

## 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.

## 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

# Intensive Course

## Long-term

This is a full-time course, which meets 20 hours per week, and is intended for students wishing to study Japanese intensively, such as those who wish to go to higher education in Japan, work for Japanese companies or learn Japanese art and culture. Classes emphasize spoken communication through a small student-teacher ratio, with a careful balance of all four skills of reading, writing, listening, and speaking.

We provide the option of “Business class” or “Art and Culture Study class” in both the advanced and intermediate classes. We make the most of the unique opportunities available in Kyoto to improve your learning experience.



## Calendar

### First Term

- ◇ April 1 (Thu) Entrance ceremony / Orientation
- ◇ April 2 (Fri) Classes begin
- ◇ July 2 - August 15 Summer Vacation
- ◇ August 16 (Mon) Classes resume
- ◇ September 24 (Fri) Classes end
- ◇ September 24 (Fri) Closing ceremony

### Second term

- ◇ October 12 (Tue) Entrance ceremony / Orientation
- ◇ October 13 (Wed) Classes begin
- ◇ December 22 – January 5 Winter Vacation
- ◇ (2022) January 6 (Thu) Classes resume
- ◇ (2022) March 9 (Wed) Classes end
- ◇ (2022) March 10 (Thu) 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. (45 minutes x 4)
- (b) 1:15 p.m. - 4:45 p.m. (45 minutes x 4)

\*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  
(student total: 130 students)

## Screening method

Application materials (and an interview)

## Class placement

Placement test and interview



## Screening, registration and tuition

	Fees including consumption (Tax 10%)	
Screening fee	¥31,900	Payable upon application No refundable
Registration fee	¥52,800	Payable at registration
Tuition fee	¥344,900	Per term (6 months)
Insurance fee	¥10,000	Per term (6 months)

## Application Period

Terms	Origin of Application	Application Period
First Term Year 2021 (Spring Term)	Outside Japan	October 1 - November 20, 2020
	Within Japan	December 1, 2020 - March 22, 2021
Admission Notice	<ul style="list-style-type: none"> <li>Outside Japan) within 2 weeks</li> <li>Within Japan) within 1 week</li> </ul>	
Instruction begins		April 2, 2021

Terms	Origin of Application	Application Period
First Term Year 2021 (Fall Term)	Outside Japan	April 1 - May 20, 2021
	Within Japan	June 1 - Sep 20, 2021
Admission Notice	<ul style="list-style-type: none"> <li>Outside Japan) within 2 weeks</li> <li>Within Japan) within 1 week</li> </ul>	
Instruction begins		Oct 13, 2021

- The Immigration Services Agency 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 6 – August 15, 2021
- **Winter holidays:** December 28, 2021 - January 4, 2022

- The tuition fee include textbooks, educational material fee, an excursion, welfare costs, facilities and class activity fee. The class activity fee is for activities centered on learning Kyoto's culture for the beginner class, and field trips and guest speakers for the intermediate and advanced classes.
- The “insurance fee” is an accident compensation insurance for Japanese Language Schools by Tokyo Marine & Nichido Fire Insurance Co., Ltd. Basically only students whose visa status is ‘Student visa’ are subject to take out a policy in the insurance.

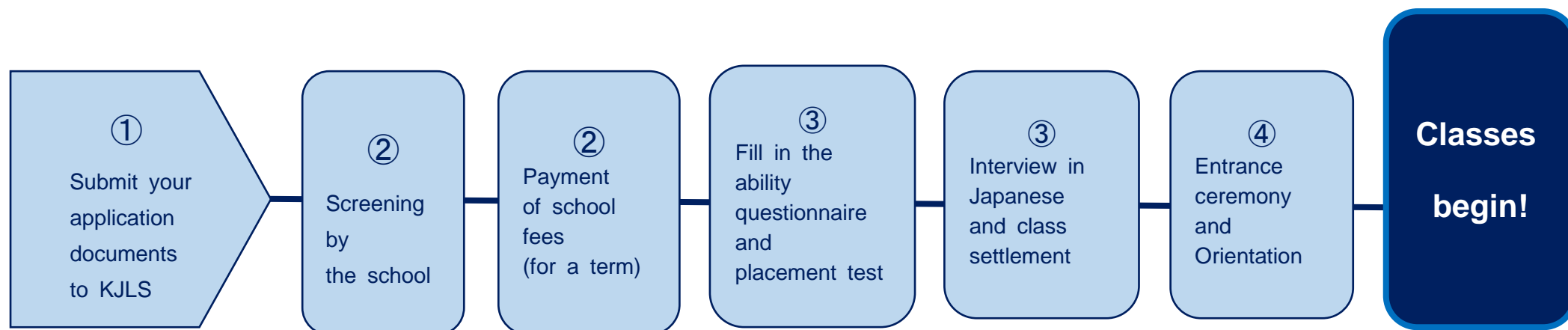
## Pre- or mid-term cancellation

In the event that you decide you wish to cancel your application either before or during the course, please refer to the attached documents for more details.

