

Student Admissions

2027

For Prospective International Applicant

kcg.edu

Kyoto Japanese Language Training Center

THE UNIVERSITY OF INFORMATICS

Ministry of Education, Culture, Sports, Science and Technology

“Preparatory course” designated school

Notified by the Minister of Justice Japanese language institute

京都コンピュータ学院鴨川校
京都日本語研修センター

Kyoto Computer Gakuin Kamogawa Campus Kyoto Japanese Language Training Center

1. Programs offered (Content and Capacities)

Semester start	Course Programs	Content	Enrollment Numbers
April	Preparatory Program (1year)	Preparatory course to learn Japanese, English, mathematics for people entering the Japanese higher education institution (university, special vocational school).	60 students
October	Preparatory Program (1.5 years)		60 students

Preparatory course

In order to enter a higher education institution in Japan, it is a requirement that students have completed 12 years of education either in Japan or their home countries. Even if the students do not meet these requirements, they can still become eligible to apply for higher education institutions in Japan after completing our preparatory programs. Preparatory courses are required to be authorized by the Ministry of Education, Culture, Sports, Science and Technology.

(The KJLTC's programs are authorized by the Ministry of Education, Culture, Sports, Science and Technology.)

2. Qualifications for Application

Applicant must satisfy all of the following conditions.

- ① The applicant must be a high school graduate, a holder of diploma equivalent to high school graduate or other similar qualifications certifying successful completion of tests and requirements of general education (high school level).
- ② The applicant who is motivated to learn Japanese, have studied it for over 150 hours at a language institution, or have abilities equivalent to Level N5 (or above) of the Japanese Language Proficiency Test and is willing to continue studying Japanese.
- ③ The applicant must have basic academic ability necessary in Japanese higher educational institutions (universities or special vocational colleges).
- ④ In principle, the applicant who has graduated from their highest level of education within the past 5 years. (If more than five years have passed, please refer to ② in “5. Required Documents for Admission”)
- ⑤ The applicant must be able to finance tuition, other school fees and living expenses as a student in Japan.
- ⑥ The applicant must be physically and mentally healthy to perform the duties of a student and follow the rules of the school. The applicant must exhibit behavior and engage in activities that do not break Japanese laws and regulations at all times.

3. Selection Methods for Admission

① Selection method

Document Screening: Applicant is evaluated based on the paper/documents review, written examination and oral examination/interview.

A written examination and an oral examination/interview will be conducted.

Examination subjects, time and points allocated.

	Examination subjects	Examination time	Points allotted
1	Japanese	30minutes	100points
2	General (English/ Mathematics)	30minutes	100points
3	Interview	30minutes	

- ※ Applicants will be selected based on a comprehensive evaluation of document screening, a written examination, and oral examination/interview.
- ※ The written examination and oral examination/interview will be conducted at the designated venue.
- ※ Applicants who do not take either the written examination or the oral examination/interview will be

regarded as having withdrawn their application.

② Details of the written and oral examination/interview.

The time and place of the examinations will be notified to the applicant via e-mail or from the KJLTC-designated office before the examination.

4. Application Procedures

Applicant must submit all documents etc. in below and documents need to be within application deadlines.

※ Applicant can confirm the arrival of the application documents by themselves with the post office underwriting number or the tracking number of the international courier company.

For applicant in Japan: mail by registered mail after writing “Foreign students admission application documents” in red on the front of the envelope.

For applicant outside of Japan: mail by Express Mail Service (EMS) or International Courier Service.

• Periods of Application:

Courses	Periods
Preparatory Program (1year) (April term 2027)	July 1, 2026 (Wednesday) to October 23, 2026 (Friday)
Preparatory Program (1.5 years) (October term 2027)	January 6, 2027 (Wednesday) to May 7, 2027 (Friday)

• Address 〒601-8407 京都市南区西九条寺ノ前町 10-5

京都コンピュータ学院 留学生入学事務室

10-5, Nishikujoteranomae-cho, Minami-ku, Kyoto-shi, Kyoto 601-8407 Japan

Admissions Office, Kyoto Computer Gakuin

※ Personal information described in application documents, etc. will be strictly managed by the KCG group and only used as (1) information confirmation or contact information for school selection and examination processes and (2) selection materials at the time of admissions Office. The privacy policy of KCG group can be found on the website at https://www.keg.ac.jp/site_policy.html

5. Required Documents for Admission

Please attach a Japanese translation of documents issued in other languages (Alternatively, English or Chinese translations are also acceptable.)

