

# **Application Guide**

## **(Japanese Language Studies)**



### **KAMEI GAKUEN**

### **JAPANESE LANGUAGE SCHOOL IN KYOTO**

**83 Kanshuji higashikurisunochō, Yamashina, Kyoto 607-8211, Japan**

**TEL: +81-75-205-5347**

**URL: <http://www.kamei.ac.jp>      E-mail: [info@kamei.ac.jp](mailto:info@kamei.ac.jp)**

# I . COURSE GUIDE

Course	Targeted towards	Admission term	Subjects	Study hours	Total number of hours
<b>1 year Course</b>	Applicants who have obtained N1/N2 Japanese Language Proficiency Test level or equivalent to these levels or higher, and desire to enroll in vocational schools, universities or graduate schools after completing this course	April	① Japanese language (Including Japanese Society)	5 days/week (Monday-Friday)	Total 900 hours/Year
<b>2 year Course</b>	This course is for applicants who will be learning Japanese language from the basics and after completing 2 years, will target students who wish to go on to vocational schools, universities, or graduate schools etc		② Subjects covered for the Examination for Japanese University Admission (EUJ) (Nonfee • free choice)  <b>Literature applicants:</b> Mathematics I & General Studies  <b>Science applicants:</b> Mathematics II & Science (Physics, Chemistry or Biology; choose 2 subjects from these)  ③ English (Nonfee • free choice)	5 hours/day Total 25 hours/week * The classes are separated into two sessions: morning classes and afternoon classes. We will determine which class via testing.  * Subjects for the EUJ and English class schedule will be informed when the classes are opened.	Total 1800 hours/ 2 Years
<b>1.5 year Course</b>	Applicants who wish to enter vocational schools, universities or graduate schools after graduating from this course	October			Total 1350 hours/ 1.5 Years

## II . ENTRANCE REQUIRMENTS

- Applicants must have completed at least 12 years of school education in their home country, not in Japan, or have reached an equivalent level.  
Applicants must be 18 years of age or older  
(it is best if applicants are applying within 5 years after their most recent graduation)
- Applicants must be admitted by our school following the above requirements.
- Applicants who have a strong willingness to study and to set clear goals
- Applicants who have learned Japanese more than 150 hours in their home countries and have achieved a level equivalent to N5 Japanese Language proficiency
- The applicant's family should have steady income and or good financial conditions to support the study abroad expenses.

## III. SELECTION METHODS

Applicant selection will be conducted through document screening, written exams such as Japanese tests, math and English tests and also through interviews at the applicant's home country. However, the interview and written tests may be skipped depending on the results of the document screening. Online interviews might also be conducted.

(We will directly inform the applicants or through their agents acting on their behalf of the dates for the written exams and interviews)

## IV. APPLICATION STEPS

### 1. Application Period:

From 1st, August to 10, November for admissions for the April term of the following year

From 1st, February to 10, May for admission for the October term of the same year.