# APPLICATION PROCEDURE AND ENROLLEMENT FORMALITIES

## Applications from within Japan (For those without a need for a student visa)

For those 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” or “Religious Activities”), or those residing in Japan whose status is “Designated Activities (i.e., Working Holiday)”



① Submit following applications materials by due date. 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)
- Passport (please copy all pages which have entries made in them)
- A copy of resident card
- Photographs (4 cm x 3 cm) 2 copies

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.



# APPLICATION PROCEDURE AND ENROLLEMENT FORMALITIES

Applications from abroad (For those who have requested a student visa)

① Please send or 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.

\*Our school will inform you about how to pay screening fee after we receive the documents.

\*The applicant's guarantor must show his/her identification when s/he submits application documents (driver's license, passport, resident card) to school.

③ After the screening by Immigration Services Agency, a Certificate of Eligibility will be granted to the applicant (if s/he passed) and the results will be reported to the school. After the school has confirmed payment of all school expenses, the applicant will receive the Certificate of Eligibility.

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.

④ Apply for your visa at Japanese Embassy

③ Send the COE and necessary documents to you

③ Payment of school fees (for a term)

③ Issue of the Certificate of Eligibility(COE)

② Application to the Osaka Regional Immigration Bureau

② Screening by the school

① Submit your application documents to KJLS

**Start!**

**Classes begin!**

Entrance ceremony and orientation

Interview in Japanese and placement test

⑤ Come to Japan!

Fill in the Ability Questionnaire and Placement test

⑤ New students should come to Japan approximately 1 week 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 interview.

\*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.)



# Documents required for the application

## TO BE PROVIDED BY THE APPLICANT

- 1 Enrollment application
- 2 Official certificate of graduation from school most recently attended(original)
- 3 Official transcript from school most recently attended
- 4 Statement of purpose for studying Japanese and statement of plans after studying Japanese
- 5 Certificate of Japanese ability
- 6 Certificate of current employment (or letter of release)
- 7 Your photograph (4 cm x 3 cm) 4 copies
- 8 Copy of passport
- 9 Health certificate

## TO BE PROVIDED BY YOUR SPONSOR

- 1 Letter of agreement regarding payment
- 2 Certificate of employment (any one of the following is acceptable)
- 3 Document certifying annual income
- 4 Certificate of bank account balance
- 5 Document explaining the relationship of the sponsor to the applicant

## TO BE PROVIDED BY YOUR GUARANTOR

- 1 Letter of guarantee (addressed to the Principal of our school)

## DOCUMENTS REQUIRED FOR THE APPLICATION (TO BE PROVIDED BY THE APPLICANT)

### 1. Enrollment Application

#### Enrollment Application Page 1

- ① Name
  - Write your name as same as passport.
  - Write Chinese characters also, if your name contains some.
  - Write your full name in last name – first name order.

#### ② Place to Apply for Visa

- Please indicate the location of the Japanese Embassy where you plan to apply for your visa. (e.g.: Hong Kong).

#### ③ Intended Length of Studying Japanese

- 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 these matters before filling out the application form.

#### Enrollment Application Page 2

#### ④&⑤ Educational background & Occupational career

- 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 working period) are entered correctly by referring to official school documents or certificates from the company.
- Please omit any part-time jobs held while in school.

#### ⑥ Previous stay(s) in Japan

- If you have been to Japan before, please provide the relevant information as it appears in your passport.

