

# Kyoto Japanese Language Training Center

Kyoto Computer Gakuin Kamogawa Campus

April term 2021

October term 2021

*Guidelines for Applicants*

**kecg.edu**

Kyoto Japanese Language Training Center

京都コンピュータ学院鴨川校  
京都日本語研修センター

# Program Summary & Application Procedure

## ● Programs offered (Content and Capacities)

Semester start	Course Programs	Content	Enrollment Capacities
April	One-year Preparatory Course Program	Japanese, English, and Mathematics courses for students who intend to go to higher educational institutions in Japan.	60 students
October	One-and Half-Year Preparatory Course Program		60 students

Note: Preparatory program (Status of residence: A college student visa)

Even if the applicant does not meet the requirement of 12 years of schooling (from primary and secondary educational institutions) in his/her home country, s/he will be eligible to apply for admission into higher education institutions in Japan after completing our programs.

(Authorized by The Ministry of Education, Culture, Sports, Science and Technology ‘Preparatory Course’)

## ● Qualifications for Application

Applicants must satisfy all of the following conditions.

- ① The applicant must be a high school graduate or a holder of high school equivalency diploma or other similar qualifications certifying successful completion of tests and requirements of general education development (high school level).
- ② The applicant has abilities equivalent to Level N5 of the Japanese Language Proficiency Test (or the equivalent of 150 hours of rigorous Japanese language study or higher).
- ③ The applicant has basic academic abilities necessary for Japanese higher educational institutions (universities or technical colleges).
- ④ The applicant must be either 1) under 23 years of age (for high-school graduates), 2) under 25 years of age (for college graduates), or 3) under 27 years old (for university graduates).
- ⑤ The applicant will be able to finance tuition, other school fees, and living expenses as a student in Japan.
- ⑥ The applicant must be physically and mentally fit to perform the duties of a student and capable of abiding by the rules of the school. The applicant must always exhibit good behavior and engage in activities that do not break Japanese laws and regulations.

## ● Application procedures

### ① Application periods

Course Programs	Period
April term 2021 (One-Year preparatory course program)	July 1, 2020 to November 27, 2020
October term 2021 (One-and-Half Year preparatory course program)	January 6, 2021 to May 28, 2021

### ② Application for Admission

The applicant must submit all the required documents to the Admissions Office either by registered airmail or express mail service (EMS Post) to the address below:

Admissions Office

Kyoto Computer Gakuin

10-5 Teranomae-cho, Nishikujo, Minami-ku

Kyoto City, Kyoto, 601-8407 Japan

TEL +81-75-681-6334 FAX +81-75-681-6335

③Required Documents for Admission

1	Application form (Forms supplied by KJLTC)	The applicant must neatly fill in the blanks in his/her own handwriting. A completed application form, with an attached photograph (size 4cm (length) x 3cm (width) taken in the past 3 months) of the applicant
2	Curriculum vitae (Forms supplied by KJLTC)	The applicant must neatly fill in the blanks in his/her own handwriting. (If the applicant has a blank period of more than a month in his/her work/study experience, he/she needs to write an explanation on another A4 size paper)
3	Reasons for studying Japanese and plans after graduation (Forms supplied by KJLTC)	The applicant must neatly fill in the blanks in his/her own handwriting. (Please attach a Japanese translation.)
4	1)Certificate of graduation	High school/college diploma. If none, a certificate of graduation (or of expected graduation), issued by the high school or the last school attended. (Please attach a Japanese translation.)
	2)Notary statements of academic record	Notary statements of academic record issued by the senior high school and the last school attended. (Please attach a Japanese translation.)
	3)Copy of Graduation Certificate	(Please attach a Japanese translation.)
5	Documents certifying the applicant's learning history of Japanese	<ul style="list-style-type: none"> <li>■A copy of the certificate or record of the results of the Japanese Language Proficiency Test Level N5.</li> <li>■A copy of the certificate or record of the results of the Japanese Language Proficiency Test Level N4.</li> <li>■A copy of the certificate or record of the results of the Japanese Language Proficiency Test Level N1, 2 or 3. (Or a copy of the examination card used for either of the above test.)</li> <li>■A copy of a J.TEST certificate for level E-F</li> <li>■A copy of a NAT-TEST certificate for level 4 or 5</li> <li>■An officially issued document certifying more than 150 hours of formal Japanese training. <ul style="list-style-type: none"> <li>* Issued by a Japanese language educational institution, it should be filled out by a tutor or academic adviser.</li> <li>* Should include the term of study, hours of attendance, and the address and phone number of the Japanese language educational institution.</li> </ul> </li> </ul>
6	Certificate of employment (if applicable)	A certificate of employment if the applicant currently holds a job. The certificate must be issued by the current employer, written on the company letterhead, with an authorized signature. (Please attach a Japanese translation.)
7	Written oath (Forms supplied by KJLTC)	
8	Physical examination certificate (Forms supplied by KJLTC)	Physical examination certificate issued by a medical institution within 3 months from the date of application.
9	1) Letter of agreement regarding payment (Forms supplied by KJLTC)	The guarantor must fill in, sign and seal the letter. (Please attach a Japanese translation.)
	2) Official documents showing the relationship between the Guarantor and the Applicant	Document issued by the authorized official / public institution. (Please attach a Japanese translation.)
	3) Official financial/ income statement or document showing availability of funds or assets to cover tuition and living expenses	A clear copy of official financial/income statement with an amount of at least JPY3000000 (shown either in JPY or home country's currency)