### 2. Documents required

	Document	Notes
Documents of Applicants	Application form	<p>Fill in the designated form</p> <p>※ The school name, your graduation date, workplace address etc must be consistent with the original certificates</p> <p>※ In case your elementary school entrance age was under 5 years or over 8 years of age, you must also submit the Certificate of Graduation from the Elementary school</p>
	Purpose of Studying Abroad in Japan	<p>Fill in the designated form</p> <p>※ Write specifically your reason for learning Japanese in Japan and your plans after completing the course</p> <p>※ In case 5 years or more has passed since your final school graduation, you must write concretely the reasons for learning Japanese, the schools you will be going to, and your plans when returning back to your home country after completing the course</p>
	Reason for re-application and the Related Documents	(only if re-applying)
	Written Oath	Fill in the designated form ※ must be signed by the applicant
	Certificate of final school graduation	The original certificate or diploma
	Academic transcript of the final academic level	The original (records from admission to graduation)
	Certificate of student status/Graduation prospectus	The original (only if applicable)
	Certificate of employment /Retirement certificate	The original (only if applicable)
	Certificate of Japanese language proficiency	<p>Certification and grade score of JLPT 5 kyu level or higher</p> <p>① BJT Business Japanese Proficiency test • JLRT Listening Reading test (writing test 300 points or higher)</p> <p>② J-TEST level F or higher. In case of Level E,F: 250 points or higher</p> <p>③ NAT-TEST Level 5 or higher</p> <p>④ Standard Test for Japanese Business 350 points or higher</p> <p>⑤ TOP J Level A or higher</p> <p>⑥ J-cert (GNK) Pre-Intermediate level or higher</p> <p>If you have none of these, you must submit a certificate proving that you have studied for 150 hours or more in a Japanese Language School. (including the school address, contact information, details of learning period, weekly learning hours, current study hours etc.)</p>
	Photographs (4cm x 3cm)	6 photos required . Must be taken within the past 3 months, facing forward, with a white background and no hats
	Passport	(for those who have already acquired one) Copy of face photo page and Japan immigration procedure page
	Certificate of attestation ( Chinese and Vietnamese applicants only)	<p>(For Chinese applicants)</p> <p>① Applicants who graduated Regular high school need to submit Credentials Report</p> <p>② University/junior college/vocational high school graduated applicants need submit Certificate of education (diploma) certificate (Credentials Report)</p> <p>Access the link <a href="http://www.cdgd.edu.cn">www.cdgd.edu.cn</a> to apply</p> <p>(For Vietnamese applicants)</p> <p>① Qualification verifying letter</p> <p>※ The original certificates must be sent to school directly from the center of certification.</p> <p>( We would not accept if it is sent by student)</p>

Documents of Sponsors	Sponsor Document	<p>Fill in the details on the designated form</p> <p>※ Fill in the relationship between the applicant and the sponsor and the payment method clearly.</p> <p>※ If the sponsor lives in Japan, refer to ⑧ on page 4</p>
	Certificate of employment	<p>The official company name, address and telephone number must be written on the original document which is issued by the company. If the sponsor is the president of a company, or is a self-employed business owner, a copy of the business license must also be submitted.</p> <p>For Vietnamese applicants: An official copy of the documents including business registration number and tax code</p> <p>For self-employed business owners, those documents certified by the People's Committee are prepared by the sponsors, and the business registration permit is necessary</p>
	Certificate of income and tax payment of sponsor	<p>The official company name, address, telephone number, and the last 3 year income data must be written on the original paper which is issued by the company. If the sponsor is a self-employed business owner, the certificate of the last 3 year tax payment must be issued by the tax office.</p> <p>For Vietnamese applicants: Certificate of tax payment (that clarifies tax code and true tax payment situation )</p> <p>In case of tax exemption, submit a certificate that clarifies the laws and ordinances such as tax exemption</p> <p>※ If the sponsor is in Japan, the original certificate must be issued by a government office. Please refer to ⑧ on page 4</p>
	Certificate of bank deposit	<p>① The original certificate of bank balance (about 3,000,000 Japanese yen).</p> <p>② Copy of bankbook.</p> <p>For Chinese applicants: bank deposit certificate, certificate of balance deposit</p> <p>For Non Chinese and Vietnamese: Deposit / withdrawal statement</p> <p>For Nepali applicants: Bank statement</p>
	Documents proving the process of financing	Submit all documents such as deposit and withdrawal statements, deposit passbook, etc. that clarify the history of funds information
	Documents of relationship between applicant and sponsor	<p>Applicants from Vietnam, Nepal, Indonesia, Sri Lanka : ① Birth certificate ② ID card</p> <hr/> <p>China: the original of Family relationship notarization letter</p> <hr/> <p>Other countries : please ask for more information</p>
	Family register certificate	<p>Sponsor is parent: only the applicant family's documents are necessary</p> <p>Sponsor is not a parent: both the applicant family's and sponsor family's documents</p> <p>Applicants from Vietnam, Nepal, Indonesia and Sri Lanka : ① Family registry</p> <p>China: ① Family registry</p> <p>Taiwan: ② Family register certificate</p> <p>Other countries : please ask for more information</p>

### 3. Application method

During the application period, applicants or those acting as an agent on their behalf need to submit the necessary documents to the school directly or by postal mail.