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<b>郵便物受取通知書</b> RECEIPT OF MAIL NOTIFICATION	
<b>郵便局</b> POST OFFICE	<b>通知事項</b> MATTER TO BE NOTIFIED
〒 <input type="text"/> <input type="text"/> <input type="text"/> Address of Post Office P.O.	〒 <input type="text"/> <input type="text"/> <input type="text"/> Address of Recipient P.O.
<b>郵便物送附</b> MAIL DELIVERY	
郵便物の種類 Kind of Mail	郵便物の内容 Contents of Mail
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<b>送附先主名</b> Principal designated for mail delivery	
氏名 Name	
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<b>郵便物送附通知書</b> MAIL DELIVERY NOTIFICATION	
<b>郵便局</b> POST OFFICE	<b>通知事項</b> MATTER TO BE NOTIFIED
〒 <input type="text"/> <input type="text"/> <input type="text"/> Address of Post Office P.O.	〒 <input type="text"/> <input type="text"/> <input type="text"/> Address of Recipient P.O.
<b>送附先主名</b> Principal designated for mail delivery	
氏名 Name	
以上の郵便物送附先主は、 送附物の送附に同意し、これを承認します。 I, the undersigned, agree to and approve the delivery of the above-mentioned mail. 送附物の送附に同意し、これを承認する。	
<b>送附先主の住所と署名欄は必ず記入し、送附物の送り主と一致する。</b> Send the address and signature of the addressee and ensure it matches the sender of the mail.	
送附先主 Addressee	郵便局 POST OFFICE
〒 <input type="text"/> <input type="text"/> <input type="text"/> Address of Addressee	〒 <input type="text"/> <input type="text"/> <input type="text"/> Address of Post Office P.O.
<b>送附先主名</b> Principal designated for mail delivery	
氏名 Name	
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<b>郵便物送附通知書</b> MAIL DELIVERY NOTIFICATION	

- If your relatives live in Japan, please write their information in the section of “Friends, acquaintances residing in Japan”.

- If your guarantor (see page 10) 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 seal and sign the application in the same way that your signature appears in your passport.

- 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.
- If you intend to work in Japan, please indicate your desired working field or occupation category (job type)

- Those applicants who have taken a Japanese Language Proficiency Test sponsored by Japan Educational Exchanges and Services (JEES) and the Japan Foundation must send in a copy of their Certificate of Japanese Proficiency along with their test results.
- Those applicants who have not taken any Japanese Language Test should submit recent certificate of Japanese ability issued by the last Japanese Language School attended. This document should state in detail the length of study, total number of lessons, and texts used.

- 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.

- 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.

- 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.
- For those applicants who are expected on graduating please provide a document for proof of being expected to graduate. After a diploma is issued, please submit it immediately.

- Please submit color photographs taken within two months prior to the application.
- Write your full name, nationality and date of birth on the reverse side.
- Retouched photographs are not accepted.



Name	Nationality	Date of birth
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- Please furnish a copy of all pages which have had entries made in them.

- This may be in either English or Japanese.

## 1 O. Other necessary documents

- Although the basic documents required are those listed above, in some cases additional documents might 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.

### 【Note】

- Please provide Japanese translations of all documents written in other languages. Translations should include the name, workplace, address of workplace and family seal (hanko) or signature of the translator.
- Please download the forms from our homepage for documents 1, 4, 5, and 9 above.
- Documents 1 and 4 above should be filled out by the applicant him/herself with his/her signature.
- As a general rule, certificates must be issued within two 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).
- Letter should be filled out (handwritten) by the sponsor with the sponsor's seal (hanko) or signature.

\*Please refer to item 3 on page 11 entitled, "Extension of period of stay" which is part of the chapter on "Student Life."

\*Please fill in your sponsor's mobile-phone number besides land-line phone number for it might be necessary for further inspection from the immigration the Immigration Services Agency.

## 2. Certificate of employment (any one of the following is acceptable)

- a) Certificate of current employment (company employee)
- b) Certified copy of company registry (official or executive director of a company)
- c) Copy of business permit. (self employed)
- d) Copy of tax return notarized by the tax office  
(including title of the business and name of the proprietor)  
Certificate of business transaction

\*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 document

- Although the basic documents required are those listed above, additional documents such as Certificate of citizen registration (jumin-hyo) may be requested if the sponsor is a resident of Japan.

### 【Note】

- Please provide Japanese translations of all documents written in other languages. Translation should include the name, workplace, address of workplace and family seal (hanko) or signature of the translator.
- Please use the form available from the school for the document 1.
- If you yourself are going to assume responsibility of payment of tuition etc., you need only to provide the documents listed in items 2, 3 and 4 above.
- Certificates must be sent within two months of the date of your application.

