

Kaichi
International
School of
Japanese

Guidelines
for applicants

Course introduction

This course develops students' practical Japanese skills which are necessary for daily life, school life and part-time jobs etc. The course is also designed to help students pass the Japanese Language Proficiency Test (JLPT) and the Examination for Japanese University Admission for International Students (EJU).

Semester	Course	Class hours	levels
Spring Semester (April)	1 year / 2 years	Monday~Friday 【AM】9:00~12:15 【PM】13:30~16:45 (90minutes×2 classes)	Beginner 1 / 2 Intermediate 1 / 2 Advanced 1 / 2
Autumn Semester (October)	1.5 year	Monday~Friday 【AM】9:00~12:15 【PM】13:30~16:45 (90minutes×2 classes)	Beginner 1 / 2 Intermediate 1 / 2 Advanced 1 / 2

*Students are assigned to the suitable classes according to their results of the level assessment. Classes are set either in the morning or afternoon, depending on the levels.

Application

《Qualification》

- 1 The applicant must have completed 12 years of standard schooling in one's home country
- 2 The applicant must have studied Japanese for more than 150 hours at Japanese language schools, or have Japanese language skills equivalent to N5 or above on the Japanese Language Proficiency Test.

《Application Period》

Semester	Application Period
Spring	Previous year September~ early November
Autumn	March~May

《Interview》

Interviews are given in order to determine an applicant's will, learning and economic support ability to attend school in Japan. An interview will take place in early November for the spring semester, and another will at the end of May for the autumn semester.

Entrance procedure

- ① Submission of application documents
- ② Screening of documents and interviews at school
- ③ Screening by Tokyo Regional Immigration Bureau
- ④ Issue of certificate of eligibility at Tokyo Regional Immigration Bureau
- ⑤ Tuition payment
- ⑥ Sending certificate of eligibility and letter of admission
- ⑦ Issue of Visa at Japanese diplomatic establishment
- ⑧ Entrance

- 4 or 5 months is estimated to complete procedure ① to ⑦.

Application documents

《IMPORTANT》

- *All documents must be prepared within the 3 months prior to application.
- *All documents written in languages other than Japanese must have a Japanese translation attached.
- *As a general rule, applications cannot be returned. (We will return the certificate of graduation and transcript for the highest degree.)
- *If an applicant has applied for a visa in the past, please let us know.
- *Providing false information will result in failure to pass the course or the cancelation of the student visa.

I. Required for applicants

- 1 Admission application and a resume (designated form)
 - Please enter all details excluding the signature, by computer.
- 2 Reason for studying (designated form)
 - Please enter all details excluding the signature, by computer.
 - Write the reason for studying at Kaichi International School of Japanese and plans for after graduation in detail.
 - If more than 5 years have passed since an applicant completed the highest degree, please explain in detail the reason and necessity for studying Japanese, and your plans for after graduation.
- 3 Certificate of graduation (Original)
 - If an applicant is in school at the moment, please submit the certificate of school attendance.
- 4 Proof of employment
 - If an applicant has work experience, please submit proof of employment issued by the employer.

5 Certificate of Japanese language ability

- Please submit test results equivalent to or higher than N5 JLPT level.
- Please confirm that the certificate which proves more than 150 hours of studying at Japanese language schools include the period and hours of study, attendance rate, course contents, names of learning materials used, and the goal level.

6 5 ID photos (4cm×3cm)

- Photos must be taken within 3 months before application.

7 Copy of your passport

- Please copy the page with your name and photo showing and submit it.
- If an applicant has been to Japan in the past, please also copy all the pages, including old passports, showing the stamps from the immigration office when entering Japan.

8 Identification documents

- Please submit one of the official forms of identification, such as the birth certificate, a copy of the family register, the residence certificate or a copy of the ID card.

9 Documentation regarding relatives in Japan

- If an applicant has relatives living in Japan, please provide documents either a copy of their residence card or residence certificate.

II. Documents relating to the payer

1 Letter of promise to pay (designated form)

- Please enter all details excluding the signature, by computer.
- Please submit a detailed explanation of the relationship between the payer and the applicant, and the reason to pay for the sake of the applicant.

2 Certificate of bank balance (Foreign currency permitted)

- Please submit the original issued by a financial institution.
- This certificate should prove that money equivalent to more than 2 million JPY is left in the bank account.

3 Clear documentation of assets

- Please submit a copy of the last one year of bank statement.

4 Proof of the relationship between the applicant and the payer

- Please submit a government-issued form of identification such as a copy of family register, residence certificate or birth certificate.