### 4. Notes on application documents

① Fill in the application documents such as the application form, reason for studying abroad, and the sponsor forms with your own handwriting or typing and your own signature.

② If the documents such as certificates etc. are written in a non-Japanese language, attach their Japanese translation.

The translator's occupation and name must be entered in the translation.

③ Application documents for the April term must be created after September 1<sup>st</sup>, and after March 1<sup>st</sup> for the October term.

Any corrections made on documents with correction fluid or erasable pen are unacceptable (all above rewritten documents will be invalid).

④ In case copies are required, they must be on A4 sized paper (reformat the paper size if the original is bigger).

⑤ If you have ever applied for "Certificate of Eligibility (COE)" in the past, be sure to inform us of this in advance.

⑥ If any instances of misrepresentation of facts are found, even at a later date, this will lead to termination of admission.

⑦ Please note that in the case of lacking or missing application documents including deficient documents, omission of entries or seals/signatures etc, your application will not be accepted.

⑧ If the sponsor or caretaker who prepares the paperwork is living in Japan, please bring the following documents with prior consultation and apply directly to the school.

(1) Document of financial sponsorship (fill in the designated form)

(2) Certificate of employment of the sponsor (if the sponsor is the president or legal representative of the company, or is a self-employed business owner, the copy of the business license must be submitted)

(3) Certificate of the tax payment made to the government office

(4) Certificate of bank balance

(5) Copy of bank book

(6) Certificate of resident status (all family must be entered in)

※ If the sponsor is a foreigner in Japan, the 'Foreign resident card' is necessary.

(7) Documents showing the relationship between the applicant and sponsor (certificate of resident registration; copy of family register)

⑨ Other documents may be asked for if necessary.

⑩ After being reviewed by the Immigration office, we will not return the documents except the original diplomas etc, so if you would like to take back any documents, please clearly notify us of this at the time of submission

⑪ The sponsor shall bear all responsibility for the tuition and living expenses, and responsibility concerning school life and personal problems etc during the time applicant lives in Japan

※In case the sponsor is in Japan :

Ideally the sponsor should live in Osaka or the area surrounding Osaka, and should be an independently employed individual and have a stable income.

## V. SCHOOL EXPENSES

Items	Expenses	Period of Payment
Selection fee	20,000 Yen	After obtaining the Certificate of Eligibility, remit the school expenses to the school's bank account within the designated period
Entrance fee	60,000 Yen	
Tuition fee for one year	660,000 Yen	
Teaching materials fee	20,000 Yen	
Off-campus activities	20,000 Yen	
Student welfare expenses (1 year) *note 1	16,000Yen	
Total expenses for the 1st year	796,000 Yen	

**\*Fees for the graduation party and graduation photo album are not included (20,000yen).**

**\*After entrance, the applicant needs to pay the fee for the airport bus.**

**\*The cost of the bank transfer fee needs to be borne by the applicant.**

**\*Note 1 :**

Student welfare expenses (insurance fee of 12,300 yen and health checkup fee of 3,700 yen) include overall disaster injury compensation. This insurance is provided for international students to allow them to study abroad with peace of mind

It is compensated in case of accident or injury or in the event of injuring other people or damages incurred in accidents. The below compensation situations will be accepted.

① Treatment expenses for accident or illness etc will be paid (except dental medical treatment).

Join the "**National health insurance**" scheme on your own and combined with this insurance, the treatment for medical expenses which students have to pay will be zero.

② If you accidentally damage someone's things with a bicycle (excluding cars and motorbikes) or injure others, the compensation / treatment expenses will be paid.

