

Application Guidelines



Year 2026
April and October

Educational Foundation of Kamei Gakuen
学校法人 瓶井学園

KAMEI GAKUEN JAPANESE LANGUAGE SCHOOL KYOTO

瓶井学園日本語学校京都校

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I Available Courses

Course	Admission Period	Study Period	Enrollment Capacity	Class Hours	Eligibility
2 year College Preparator Course	April	2 year	80 students	5 days per week (Monday to Friday) 9:05 a.m. – 1:10 p.m. 1:40 p.m. – 5:45 p.m.	This program is intended for students who wish to pursue further education at Japanese higher education institutions (such as universities and vocational schools).
1.5 year College Preparator Course	October	1.5 year	40 students	Japanese language classes are conducted in two sessions, morning and afternoon. Placement is determined by a class placement test administered after enrollment.	

II Admission Requirements

- 1 Applicants who have completed at least 12 years of formal education, or an equivalent program, in a country other than Japan, and who are at least 18 years of age as of the academic year of admission. (Applicants who have completed their education within the past five years are preferred.)
- 2 Applicants who are recognized by the school as having qualifications equivalent to those stated in Item 1 above.
- 3 Applicants who possess strong motivation to study and have clear academic goals.
- 4 Applicants for the two-year course must possess Japanese language proficiency equivalent to or above JLPT N5.
Applicants for the one-and-a-half-year course must possess Japanese language proficiency equivalent to or above JLPT N4.
- 5 Applicants whose family has a stable financial situation and sufficient capacity to cover study-abroad expenses are preferred.

III Selection Method

Based on the results of document screening, applicants will be required to undergo either an on-site interview or an online interview. (The school will notify the applicant or their representative of the schedule for the on-site examination and interview)

IV Application Procedures

1 Application Periods

For April Admission: September 2025 to the end of October 2025

For October Admission: March 2026 to the end of April 2026

2 Application Method

Please submit the required documents directly to the school, either in person by the applicant or their representative, or by mail, within the application period.

3 Application Documents

(1) Applicant's Documents

Document Details	Notes on Submission
Application Form	Designated School Forms * All details (school name, graduation date, workplace address, etc.) must exactly match the original certificates. * Applicants who enrolled in elementary school before age 5 or at age 8 or older must submit a certificate from that elementary school.
Statement of Purpose for Studying in Japan	Designated School Forms *Please submit a document stating your reason for studying Japanese and your plans after graduation. *If more than five years have passed since your last graduation, include your purpose and future plans.
Letter of Pledge	Designated School Form * must bear the applicant's handwritten signature
Certificate of Graduation of Final Education	Original diploma or certificate of graduation from the applicant's most recently completed school.
Academic Credential Verification (for Chinese Nationals)	① For regular high school graduates: certified results of the university entrance examination. ② For verification of graduation from a Chinese university: National Center for Academic Degrees and Graduate Education Development. CDGDC was the previous authority for degree verification but its function has now been moved into CHSI. Graduation verification can be obtained from https://www.chsi.com.cn/ ; please submit a copy of the verification certificate.
Academic Transcript of Final Education	Original academic transcript from the most recent school, covering grades from enrollment to graduation.
Certificate of Enrollment / Expected Graduation	(Original, if applicable)
Certificate of Employment / Resignation	Original document (if applicable)
Documents Certifying Japanese Language Proficiency	Original certificate and score report of JLPT N5 or higher. ① BJT (Business Japanese Proficiency Test) / JLRT Listening & Reading Test - 300 points or above (written test). ② J-TEST Japanese Proficiency Test - Level F or higher, or EF Level 250 points or above. ③ NAT-TEST - Level 5 or higher. ④ Standard Business Japanese Test - 350 points or above. ⑤ TOPJ Practical Japanese Proficiency Test - Beginner A or higher. ⑥ J-Cert Daily & Vocational Japanese Test - Beginner level or higher. ⑦ JLCT (Japanese Language Competency Test for Foreigners) - JCT Level 5 or higher. ⑧ Practical Japanese Communication Test - Bridge C- level or higher. ⑨ JPT (Japanese Proficiency Test) - 315 points or above. If not yet certified, submit the original Japanese language study certificate, clearly stating the institution's address, contact information, study period, weekly study hours, and total hours studied to date.
Medical Certificate of Non-Tuberculosis	Copy (if applicable)*only for nepali and Vietnamese national
Photograph (4 cm × 3 cm)	6 photos (taken within the last 3 months, full face, no hat, plain background).
Passport	Copy of passport photo page and Japan entry/exit pages (for holders only). Applicants who have not yet obtained it should apply and obtain It as soon as possible. Applicants who have not obtained it must submit a copy of their ID.

