic kinship document from China (親族関係公証書)

**⑬A certificate of the deposit balance under the applicant's name.**

- The original certificate with account number from a bank.
- The balance needs to be more than the total amount of the contribution which is needed while studying in Japan.
- The applicant from China can deposit his/her money in yuan.
- The application from China needs to hand in the copy of a passbook.

**⑭The copy of applicant's bank book or the certificate of detail deposits and withdraws**

- A certificate of how the payer has deposited balance as ⑬.If the applicant has the copy of bankbook for 3 years, it is desirable.
- If the applicant has more income than the annual earnings, you need to hand in the document to explain its details.

**⑮Certificate of employment for the expense payer by his/her employer.**

- Certificate of employment, business license
- If the expense payer is self employed, business license and certificate of tax payment are needed. But if the expense payer is working at the company, these documents are not needed.

**⑯The applicant's certificate of annual earnings.**

- Please attach the applicant's certificate of annual earnings to a certificate of balance. It must show three years.

**⑱Certificate of residence (居民戸口簿)**

- The copy of 「居民戸口簿」 from Chinese public safety commissioner and the expense payer's educational background.
- Be sure the educational background and a present state of the applicant are the consistent.

**⑲Resident register or certificate of items mentioned on the alien registration.**

- All family members listed.
- If the expense payer is alien, certificate of items mentioned on the alien registration.( All family members listed.)

**⑳Certificate of tax payment with the amount of his/her income.( residents' tax or income tax )**

- Certificate must be issued by local government offices.( last 3 years )

## ■ Cautions

- ① All documents must be issued within 6 months of presentation to the Immigration Bureau.
- ② Please use the registered seal.
- ③ We do not return the submitted documents except for the original.
- ④ Documents that are not in Japanese should be translated to Japanese or English.
- ⑤ All copied documents must be in A4 size and copied from original documents. Please don't write any comments on the documents. Please don't copy of both sides.
- ⑥ Especially copy of the bankbook and copy of family registry must be copied clearly.
- ⑦ All certificates must be signed by the authority and must be written its address, telephone number and fax number.