協賛書

日本国駐米大使館 宛  
国 籍 \_\_\_\_\_  
氏 名 \_\_\_\_\_  
年 月 日 出 発 ( 来 ・ 去 ) \_\_\_\_\_

私は、この書、上記の貴校に米国に「入国した理由・保管中」の協賛書に署名いたしましたので、下記のとおり協賛書の必要書類を提出するとともに協賛書について説明します。

1. 協賛書の必要書類 (申請書の提出後、日本国駐米大使館及び申請書との関係について具体的に説明してください)

2. 協賛書内容

私は、上記の書の内容を正確に記述し、下記のとおり協賛に同意することを証明します。また、上記の書が在留期間更新許可申請を行う際には、必要書類として提出するものとします。 (申請書、在留期間更新許可申請書、在留カード、在留資格の取得状況等) の提出後、在留資格の更新申請を提出するに必要書類を提出します。

1. 学 費 毎月・半学期ごと・学期 \_\_\_\_\_ 円  
2. 生活費 月額 \_\_\_\_\_ 円  
3. 費用負担 (送金、送金方法の決定方法を具体的に説明してください)

年 月 日

協賛書 署名 姓 名 \_\_\_\_\_ 印 \_\_\_\_\_

氏 名 (署名) \_\_\_\_\_ (実印) \_\_\_\_\_  
署名との関係 \_\_\_\_\_

# DOCUMENTS REQUIRED FOR THE APPLICATION (TO BE PROVIDED BY YOUR GUARANTOR)

保証人宣誓書  
Letter of Guarantee

京都府立国際交流センター  
京都日本語学校長 殿  
To the Director of The Kyoto Center for Japanese Linguistic Studies  
Kyoto Japanese Language School

国 籍 \_\_\_\_\_  
Nationality \_\_\_\_\_

氏 名 \_\_\_\_\_ 性 別 \_\_\_\_\_  
Name \_\_\_\_\_ Sex \_\_\_\_\_

上記（申請書）の事項に照し、下記の事項について保証します。  
I accept responsibility for the following matters while the above-named applicant is staying in Japan.

1 学費等 (本人が滞留費を支払うことができない場合私が負担すること)  
Expenses (I shall bear the applicant's expenses in the event that he/she is unable to do so.)

2 帰国旅費 (本人が帰国旅費を支払うことができない場合私が負担すること)  
Cost of returning (I shall bear the cost of returning to applicant to his/her home country in the event that he/she is unable to do so.)

3 法守の遵守 (本人が出入国管理法及び関係法規その他の日本国法令を遵守するよう私が監督すること)  
Laws and regulations of Japan (I shall supervise the applicant and ensure that he/she abides by such laws as "Immigration Control Act" and other Japanese regulations.)

4 指導助言 (本人の日本滞りにおける学習及び生活について必要な指導助言を行うこと)  
Advice (I shall advise the applicant with regard to study and life in Japan when necessary.)

上記のとおり保証ありとします。  
I hereby declare the above statements to be true and correct.

年 月 日  
Date year month day

保証人  
Guarantor

住 所 \_\_\_\_\_  
Address \_\_\_\_\_ TEL. ( ) \_\_\_\_\_

氏 名 \_\_\_\_\_ (実印/署名)  
Name \_\_\_\_\_ Seal or Signature

職業（職名） \_\_\_\_\_  
Occupation (Place of employment) \_\_\_\_\_ TEL. ( ) \_\_\_\_\_

国籍（在留資格・在留期間） \_\_\_\_\_  
Nationality (Status of Residence: Period of Stay) \_\_\_\_\_

申請者との関係 \_\_\_\_\_  
Relationship to the applicant \_\_\_\_\_

## 1. Letter of guarantee

(addressed to the Principal of our school)

- Please sign or put the guarantor's seal.

\*A guarantor is always required even if the applicant pays tuition and living expenses by him/herself.

## 2. Other documents

- Basic documents have been listed above. However, in some cases, additional documents may be requested.

Qualifications and responsibilities of the guarantor are listed below.

### Qualifications of the Guarantor

- If possible, the guarantor should be a parent of the applicant.
- If you ask a non-parent relative or other person you know well to be your guarantor, s/he must be a resident of Kyoto or the immediate suburbs who has a stable occupation state and who is capable of earning a sufficient income. If the guarantor is a foreigner, s/he must also have sufficient Japanese language ability.

### 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 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.

## MEMO



## COURSE OUTLINES

Class composition is determined by level.  
The study period of each level is one term (6 months).