① **Application for Admission** (use form provided by KJLTC; please attach a photo and write your name on the back in Japanese.)

② **Specific reason for studying Japanese** (use form provided by KJLTC)

③ **Certificate of graduation (completion) and transcript of the highest education institution**

※ Self-study history is not included as part of education history.

※ If your highest level of education is high school or above, please also submit a copy of your high school graduation certificate.

④ **Certificate by the Ministry of Education of China Degree Center** (Only for Chinese applicant)

You can obtain a graduation certificate from 中国高等教育学生信息网 (<https://www.chsi.com.cn/>). Please also submit a copy of the certificate.

⑤ **Documents certifying the history of learning Japanese language**

Please submit a certificate verifying that you have completed at least 150 hours of classroom instruction. The address of the educational institution, contact information, study period, weekly and daily study schedule (in hours), and school holidays including closed days (if the school is closed on public holidays,

please specify dates), as well as the total hours already studied, the total number of days studied, the attendance rate, and the number of days attended, should be clearly written on the Japanese language learning certificate submitted.

⑥ **An application fee of 30,000 JPY**

Please go to the bank to transfer. For details, please refer to the Section 10. Important notes for filling in application documents.

⑦ **Copy of JLPT, EJU, J.TEST, BJT Business Japanese Proficiency Test, etc.**

⑧ **Copy of Passport**

Pages showing photo, date of issue, nationality, name, date of birth, sex, validity of the passport, Japan visa and landing permission, etc.

⑨ **Health Certificate** issued by a medical institution within 3 months before the application.

In addition, you must undergo a tuberculosis (TB) test at a designated medical examination institution and submit an official certificate issued by that institution confirming that you do not have active tuberculosis. For details regarding pre-entry tuberculosis please refer to the special website of the Ministry of Health, Labour and Welfare: <https://jpets.mhlw.go.jp/>

⑩ **Oath** (use form provided by KJLTC)

⑪ **A copy of residence card (only for applicant in Japan)**

Copy residence card both side (front and back).

⑫ **Communication costs (only for applicant in Japan)**

Enclose a stamp worth 800 yen.

⑬ **Certificate of expected completion and Certificate of enrollment, Grades transcript and Attendance certificate (only for applicant in Japan)** (certified copy issued by the relevant academic institution, such like Japanese language school, etc.)

If Certificate of expected completion is not available, submit the certificate of enrollment. If already graduated, submit the certificate of completion instead. All documents should be issued within 3 months before the application.

⑭ **Certificate of enrollment, Grades transcripts and Attendance certificate for previous stay in Japan (only for applicant outside of Japan)**

All documents should be issued within 3 months before the application.

⑮ **Career History and Certificate of Employment (optional)**

This is required only if applicant has work experience or are currently employed.

⑯ **Letter of Financial Support**

The letter should be written in supporter's native language, with Japanese translation attached

⑰ **Documents certifying the employment certificate of supporter and the amount of income for the past one year.**

Submit a certificate of employment if supporter works for a company, a copy of the corporate register if supporter is an officer of the company, etc., and a copy of the business permit if supporter is an individual employee.

※If supporter resides in Japan, submit the Certificate of Residence of supporter. All documents should be issued within 3 months before the application.

⑱ **Documents certifying funds such as the original deposit balance certificate of supporter**

- Please submit a statement of deposits and withdrawals.
- For China, please submit both a certificate of deposit and the relative bank certificate.
- For applicants from Nepal, please submit a financial institution transaction statement that includes the PAN (Permanent Account Number).

* All statements must be issued within 3 months before the application. Please note that stock certificates

and investment certificates are not considered bank deposits.

⑲ Official document showing relationship of supporter with applicant

If the financial sponsor is a relative, please submit an official document (such as a notarized certificate of kinship) that proves the relationship. The document must have been issued within 3 months before the application.

⑳ Four photographs (sized 4cm (length) x 3cm (width))

Taken within the past 3 months with the applicant's name and nationality written on the back of each photograph.

㉑ If more than five years have passed since graduating from the school corresponding to your highest level of education, please submit documents explaining your reasons for studying and your future career plans. (Applicable applicants only)

㉒ Additional documents (optional)

Applicants may submit additional documents other than the ones listed above for further clarification of their application (A document that certifies the applicant's qualification; career history or publication, recommendation letter etc.)

※ Once accepted, the application documents and admission fee will non-refundable.

※ No changes to the application documents will be accepted after submission.