	4) Copy of a bank statement showing current balance of sufficient funds	Full name of account owner, amount of money, period of time in which the money was deposited, the rate of interest, bank branch name, issuance date and etc. Copies should be clear and readable.
	5) Other documents describing the sources of finances	1. For those employed, please submit a certification of employment and (amount of) salary. 2. For those who serve on the board of public companies, please submit a Certificate of Corporation Registration and the corresponding Financial / Income statement 3. For the self-employment: Copy of business permit and Financial / Income statement. (Please attach a Japanese translation.)
10	Income Statement and Tax return receipts for the past (most recent) three years.	(Please attach a Japanese translation.)
11	Birth Certificate or Family Registry document (the original)	(Please attach a Japanese translation.)
12	Photographs	Four <u>color photographs</u> (sized 4cm (length) x 3cm (width) taken in the past 6 months) with applicant's name and nationality written on the back of each the photographs.
13	Copy of the Passport	Page/pages showing the photo, name, nationality, date of birth, and date of issue and validity of the passport.
14	Application materials for other schools	In case the applicant applied to other schools and failed to get status of residence, please submit copies of application materials and reason for rejection letter.

## ● Application fee

An application fee of JPY30,000 must be paid to the following bank account

## ● Selection method

### ① Selection method

A written examination and an interview will be held at main cities.

- ※ Applicants are evaluated based on screening of documents, a written examination and interview.
- ※ Examination subjects, time and points allotment

	Examination subjects	Examination time	Points allotment
1	Japanese	30minutes	100points
2	English/ Mathematics	30minutes	100points
3	Interview	30minutes	

- ※ Financial supporter or Guardian will attend with the applicant on the day of examination.
- ※ If the applicant fails to take any of the above tests, he or she loses the qualifications to pursue the application process.

### ② Details of the written examination and an interview.

Applicants will be sent details of the examination and interview (about time and place) via express mail.

### ③ Notification of results

The applicant must be informed of the notification of the selection result via express mail or from the KJLTC-designated institution.

## ● School fees and other expenses

① School fees

	One-Year preparatory program	One-and-Half Year preparatory program
Admission fee	JPY50,000	JPY50,000
Tuition fee	JPY720,000	JPY1,080,000
Facilities fee	JPY20,000	JPY30,000
Instructional Material fee, extra-curricular activities fee	JPY30,000	JPY45,000
<b>Total</b>	<b>JPY820,000</b>	<b>JPY1,205,000</b>

※ In the case that the applicant submits a formal written application to cancel the admission before the semester begins (March 31th for spring term students; September 30th for fall term students), fees (without the admission fee) would be refunded after the calculation of various expenses. In other cases, there is no refund in principle. Accepted application documents and transferred fees will not be returned. However, for those who could not obtain the status of residence "Student", transferred fees aside from the entrance screening fee will be returned.

② Contract fess for apartment

	fee	Notes
Contract fess (When you rent)	JPY140,000~JPY200,000	Deposit, Rent, Common service fee, Insurance, etc. included

③ Other charges

The above does not include the required medical examination and student insurance fees.