Level	Study contents (Listening / Speaking / Reading / Writing)	Kanji	JLPT Level	CEFR Level
Beginner	We have classes for students with no previous background in Japanese, as well as classes for those who have a limited understanding of the language in this level. Each course takes a step-by-step approach to all four skills of reading, writing, listening, and speaking. Students at this level will learn everyday conversation as well as the reading and writing of simple sentences. Classes will proceed with a focus on conversation and the organization of communication.	400	N5 ㇏ N4	A1 ㇏ A2
Intermediate 1	This level is intended for those who have studied Japanese for approximately 400 hours. Students will improve their understanding of sentence patterns and grammatical items learned at the beginning level, and proceed to a more functionally based approach to expressing themselves in Japanese. The aim of the course is to enable students to both comprehend and produce longer stretches of spoken and written Japanese. Students will also learn to write more complex compositions.	800	N3 ㇏ N2	B1 ㇏ B2
Intermediate 2	At this stage, in preparation for the advanced level, students will focus on reading comprehension, conversation at a relatively complex level, and the basic writing of reports, papers and the like. Reading activities will include the close reading of critiques and novels, as well as speed-reading of newspaper and magazine articles. Students will also begin preparation for the “Examination for Japanese University Admission for International Students (EJU)” or “Japanese Language Proficiency Test”.	1000	N3 ㇏ N2	B2 ㇏ C1
Advanced 1	This course seeks to improve students’ applied ability in Japanese so that they may study and conduct high-level research in their individual fields of specialization. Materials for reading comprehension will include works of literature, critiques, and coverage of current events. Writing activities will focus on how to compose sentences when writing reports and papers. As for speaking skills, the course aims to enable students to participate in discussions and make oral presentations on relatively difficult topics. It also seeks to provide students with a systematic understanding of the Japanese language and of Japan today.	1200	N1	C1
Advanced 2	This course builds on the content of the Advanced I course and, by taking into account students’ individual needs, seeks to deepen students’ applied knowledge of their fields of specialization.	1200 +	N1+	C1



Under the Immigration Bureau's new policy, the students with a student visa who do not decide to continue studying or start working after graduating Japanese language school, have to take one of the following Japanese language tests and report the results before leaving school.  
If you take the test, please make sure to inform the school about your results.

Test:

- JLPT (Japanese Language Proficiency Test) N4 or higher,
- J.TEST (Test of Practical Japanese) E grade or higher,
- JLCT (Japanese Language Capability Test JCT3 or higher),
- STBJ (Standard Test for Business Japanese ) Test BJ4 or higher,
- TOPJ (TOP JAPANESE) Beginner A-4 or higher,
- NAT-TEST(The Japanese Language NAT-TEST) 4th grade or higher,
- J-cert (Certificate of Japanese as a Foreign Language) B course, semi-intermediate or higher.

The test fee is around 5,000 yen.

## STUDENT LIFE

### 1 Attendance and advancement to a higher level class

Students enrolled in the Intensive Course must attend classes every day. 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.

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 Services Agency.

### 2. Residence card

A residence card will be issued at port of entry to all foreign nationals who will be residing in Japan for the mid- to long-term range with a residency status such as "Student", "Specialist in Humanities/International Services", "Spouse or Child of Japanese National," "Long Term Resident," or "Designated Activities". Those who have received a resident card are asked to visit and give notice to the municipal office where they live, with their residence card, designated form and passport within 14 days of finding a place of residence. Please carry your residence card with you at all times in Japan.

### 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, and Certificate of employment (for part time employees) to the Immigration Services Agency. For each renewal, the student must certify to the Immigration Services Agency 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)

- Student'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

- Student'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 student

### 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 Services Agency. 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. Please also note that those who quit school are not allowed to work.

### 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. Likely for those who wish to work, job career orientation is also provided.

\*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.

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.

### 6. Lodging

Our school has 2 apartments and 1 'Gakusei Kaikan' (Dormitory for International Students) in contract. 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 addition, students are not allowed to continue staying in the contract apartment after a course.

\*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.

Our school also provides a homestay program. Students interested should contact school.

### 7. Health care

Our school conducts a health check for all students with a foreign student visa 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. Medical expenses are extremely high in Japan. Students should be aware that even if they plan to stay in Japan for less than one year, they need health insurance. Students ought to enroll in an insurance plan in their home country that will provide coverage during their stay in Japan.

We take out an "Accident compensation insurance system for Japanese Language Schools". If you have National Health Insurance in Japan, this policy covers the remaining 30% of the cost of medical care that students are normally supposed to pay.