(2) Sponsor's Documents

Document Details	Notes on Submission
Statement of Financial Support	Designated School Form * Provide detailed information on the source of funds and the method of financial support. * If the sponsor resides in Japan, please refer to section (8) on page 5.
Proof of Occupation (e.g., Certificate of Employment)	Original certificate of employment if employed by a company or organization. Must include employer's address, phone number, job description, period of employment, and issuer's title and name. If the sponsor is a company executive (President/Representative), submit a copy of the corporate registration certificate. If the sponsor is self-employed, submit a copy of the business license.
Income and Tax Certificates	Original income and tax certificates for the past one year. Must include employer's address, phone number, and issuer's title and name. If the sponsor is self-employed, submit a one-year tax certificate issued by the tax authority. * If the sponsor resides in Japan, submit the original tax certificate issued by the local government. Refer to section (8) on page 5.
Bank Balance Certificate	① Original bank balance certificate showing funds equivalent to 3 million JPY. ② Copy of bank passbook. Submit the deposit certificate along with the bank statement for Chinese nationals. Submit bank transaction statements for Nepali nationals. Submit deposit and withdrawal statements for nationals of other countries.
Documents Showing the Source of Funds	If bank statements cannot be submitted, provide a written explanation showing the source and history of the funds.
Documents Proving the Relationship Between Sponsor and Applicant	For nationals of Vietnam, Nepal, Indonesia, Sri Lanka, and Uzbekistan ① Birth Certificate ② Identification Card Original notarized certificate of family relationship (for Chinese nationals). For other nationalities, please inquire.

(3) Other Documents

Document Details	Notes on Submission
Documents proving family composition.	If the sponsor is a parent: only the applicant's family
	If the sponsor is not a parent: both the applicant's and the sponsor's families
	For nationals of Vietnam, Nepal, Indonesia, Sri Lanka, Uzbekistan: family register or equivalent certificate
	For Chinese nationals: copy of household register (Hukou)
	For Taiwanese nationals: household registration certificate
	For other nationalities: please inquire.

4 Notes on Application Documents

- (1) Application form, statement of purpose, and financial support documents must be completed by the applicant (handwritten or typed) and signed.
- (2) All documents issued in a language other than Japanese must be submitted with a Japanese translation. The translator's profession and name must be indicated on the translation.
- (3) For application documents: April entrants must submit documents created on or after September 1 of the previous year; October entrants must submit documents created on or after March 1 of the same year. Correction fluid or alterations are not allowed (documents rewritten over are invalid).
- (4) Documents submitted as copies must be copied on A4 paper (reduction allowed).
- (5) If you have previously applied for a Certificate of Eligibility, you must notify the school in advance.
- (6) If any false information is later found in the application documents, admission will be immediately revoked.
- (7) Applications with incomplete documents (missing items, incomplete entries, missing seals, etc.) will not be accepted. Please ensure all documents are complete.
- (8) If the sponsor resides in Japan, or a guardian in Japan is handling the application, please consult the school in advance and submit the required documents in person at the school's office.
 - ① Statement of Financial Support (School Designated Form)
 - ② Certificate of Employment (If the sponsor is a company executive, a copy of the corporate registration certificate is required).
 - ③ Tax certificate issued by the local government, showing the amount of income.
 - ④ Bank balance certificate
 - ⑤ copy of bank passbook
 - ⑥ resident record (listing all members of the same household).
※For foreign residents in Japan, a copy of the Residence Card is also required.
 - ⑦ Documents proving the relationship with the applicant (e.g., family register, resident registration, notarized certificate of family relationship).
- (9) Additional supporting documents may be requested if necessary.
- (10) After the Immigration Bureau review, documents (except original diplomas) will not be returned. If you wish them to be returned, please request this at the time of application.
- (11) The sponsor is fully responsible for the applicant's tuition, living expenses during enrollment, and any issues related to further education or personal matters.

V Admission Procedures

- 1 After the admission selection, the school will issue a "Certificate of Interview Pass" and apply to the Osaka Immigration Bureau for a Certificate of Eligibility. Once the Certificate of Eligibility is issued, the payment procedure must be completed. After payment is confirmed, the "Letter of Admission" and

the Certificate of Eligibility will be mailed. Upon receipt, apply for a visa at the Japanese embassy or consulate in your home country.