③ Expenses, such as traveling costs in case a relative has to visit from his/her native country in the event of hospitalization are paid. Moreover, transport expenses when someone is transported to his/her native country are paid in the event of grievous injury, serious illness, etc.

Expenses such as travel expenses will be paid for the relatives who fly from their home country to Japan due to your hospitalization etc. Also, in case of major injury or major illness, if you have to go back to your home country, the transportation costs etc will be paid.

However, depending on the type of insurance, there are some disclaimers

### "National Health Insurance"

It is a medical insurance program that foreigners who live in Japan for one year or more have to join. 70% of treatment expenses are paid by this insurance, and participants pay the remaining 30%. In the case of foreign students, the insurance costs 22,000 yen for one year.

After entrance, please go to your local Ward office to do the paperwork to join National Health Insurance program

\*30% treatment expenses which you pay for might be reimbursed by joining Student welfare expenses. (there are some disclaimers)

## VII. THE PROCESS FROM APPLICATION TO ENROLLMENT

Application to our school · Application documents submitted · Field interview conducted and pass the school selection process.



After examining the application documents at our school, submit "Application for granting certificate of eligibility" to Osaka Immigration Bureau.



The Osaka Immigration Bureau informs the school of the issuance / non-issuance of the "Certificate of Eligibility of Certificate of Eligibility".



For April admission, the end of February the following year

For October admission, the end of August of the same year

We notify the applicant or the studying abroad agency about the issuance / non-issuance of the "Certificate of Eligibility".



The applicant remits the tuition fees etc. to our school or through the study abroad agency



After confirming the payment, we will mail the original of "Certificate of Eligibility" and "Admission Permit" and the "Preparation Guide for Immigration" to the applicants, or the studying abroad agency



The applicant applies for a student visa at the Japanese Embassy or Consulate in his / her home country with the "Certificate of Eligibility and Certificate of Enrollment" , "Admission Permit" and other documents



When you get the student visa, please contact us immediately. Please arrive in Japan on the date designated by our school.



After entering Japan or coming to school, take a placement test (classification test).



An entrance ceremony, orientation , classes start

## VIII. OTHERS

### 1. Living expenses in Japan

- ① About 80,000 yen (included housing rent) per month is required as average living expenses besides the school tuition.
- ② It is difficult to balance living expenses with part-time jobs and studies with the income from part-time jobs, so you should have sufficient funds prepared.
- ③ Please bring six-month dormitory fee and administrative fee at the time of entrance to dormitory (only for those staying in dormitories) of about 250,000 yen.
- ④ It is best to bring to Japan about 500,000 yen for six month living expenses

### 2. Part Time Jobs

Part time jobs are basically prohibited as a rule under the status of "studying abroad "

Therefore when a foreign student wants to use their leisure time from study time, "Permission for Other Activities" from the Immigration Bureau is required.

Part-time jobs up to 28 hours a week are possible after receiving the permission (For reference: in case of Osaka, part-time job wages are about 880 yen to 1000 yen per hour, about 100,000 yen per month)

(However, on summer vacation/winter vacation/spring vacation working time will be possible up to 8 hours per day)

### 3. Dormitory

- ① In order to provide a stable learning environment, the school prepares a dormitory for students.  
Students must live in the dormitory at least half a year. In case you want to move out after entering the dormitory, we will not refund the dorm fee
- ② Dormitory fee (At the time of entrance you must pay for a half of year, and an administrative fee is required)
- ③ If you plan to live with a family in Japan or relative, please inform us of this in advance.  
We might conduct an interview with the person you plan to live with. At the same time, that person will need to submit the documents as a guarantor.

Type	Room rent for one month per person	Overview
<b>Dormitory (for females only )</b>	15,000 yen/student	<ul style="list-style-type: none"><li>• Room for 3 students or room for 4 students</li><li>• Including water and common service charges</li><li>• Kitchen, refrigerator, toilet, bath, and a washing machine are shared.</li><li>• Including Internet charges</li><li>• Electricity and gas charges are paid by the resident</li></ul>