It also covers liability damages (up to 30 million yen) except for car and motorbike accidents. In addition, in the case that you are admitted to a hospital, this policy covers the cost of medical care and the travel expenses for your family to visit you in Japan (up to 3 million yen).

Study abroad at  
Kyoto Japanese Language School !

"We answer any of your questions"

Where should I live?  
I am also interested in homestay



We are introducing real estate companies. Please check the school HP. Each real estate company has employees who can speak various languages. It is safe because you can exchange directly. There is also a homestay program. Please consult us for details such as period.



What is the culture and art class and business class of the intensive course?

※After taking the placement test, those who are judged as intermediate class will be enrolled in "Cultural and art class" if they are judged advanced class, their class will be "Business class"

What about the National Health Insurance

- Long-term students take out National Health Insurance. It costs about 20,000 yen per year. Other than that, joining the "Japanese Language School Student Disaster Compensation System", 30% of National Health Insurance's own contribution will be compensated.
- Short-term students cannot enter National Health Insurance. Please join a Tourist Insurance that can be used in Japan.

What are the benefits of studying at Kyoto Japanese Language School?

- The building is small but cozy
- The teachers are kind and sometimes strict
- Various nationalities
- Hospital is close, pharmacy on the other side.
- Near Kyoto Gyoen, lots of nature, history and culture
- The size of the town is just right.
- Convenient to move by bicycle.
- Price is cheaper than Tokyo



Is it hard to study?

Please do your homework every day. It is essential to review lesson preparations at home! There are also classes with weekly kanji quizzes. Attendance rate will be strictly checked.



In this environment, you can remarkably acquire Japanese language skills.

※What is a placement test?

This is a test to determine the level of the class to enroll.

- ① "Japanese learning situation questionnaire"
  - ② "Writing test"
  - ③ "Interview"
- ①② is basically conducted via email. ③ is done at school.

Hope to find a job or keep on studying in Japan!

At Kyoto Japanese Language School, there are teachers in charge of employment and advancement. Please feel free to contact us.

If you have any problems or questions after coming to Japan

Please come to the school reception. Do not hesitate! Please feel free to ask your seniors about all kinds of matters, too.

Where do students come from?

From various countries!  
Taiwan, France, China, Italy, Indonesia, etc.



You can study with friends of various nationalities!

How many teachers are in the class?

About 4 teachers teach each class. Each of them is experienced teacher and a teacher familiar with Japanese culture. Teachers enthusiastic about teaching Japanese are in charge of daily classes.



Is there a scholarship?

- ① School scholarship  
Scheduled to have multiple candidates from 2020.  
For details, please check the school HP.
- ② Monbukagakusho Honors Scholarship for Privately Financed International Students  
Excellent student carrying on studies in Japan. About 1 person a year.



How are everyone eating?

Many people cook their own food to save money. Some people eat with classmates at restaurants and university school cafeteria.



★ I want Japanese friends ⇒ Participate in exchange events with university students

★ Want to work part-time?? ⇒ If you have a part-time permission on a student visa, you can work within 28 hours per week. Tourist visas are not allowed.

★ "It was a good idea to bring this from my home country!" ⇒ Home country medicine, seas

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※The National holidays are subject to change.

#### Service Provider

Name: Public Interest Incorporated Foundation The Kyoto Center for

Japanese Linguistic Studies

Address: Ichijo-dori, Muromachi Nishi, Kamigyo-ku, Kyoto 602-0917

Telephone number: 075-414-0449

Name of Representative: Representative Director Junko Nishihara

Contract conclusion date will be the date you receive this brochure and the Contract Document in compliance with Article 42-2 of the Specified Commercial Transaction Law.

# Kyoto Japanese Language School Guide

## (Outline Document Based on Article 42-1 of the Specified Commercial Transaction Law)

Please be sure to read these

### 1. Service Provider

Name Public Interest Incorporated Foundation The Kyoto Center  
for Japanese Linguistic Studies  
Address Ichijodori, Muromachi Nishi, Kamigyo-ku, Kyoto, 602-0917  
Telephone number 075-414-0449  
Name of Representative Representative Director Junko Nishihara

### 2. Content of Service Provided

Japanese language education  
(Intensive course)  
(Evening course)

### 3. Name of Related Goods Japanese language educational materials Several copies of textbooks from each list.

(Intensive course)