2 Other Notes / Important Points

- (1) Failure to pay tuition by the specified deadline may result in cancellation of admission.
- (2) If you withdraw by March 31 (for April intake) or September 30 (for October intake), tuition and other fees paid will be refunded, excluding the application and admission fees.
- (3) If the visa is denied by the Japanese embassy in your home country after the Certificate of Eligibility is issued, tuition and other fees paid (excluding application fee) will be refunded. If you withdraw after the visa is issued, tuition and other fees paid (excluding application and admission fees) will be refunded.
- (4) If you withdraw after April 1 (or October 1), paid fees will not be refunded according to regulations. (Tuition already paid will be applied as a cancellation fee.)

VI Tuition and Fees

Item	Amount	Payment Deadline
Application Fee	JPY 20,000	Payment must be made within the period specified by the school after the Certificate of Eligibility is issued.
Admission Fee	JPY 60,000	
Annual Tuition	JPY 660,000	
Study Materials Fee (1 year)	JPY 20,000	
Extracurricular Activity Fee (1 year)	JPY 20,000	
Student Welfare Fee (1 year)	JPY 16,000	
Total Fees for First Year	JPY 796,000	

- An additional fee of JPY 6,000 is required for pickup at Kansai Airport for the Kyoto school.
- An additional fee of approximately JPY 20,000 is required for the graduation party and graduation album.
- Bank transfer fees must be borne by the sender.

*Note: The Student Welfare Fee (Insurance: JPY 12,300, Health Management: JPY 3,700) includes comprehensive accident insurance. This insurance ensures international students can study in Japan with peace of mind and provides coverage in case of accidents causing injury to others or damage to property.

*National Health Insurance

Foreigners staying in Japan for more than three months are required to enroll in

National Health Insurance. The insurance covers 70% of medical expenses, with 30% paid by the individual. For international students, the annual premium is approximately JPY 22,000. Enrollment is completed by the student at the local ward office after admission.

VII Others

1 Living Expenses in Japan

- (1) Average monthly living expenses in Japan (including dormitory fees) are approximately JPY 80,000, excluding tuition.
- (2) It is difficult to cover all living expenses solely through part-time work while studying, so sufficient financial preparation is recommended.
- (3) Upon arrival in Japan, please bring approximately JPY 250,000 for six months' dormitory fees and administrative fees (for dormitory residents only).
- (4) Please bring approximately JPY 500,000 for six months' living expenses.

2 Part-time Job

The “Student” visa generally prohibits part-time work. International students wishing to work during their free time must obtain “Permission to Engage in Activity Other Than That Permitted under the Status of Residence” from the Immigration Bureau. Once approved, students may work up to 28 hours per week.

(However, during summer, winter, and spring vacations, students may work up to 8 hours per day)

3 Housing

- (1) To ensure a safe and focused study environment, the school provides student dormitories. Residents are generally required to stay for at least six months. No refund will be given if a student leaves within six months of moving in.
- (2) For dormitory fees, payment of six months' rent and an administrative fee is required at the time of moving in.
- (3) If you plan to live with family or relatives in Japan, please notify the school in advance. Interviews and home visits with co-residents may be conducted.

4 Dormitory

Dormitory Name	Monthly Rent per Person	Room Type	Shower Room	Toilet	Kitchen & Refrigerator	Washing Machine	Notes
Female Dormitory	20,000~22,000JPY	Shared Room	Shared Facilities	Shared Facilities	Shared Facilities	Shared Facilities	<ul style="list-style-type: none"> •Desk, Air Conditioner, Bed •Internet and Water Fees Included •Electricity and Gas Fees Borne by Resident

※ The school will decide on dormitory admission based on availability and other factors.

※ If dormitory applicants exceed capacity, the school will introduce alternative housing

through affiliated properties.

There are many alternative housing options available.

VIII Application to Admission Process

- ① Submit an application and attend an interview at the school; the school will determine acceptance or rejection.
- ② Submit the application for a Certificate of Eligibility to the Osaka Immigration Bureau.
- ③ The Osaka Immigration Bureau notifies the school of the result of the Certificate of Eligibility issuance.
(For April intake, COE results are expected by the end of February of the following year; for October intake, by the end of August of the same year)
- ④ The school notifies the applicant or the study abroad agency of the issuance or non-issuance of the Certificate of Eligibility. The applicant or agency then transfers tuition and other fees to the school.
- ⑤ After confirming payment, the school will mail the originals of the Certificate of Eligibility and Letter of Admission, along with the “Preparation Guide for Entry,” to the applicant or the study abroad agency.
- ⑥ The applicant submits a visa application at the Japanese embassy or consulate in their home country, bringing the Certificate of Eligibility and Letter of Admission.

※ After receiving the visa, promptly contact the school and arrive in Japan on the date specified by the school. Upon arrival, a placement test will be conducted.