	One-Year preparatory program	One-and-Half Year preparatory program
Student insurance (general type)	JPY17,400	JPY30,600

※ Student insurance for foreign students  
This comprehensive insurance covers death, specific severe disability, nursing expenses, medical expenses, damage for household effects, expenses for the guarantor. All students must enroll in this insurance program.

● **Completion of school enrollment procedures**

As soon as KJLTC gets the notice of approval of the Certificate of Eligibility from the Immigration Services Agency of Japan in Osaka, we will send the applicant a copy of the Certificate of Eligibility to reside in Japan and other related documents, as well as information about payment of school fees.

To complete enrollment procedures, all tuition fees and other school fees must be paid via electronic bank transfer to the account below by a certain date or deadline set by the Admissions Office. Please note that failure to do so will lead to the cancellation or will be treated as withdrawal by default from the application and enrollment process.

※ Submitted documents will not be returned to the applicant nor will the application fee be refunded.

● **Payment of school fees**

Please pay via electronic bank transfer to KJLTC's account. As a proof, you should attach a copy of the "APPLICATION FOR REMITTANCE" to your documents.

**【Bank account information】**

Name of the bank: RISONA BANK Kyoto Branch  
Type of account : Ordinary saving account  
Branch code : 501  
Account number : 2050181

Name of account holder : Kyoto Nihongo Kenshu Center Nounyukakari

After the preliminary formalities are completed, we will send the successful applicant the Permit of Enrollment and the original Certificate of Eligibility to reside in Japan. Alternatively, the successful applicant may also receive these documents via the KJLTC- designated institution.

### **Privacy Policy**

**The KCG group is comprised of the Kyoto College of Graduate Studies for Informatics, the Kyoto Computer Gakuin (Rakuhoku Campus, Kamogawa Campus, Kyoto-Ekimae Campus), the Kyoto Japanese Language Training Center, KCG Career, Inc. and KCG Co., Ltd.--- all globally-oriented educational institutions.**

**We, at KCG, respect your privacy. The KCG group is committed to protecting your privacy. The following points outline the essence of our Privacy Policy and how we handle the information we collect from you.**

- 1. The KCG group collects and handles your personal information with utmost respect.**
- 2. The KCG Group collects personal information through legal means and methods.**
- 3. The KCG Group manages with utmost care the collected personal information for effective implementation of educational and instructional methods.**
- 4. The KCG Group is concerned about your privacy and is committed to protecting your personal information from all kinds of infringements and potential risks.**
- 5. The KCG Group endeavors to heighten the awareness about the protection of privacy among its faculty, staff, and students by establishing and observing a strict regulatory environment and continually reviewing and improving the structures involved in the implementation of all related measures.**
- 6. The KCG Group is committed to observe the laws and ordinances stipulating the access and use of personal information.**

## Admissions Application Procedures and Schedule

Application for first examination	-	For April 2021	Application Period: 1 July 2020 to 30 October 2020
		For October 2021	Application Period: 6 January 2021 to 26 April 2021
First examination	-	For April 2021	Mid - July 2020 to Late - October 2020 (scheduled)
		For October 2021	Mid - January 2021 to Late - April 2021 (scheduled)
Notification of the first exam results	-	For April 2021	6 November 2020 (scheduled)
		For October 2021	6 May 2021 (scheduled)
Application for the second examination	-	The applicant must send all the required documents to KJLTC	
		For April 2021	7 November 2020 to 27 November 2020
		For October 2021	7 May 2021 to 28 May 2021
Document- based screening			
Notification of admission	-	For April 2021	5 December 2020 (scheduled)
		For October 2021	1 June 2021 (scheduled)
Application for Certificate of Eligibility to reside in Japan	-	The proxy (KJLTC) submits application and related documents for the applicant's Certificate of Eligibility	
		For April 2021	Submission of documents to the Immigration Services Agency of Japan on or before 11 December 2020
		For October 2021	Submission of documents to the Immigration Services Agency of Japan on or before 11 June 2021
Results of Certificate of Eligibility	-		
		For April 2021	Late - February 2021 (scheduled)
		For October 2021	Late - August 2021 (scheduled)
School Enrollment (And housing procedures)	-	For April 2021	Early - March 2021 (scheduled)
		For October 2021	Early - September 2021 (scheduled)
Distribution of the Certificate of Eligibility (original) and Certificate of School Admission	-	For April 2021	Mid - March 2021 (scheduled)
		For October 2021	Mid - September 2021 (scheduled)
Application for student visa and acquisition of passport	-	For April 2021	Late - March 2021
		For October 2021	Late - September 2021
Approval and issuance of student visa			
Entry into Japan and school enrollment	-	For April 2021	29 March 2021 to 31 March 2021
		For October 2021	28 September 2021 to 30 September 2021