Mnna no Nihongo: Beginner 1	¥2,750
Minna no Nihongo: Beginner 2	¥2,750
Minna no Nihongo: Intermediate 1	¥3,080
Nihon Bunka wo Yomu: Beginner and Intermediate (Blue)	¥2,640
Intermediate Japanese, Vol.1	¥2,200
Kanzen Master N2: Grammar	¥1,320
Nihon Bunka wo Yomu: Intermediate and Advanced (Green)	¥2,640
Nihongo Dokkai Workbook, Intermediate and Advanced	¥2,640
Shigoto no Nihongo: Business Manners edition	¥2,200
Nihon Bunka wo Yomu Advanced (Red)	¥2,640
Choichiryu no zatsudanryoku “cho/jissen”	¥1,518
Marugoto nyumon A1 rikai"	¥1,870
Marugoto shokyu 1 A2 rikai"	¥2,090
Marugoto shokyu 2 A2 rikai"	¥2,090
Hanashikata, Tsutaekatahodo Jinseiwo Sayuusuru Bukiwa Nai	¥1,430
TRY! Japanese Language Proficiency Test N2	¥1,980
Nihon kigyō eno shushoku Business conversation training	¥1,980
Ryugakuseinotameno jidaiwoyomitoku joukyunihongo	¥2,200
Practical Business Japanese	¥3,080

(Evening course)

Japanese for Busy People 1	(Romanized)¥3,564	(Kana) ¥3,190
Japanese for Busy People 2		¥3,520
Japanese for Busy People 3		¥3,850
Chukyu kara manabou chukyu zenki		¥2,420

Chukyu kara manabou 2 <sup>nd</sup> edition	¥2,420
Chukyu kara manabou chukyu chuki	¥2,640

### 4. Compensation for service, and other estimated amounts

(Intensive course)

	Fees including consumption tax(10%)	
Screening fee	¥31,900	Payable upon application No refundable
Enrollment fee	¥52,800	Payable at registration
Tuition	¥344,900	per term (6 Month period) Educational Activity fee and Educational Materials fee are included.
Insurance fee	¥10,000	per term (6 Month period)

(Evening course)

Enrollment fee	¥11,000
Tuition	¥58,700

### 5. Payment periods and methods

(Evening course) Pay by bank transfer, Flywire or cash immediately after the opening of a course is determined.

(Intensive course) Pay by bank transfer, Flywire or cash within the application period.

### 6. Time of offering the services



(Intensive course)

<b>Term</b>	First term April 1-September 30 Second term October 1-March 31
<b>Schedule</b>	First term April 1 (Thu.) Entrance ceremony/Orientation April 2 (Fri.) Classes begin July 2 - August 15 Summer vacation August 16 (Mon.) Classes resume September 24 (Fri.) Classes end September 24 (Fri.) Closing ceremony  Second term October 12 (Tue.) Entrance ceremony/Orientation October 13 (Wed.) Classes begin December 22 - January 5 Winter break (2022) January 6 (Thu.) Classes resume (2022) March 9 (Wed.) Classes end (2022) March 10 (Thu.) Closing ceremony
<b>Class days</b>	Monday-Friday (5 days a week) 20 lessons a week
<b>Class time</b>	Morning: 9:00 AM-12:30 PM (45 min.× 4) Afternoon: 1:15 PM-4:45 PM (45 min.× 4)

(Evening course)

<b>Class time</b>	Monday/Thu.day (Beginner A/B/C/D) Tuesday/Friday (Intermediate I /II and Advanced)
<b>Term</b>	(4 terms/ year, 8 weeks/ term, 32 lessons/term) Winter term January 28 (Thu.)-March 29 (Mon.) 2021 Mon./Thu. January 29 (Fri.)-March 26 (Fri.) 2021 Tue./Fri. Spring term May 10 (Mon.)-July 1 (Thu.) , 2021 Mon./Thu. May 11 (Tue.)-July 2 (Fri.) 2021 Tue./Fri. Summer term July 8 (Thu.)-September 16(Thu.), 2021 Mon./Thu. July 13 (Tue.)-September 17 (Fri.) , 2021 Tue./Fri. Fall term October 28(Thu.), 2021 -December 20 (Mon.), 2021 Mon./Thu. October 26(Tue.)-December 21 (Tue.), 2021 Tue./Thu.
<b>Class time</b>	Evening course 6:30 PM-8:10 PM (45 min. ×2)

Please be sure to read these

#### 7. Items concerning cooling off

- (1) For 8 days after receiving documents clearly stating the content of the contract, enrollees may cancel the contract in writing (hereafter referred to as “cooling off”). However, this is limited to contracts where the course period is over 2 Months and the total payment exceeds ¥50,000.
- (2) Using the model below as a reference, send a cooling off document to this foundation. Please use registered mail or a method of sending that leaves a record such as registered mail or a specially recorded parcel.