6. Notification of Results

Applicant will receive a notification of the results via e-mail or express mail.

※ As a general rule, applicants will be notified within two weeks after the entrance selection process.

※ Please note that if the admission procedures are not completed by the designated deadline, it will be regarded as a withdrawal of intent to enroll. In addition, if, as a result of reconfirmation of the financial plan in relation to the Certificate of Eligibility application procedures or other residency-related procedures, there are serious concerns regarding the applicant's ability to continue their studies, the offer of admission may be revoked.

7. About Residence Status

Applicants are required to hold a student visa or other types of valid visa status (permanent resident etc.) that enables her/him to reside in Japan until graduation. Check the details from below.

1) Applicants who have visa status (residing in Japan)

The school will provide a document called "Affiliation organization" in order to fill the form for visa application to the following applicants: an applicant who already holds a student visa and is required to renew her/his period of stay; an applicant who needs to change her/his residing status to "student" from another type of visa. After the admission procedure, please inform us and proceed with your visa application, depending on your current visa status.

2) Applicants who do not have visa status (residing in overseas)

The school will send an official request on behalf of applicants who passed the admission exams to the Regional Immigration bureau to issue a "Certificate of eligibility" (COE). Once the Regional Immigration bureau issues the COE, the school will send it to the applicant via mail. Please apply for a student visa at the Japanese embassy/consulate in the receiving country. It takes about 3 months to obtain a COE, so please submit the following documents required for issuing a "Certificate of Eligibility" after the admission procedure.

- * If the documents are incomplete, we cannot apply for the Certificate of Eligibility on your behalf.
- * Please confirm. Additional documents may be requested by the Immigration Bureau. Correctly indicate the number of times you have applied for issuance and the number of times you have been issued. In addition, all submitted documents and if the application is rejected due to false information regarding the contents of the application, we will not accept a re-application at our university.
- * The “Certificate of Eligibility for Resident Status” will be examined by the Immigration Bureau, and visa acquisition will be examined by the Japanese embassy or consulate in the country of residence. The university will not take any responsibility for issuance or non-issuance.

8. Admission and Enrollment Procedures

KJLTC will send the copy of the “Certificate of Eligibility” and document of “information about payment of school fees” to the applicant after getting the notice of approval of the “Certificate of Eligibility” from the Immigration Services Agency of Japan (Osaka branch).

School fees and other charges must be transferred to the designated account before the due date prior to completing the enrollment application. Please note that if the application is not complete by the due date, the application would be treated as cancellation / withdrawal.

After the applicant completes all the admission procedures, KJLTC will send the "Certificate of Enrollment" and original document of "Certificate of Eligibility" to the applicant through the designated office or by mail.

※Failure to complete the application by the specified date would cause cancellation by default and will be considered as non-willingness to enroll by applicant's side. If applicant declines admission, contact Admissions Office immediately.

9. School fees and other charges

① School fees

Items	Preparatory Program (1year)	Preparatory Program (1.5 years)
Admission fees	JPY50,000	JPY50,000
Tuition fees	JPY720,000	JPY1,080,000
Facilities fees	JPY20,000	JPY30,000
Instructional Material fees, extra-curricular activities fees	JPY30,000	JPY45,000
Total	JPY820,000	JPY1,205,000

Note 1. The admission fee will be paid only in the first year.

Note 2. In the case that the applicant submits a formal written application to cancel admission before the semester begins (March 31 for spring term students; September 30 for fall term students), fees (without the admission fee) will 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. And, once accepted, the admission fee will not be returned.

② Other charges

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

Item	Preparatory Program (1year)	Preparatory Program (1.5 years)
Health and Life Insurance for foreigners in Japan	JPY10,000	JPY15,000

10. Important Notes for Filling in Application Documents

●Regarding Completion of the Form

For documents written in languages other than Japanese, please attach a Japanese translation. (If attaching a Japanese translation is difficult, documents in English or Chinese are also acceptable.). When completing the form, please fill in all items within the bold-bordered sections by hand using black or blue ink. Pencils and erasable pens are not permitted.

●Filling out application for Admission

- Be sure to provide accurate information regarding your present address/phone number. So that we can directly contact you.
- Please write your name and nationality on the back of each photo.

●Regarding the Guarantor

The guarantor section must be completed by the applicant's guarantor, such as a parent or guardian. This is required even if the applicant is a working adult.

●Certificates Documents

- Documents should be issued within 3 months before the application.