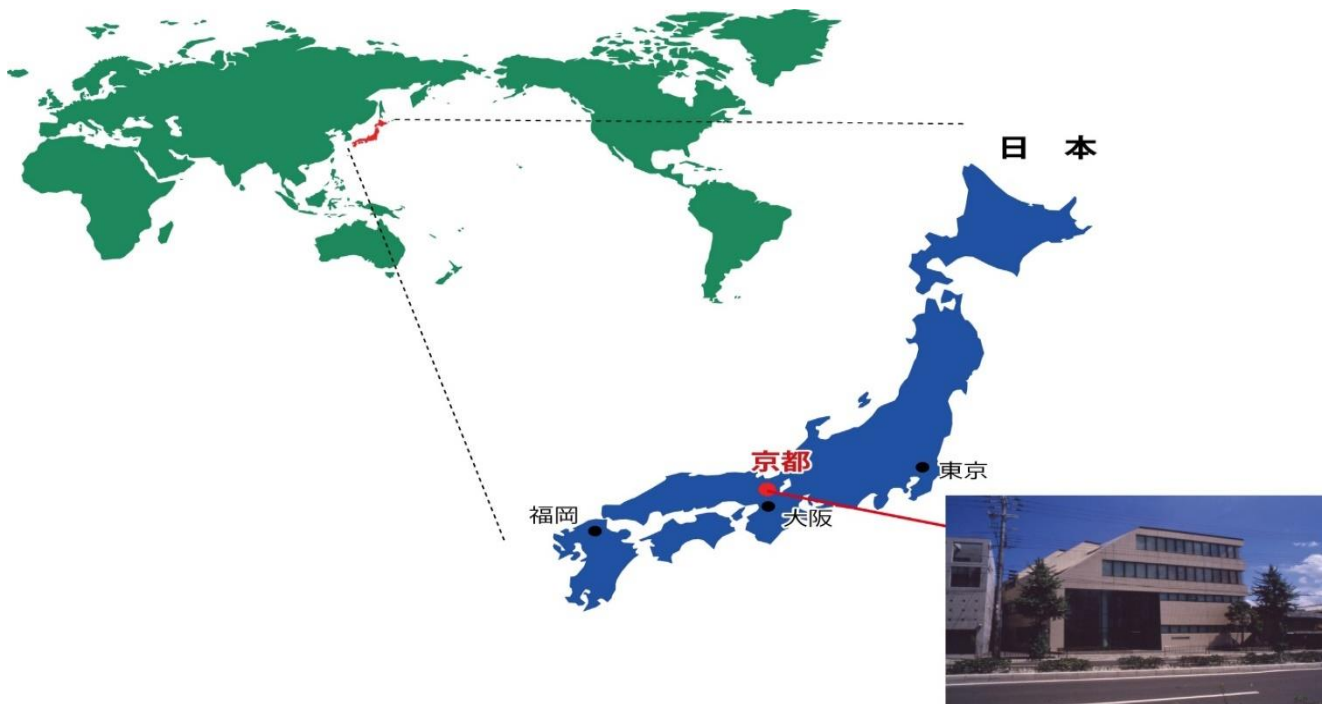
**For inquiries, please contact:**

The Admissions Office  
Kyoto Computer Gakuin  
10-5 Teranomae-cho, Nishikujo, Minami-ku  
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<http://www.kjltc.jp/>  
E-mail: [kjltc@kcg.ac.jp](mailto:kjltc@kcg.ac.jp)



1. At JR Kyoto Station, take a subway train, and get off at Imadegawa Station. Get on a city bus (No.201 or 203) and get off at Demachiyanagi eki-mae.
3. At Kyoto Station, take a city bus (No.4 or 17)





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