<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Stamp</div> <div style="margin: 0 auto; text-align: center;"> <div style="border: 1px solid black; padding: 2px;">6</div> <div style="border: 1px solid black; padding: 2px;">0</div> <div style="border: 1px solid black; padding: 2px;">2</div> <div style="border: 1px solid black; padding: 2px;">-</div> <div style="border: 1px solid black; padding: 2px;">0</div> <div style="border: 1px solid black; padding: 2px;">9</div> <div style="border: 1px solid black; padding: 2px;">1</div> <div style="border: 1px solid black; padding: 2px;">7</div> </div> </div> <p style="text-align: center; margin-top: 20px;">Ichijodori, Muromachi Nishi, Kamigyo-ku, Kyoto, 602-0917</p> <p style="text-align: center; margin-top: 20px;">The Kyoto Center for Japanese Linguistic Studies</p>	<p>Cooling Off (Contract cancellation) notice</p> <p>Applied(contract) Month, date, year  <u>Month</u>, <u>date</u>, <u>year</u></p> <p>Contract service Japanese language education          I terminate my application on the date          above and cancel my contract.          Choose one of the following          (Circle the number)</p> <ol style="list-style-type: none"> <li>1. I simultaneously withdraw and cancel my application for a contract to purchase educational materials. I will send the educational materials in my possession by cash on delivery.</li> <li>2. I do not cancel my purchase contract for educational materials.</li> </ol> <p><u>Address</u> _____  <u>Name</u> _____  <u>Signature</u> _____</p>
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- (3) The cooling off document will be valid even if it does not reach this foundation within 8 days, if it is postmarked within 8 days.
- (4) In the event that you request cooling off, this foundation will not charge you for any ens using damages or contract cancellation payments. Even in the event that we have already o ffered a class we will not demand compensation. In the event that we have received pay ment of tuition or other compensation, we will quickly return this sum in full.

Please be sure to read these

- (5) In the event that you request cooling off, you can simultaneously cancel your purchase contract for educational materials (books) that are related goods. In this case, please send the educational materials (books) to this foundation by cash on delivery. In this event, we will not charge you for any ensuing damages.  
In the event that we have received payment for educational materials, we will promptly return this sum in full. However, in the event that you have purchased educational materials directly from Amazon or a book store, you cannot cancel your purchase contract.
- (6) In the event that remittance by transfer to a financial institution is designated as this foundation's repayment method for (4) and (5) above, the necessary transfer fees shall be subtracted from the amount to be repaid.

#### 8. Items regarding mid-term cancellation

- (1) After 8 days have passed since the receipt of documentation clearly stating the contract content (brochure), the contract may be cancelled with respect to the future. However, this shall be limited to contracts for courses that last over 2 Months and for which the total payment amount exceeds ¥50,000.
- (2) In the event that a contract is cancelled mid-term, the canceler shall be responsible for the following expenses.
- ① Before the start of classes  
As expenses necessary for concluding and executing the contract: ¥15,000
  - ② After the start of classes  
The total amount of A, B and C
    - A. As expenses necessary for concluding and executing the contract: ¥15,000
    - B. Tuition as compensation for the period of classes that have already ended
    - C. 20% of tuition as compensation for the period of remaining classes (however, this shall be limited to a maximum of ¥50,000)
- (3) In the event that a contract is cancelled mid-term, the purchase contract for educational materials (books), which are related goods, may also be simultaneously cancelled.  
In this case, however, unlike cooling off, the educational materials (books) that this foundation has already provided will be subject to damages equivalent to the price of the materials. Therefore do not send the educational materials back and continue using them. However, in the event that you have purchased educational materials directly from Amazon or a book store, you cannot cancel your purchase contract.

#### 9. Items regarding exercise of the right to withhold payment during dispute pursuant to the Item Sales Law

In the event that a credit contract (advance payment on behalf of a third party) has been concluded with a lending institution for enrollment fees, tuition and other Money paid to this foundation, when there is a reason for payment to this foundation to be refused, then payment requests by the lending institution may also be refused for the same reason.

However, this foundation currently has not concluded a member store contract with a lending institution, so credit may not be used.

#### 10. Preservation measures with regard to advances received

This foundation requires payment of enrollment fees and tuition in advance of class attendance, but takes no particular preservation measures with respect to this Money.

END