Tuition

	Examination fee	Entrance fee	First year	Second year	Total
			Tuition etc.	Tuition etc.	
1-year course (starts in April)	5,000JPY	30,000JPY	650,000JPY		685,000JPY
18-month course (starts in October)	5,000JPY	30,000JPY	650,000JPY	325,000JPY	1,010,000JPY
2-year course (Starts in April)	5,000JPY	30,000JPY	650,000JPY	650,000JPY	1,335,000JPY

※The tuition in the chart includes 600,000JPY for classes, 10,000JPY for facilities, 25,000JPY for textbooks and materials, 10,000JPY for extracurricular activities, 5,000JPY for health care. (If you take a 1.5-year course, those in the second year will be half)

※ For all the courses, a reserve fund (which includes the fees of application, supplementary materials, issue of the ID, activities and the graduation gifts etc.) must be deposited other than the tuition. The remaining fund will be refunded when the student graduates.

Reserve fund for 1-year course : 80,000JPY
 Reserve fund for 1.5-year course : 105,000JPY
 Reserve fund for 2-year course : 130,000JPY

※If you want the application form translated, we accept a translation fee of 20,000JPY per applicant.

«Payment period»

- **1-year course** : After the certificate of eligibility is issued, please pay the examination fee, the entrance fee and the tuition altogether.
- **1.5-year course** : After the certificate of eligibility is issued, please pay the examination fee, the entrance fee and the first year's tuition altogether.

Please pay the second year's tuition in September in the second year.

- **2-year course** : After the certificate of eligibility is issued, please pay the examination fee, the entrance fee and the first year's tuition altogether.

The second year's tuition can be paid either in full amount in March, right before the second year starts, or in 2 installments in March and September. In this case, please pay the half amount of tuition in March and the other half in September.

※Tuition Payment in 12 installments is an option for students who work for the nursing home tied up with our school. However, 165,000JPY (total fees for the examination, entrance, facility, textbooks and materials, extracurricular activities, health care and the reserve fund) must be paid after the certificate of eligibility is issued. If a student quits the part-time job at the nursing home, the remaining tuition must be paid at once.

《payment method》

- Please transfer money to the designated bank accounts.
- Please enter the applicant's name and application number when transferring money.
- Remittance fee is to be borne by the applicants.

《tuition refund》

In case that you are denied eligibility by the immigration authorities or should you withdraw your application prior to payment of the tuition, the examination fee cannot be refunded.

In case that you are denied eligibility for an entry visa by the Japanese embassy or consulate after you have completed the entrance procedure, the tuition will be refunded after we confirm that your visa was denied. The examination fee and the entrance fee cannot be refunded.

In case that you decide to quit school after you completed the entrance procedure before arriving in Japan, the examination fee and the entrance fee cannot be refunded. The tuition will be refunded after we confirm that you have submitted the letter to explain your cancellation and returned the letter of acceptance and the certificate of eligibility.

In case you quit school halfway through the semester, or you decide to quit school after arriving in Japan, the examination fee, the entrance fee and the tuition for the first semester cannot be refunded. The remaining tuition for the next semester will be refunded after we confirm that you have returned to your country or you have changed your residence status.

If you are disciplined for breaking the law or school rules, the examination fee, the entrance fee and the tuition will not be refunded.

If you miss classes due to your late arrival to Japan, the tuition for missed classes cannot be refunded.

«estimated expenses of a stay(1 year)»

tuition	765,000JPY (including a reserve fund)
dormitory	【deposit】50,000JPY + 【rent】216,000~228,000JPY
utilities	100,800JPY
others	【food】approx. 300,000JPY + 【phone】approx. 50,000JPY
total	approx. 1,500,000JPY

«Student dormitory»

name	Student Residence Hachioji
Types of the rooms	For 1 person or 2 people (no meals)
address	Paredoru Nishi-Hachioji 4-44-13 Daimachi Hachioji-shi Tokyo, 193-0931, JAPAN 3 rd floor: male / 4 th floor: female
The closest train station	Nishi-Hachioji station on JR Chuo Line
◆expenses	
deposit	The balance other than the cleaning and repair costs for restoration will be refunded. ※Extra deposit may be charged if the room is severely damaged or dirty.
rent	«living alone» 【small rooms】30,000JPY / month 【medium / large rooms】32,00JPY / month «living with a roommate» 【small rooms】18,000JPY / month per person 【medium / large rooms】19,000JPY / month per person
Utilities	«living alone» 12,000JPY / month «living with a roommate» 9,000JPY / month per person ※ The fee may increase if a large amount is used.
Internet	Included in the rent (Wi-Fi)
◆facilities and equipment	
Room sizes	【Small-sized】14.56 m ² 【Medium-sized】16.12 m ² 【Large-sized】17.68 m ²
In-room facilities	A modular bath, a toilet, a small kitchen, an air-conditioner, a bed, a refrigerator
Shared facilities	a laundry machine, a dryer

«note» All students MUST live in our dormitory for the first 6 months. The expenses are subject to change.