●Certificates Documents copies

- Clear color copy of A4 size (monochrome copy is possible).

※Once accepted, the application documents and admission fee will not be returned.

●Payment of Application Fee

To transfer

銀行名(Name of Bank) : りそな銀行(RESONA BANK)

支店名(Branch Name) : 京都支店(KYOTO BRANCH)

支店番号 : 501 (Branch Code No.501)

銀行住所(Bank Address) : 〒604-8153 京都市中京区筈町 691

(691 Takanna-cho Nakagyo-ku Kyoto-City, 604-8153 JAPAN)

口座名義(Name Account Holder) : 京都日本語研修センター 納入係

(Kyoto Nihongo Kenshu Center Nounyukakari)

預金種類(Type of Account) : 普通預金 (Ordinary Account[Saving Account])

口座番号(Account No.):2050181 SWIFT CODE:DIWAJPJT

学校住所(School Address) : 〒606-8204 京都府京都市左京区田中下柳町 11

(11 Tanaka Shimoyanagi-cho Sakyo-Ku Kyoto-City, 606-8204 JAPAN)

学校電話番号(School Telephone Number) : +81-75-751-112

※In the case of money transfer outside of Japan, please inform the sending bank that all bank transfer fees will be borne by the sender.

※Contact Admissions Office if you cannot send money in Japanese Yen.

※Submit a copy of the "Approved Bank Remittance Slip" together with the other documents to KJLTC.

※Please write the applicant's name as the sender of the bank remittance.

※Once accepted, the admission fee will not be returned.

Admissions Application Procedures and Schedule

Admission Application	-	For April 2027	Application Period: July 1, 2026 to October 23, 2026
		For October 2027	Application Period: January 6, 2027 to May 7, 2027
Admission Examination	-	For April 2027	Mid-July to Late-October 2026 (scheduled)
		For October 2027	Early-January to Early-May 2027 (scheduled)
Notification of the exam results	-	For April 2027	From August 2026
		For October 2027	From February 2027
		※Please note that if the admission procedures are not completed by the designated deadline, it will be regarded as a withdrawal of intent to enroll. In addition, if, as a result of reconfirmation of the financial plan in relation to the Certificate of Eligibility application procedures or other residency-related procedures, there are serious concerns regarding the applicant's ability to continue their studies, the offer of admission may be revoked.	
Application for the Certificate of Eligibility to Applicants (Overseas residents)	-	The proxy (KJLTC) submits application and related documents for the Certificate of Eligibility	
		For April 2027	Submission of documents to the Immigration Authority of Japan on or before Mid-November 2026
		For October 2027	Submission of documents to the Immigration Services Agency of Japan on or before Late-May 2027
Results of the Certificate of Eligibility (Overseas residents)	-	For April 2027	Late-February 2027
		For October 2027	Late-August 2027
Distribution of School Enrollment Documents	-	For April 2027	Late-February 2027
		For October 2027	Late-August 2027
Distribution of the Certificate of Eligibility (original) (Overseas residents)	-	For April 2027	From March 2027
		For October 2027	From September 2027
Application for student visa and acquisition of passport (Overseas residents)	-	For April 2027	From March 2027
		For October 2027	From September 2027
Approval and issuance of student visa (Overseas residents)	-		
Entry into Japan and school enrollment	-	For April 2027	From March 2027
		For October 2027	From September 2027

● Contact

Enrollment Inquiries

Admissions Office
Kyoto Computer Gakuin
10-5 Teranomae-cho, Nishikujo, Minami-ku
Kyoto Shi, Kyoto 601-8407, Japan
TEL +81-(0)75-681-6334
0120-829-628 (For admissions consultation only)
FAX +81-(0)75-671-1382

Location of KJLTC

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Kyoto Japanese Language Training Center
11 Simoyanagi-cho Tanaka, Sakyo-ku
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Privacy Policy

The KCG Group consists of the Kyoto College of Graduate Studies for Informatics, 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.

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1. The KCG Group collects and handles your personal information with the highest respect.
2. Personal information is collected by the KCG Group through legal and ethical means.
3. The KCG Group carefully manages collected personal information to effectively implement educational and instructional methods.
4. The KCG Group is committed to protecting your privacy from all forms of infringement and potential risks.
5. The KCG Group works to raise awareness about privacy protection among its faculty, staff, and students by establishing strict regulations and continually reviewing and improving the structures related to these measures.
6. The KCG Group is dedicated to complying with laws and regulations governing the access and use of personal information.

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