

2018-2019
Application Guide



Kyoto Reigaku International Academy

Application Schedule and Capacity

Course	Application Period	Entrance	Length of Study	Admission Capacity
Preparatory I	September 1 to November 30	April	2 years*	40
Preparatory III	January 1 to March 31	July	1 year 9 months	40
Preparatory II	March 1 to May 31	October	1 year 6 months	40

*Those applicants who have already passed JLPT N2 or above at the time of entrance can complete the course in one year.

Requirements for Applicants

1. It is required that applicants have completed (or will have completed by the time of enrollment) 12 years of standard school education.
2. As a general rule, it must be within 5 years since applicants graduated from the last school attended.
3. Applicants are required to have studied Japanese for 150 hours or more in their mother country, or have passed Level 5 (or higher) of the *Japanese Language Proficiency Test*.
4. For the expenditure (school expenses and cost of living, etc.) during the period of attendance at KRIA, the financial supporter should be able to pay 3,000,000-yen or more (in the case that applicants apply for the 2 years course), or 2,400,000-yen or more (in the case that applicants apply for the 1.5 years course).

Application Procedure

1. Please submit all required application documents to KRIA, together with the application fee (20,000-yen). As the result of review, additional document(s) might be requested. The application will not be accepted when the submission of all necessary documents has not been completed by the deadline.
*Once received, the application fee cannot be refunded regardless of the results.
2. Acceptance or non-acceptance of the application will be decided, based on the results of comprehensive evaluation of the submitted documents, and the result will be notified to all applicants. The successful applicants should inform us whether they need us to find an accommodation for them or not in return.
*All submitted documents except all the prescribed application forms will be returned to the applicants whose applications are not accepted.
3. KRIA will apply for the “Certificate of Eligibility for a Status of Residence” to the Immigration Bureau, on behalf of the accepted applicants. Please advance the admission procedure promptly according to the regulations of KRIA as soon as the Certificate is issued.
*Once applied to the Immigration Bureau, all submitted documents cannot be returned.

List of Application Documents

General Notes on the Application Documents

1. Please fill in a clearly legible printed style.
2. Please fill in the names and the locations without any omission.
3. All documents should be written on the designated sheet of paper of the organisation concerned and issued within the last 3 months of application. The one with no official seal cannot be accepted. In addition, the name and the address of organisation, the name of representative, telephone and fax number must appear on the documents so that KRIA could make an inquiry about uncertain contents.
4. As a general rule, a Japanese or an English translation must be attached if any of the documents are written in a language other than Japanese or English. Please refer to the following list for details.
5. The translator's name, the name of organisation to which s/he belongs, telephone and fax number must appear on a translation.

■ Documents Concerning the Applicant

	Name of Documents	Special Notes
A	Application Form & Pledge (Prescribed Form) No Translation Required	<ol style="list-style-type: none"> 1. Applicants themselves must fill in this form by their own handwriting. 2. One photo, taken within the last 3 months of application, must be pasted. 3. All family members except the applicant her/himself must be listed. Please be sure to include your siblings on the column, if any.
B	Curriculum Vitae with Purpose of Study (Prescribed Form)	<ol style="list-style-type: none"> 1. Applicants themselves must fill in this form by their own handwriting. 2. The "Purpose of Study" must be written in the applicant's mother language or in English by the applicant's own handwriting. A Japanese translation is required for this section of C.V. if it is not written either in Japanese or in English. 3. Blanks of more than one month in the educational or occupational career should be explained on the margin or an attached sheet of paper. 4. In the case that the applicant entered the elementary school at the age of 5 or 8, or in the case that the period of her/his attendance at school differs from the normal one due to a skipping of grades or illness, please submit a letter from the principal of the school concerned, in which the particular circumstances are proved. A Japanese translation is required if it is not written either in Japanese or in English.
C	Certificate of Graduation or Diplomas from the Last School Attended (Copy) Translation Required	<ol style="list-style-type: none"> 1. In the case that the applicant has not yet graduated from high school, please submit the certificate of prospective graduation. Later, please submit the certificate of graduation or diploma from the high school as soon as it is issued. 2. In the case that the applicant is currently enrolled at junior college or university, please submit the student registration certificate or the certificate of prospective graduation in addition to the certificate of graduation or diploma from the high school attended.

	Name of Documents	Special Notes
D	Certificate of JLPT N5 or above (Copy)	<ol style="list-style-type: none"> 1. In the case that the applicant has not yet taken JLPT or the result has not yet issued at the time of application, please submit a copy of your test voucher. 2. In the case that the applicant has not applied for JPLT, please submit the certificate, issued in either Japanese or English by an educational institution in which the applicant is studying (or has studied) Japanese at least for 150 hours. 3. A translation is required if it is not recorded in either Japanese or English.
E	Passport Pages (Copy) No Translation Required	If possessed, please submit a copy of your passport pages including passport number, your name, date of birth, date of issue, and expiration date.
F	6 Pieces of the Applicant's Photographs	They must be taken within the last 3 months of application (4 cm in length and 3 cm in width), and the applicant's name and date of birth must be written on the reverse side of them.
G	JPEG File of the Applicant's Photograph for Student ID Card	Please send us an e-mail with a JPEG file of your photograph, larger than 100KB and smaller than 1MB, attached.

*Submission of additional document(s) might be requested, if necessary.

■ Documents Concerning the Financial Supporter

	Name of Documents	Special Notes
H	Pledge of Responsibility for School and Living Expenses (Prescribed Form) Translation Required	<ol style="list-style-type: none"> 1. This must be written in the financial supporter's mother language or in English by her/his own handwriting. A Japanese translation is required if it is not written in either Japanese or English. 2. As for the school expenses, please fill in the appropriate amount of money, referring to the corresponding section of this Guide. 3. As for living expenses, please fill in the amount of money for a month and describe the payment method in detail, e.g. when the financial supporter outside Japan makes remittance, etc.
I	Certified Copy of Family or Resident Register (Original) Translation Required	<ol style="list-style-type: none"> 1. Please prove the relationship between the applicant and the financial supporter by means of a certified copy of the original of family or resident register if they are in kinship. 2. In other cases, please prove concretely that the relationship is close enough for the financial supporter to pay all expenditure of the applicant during her/his entire stay in Japan. Please consult us for details.

	Name of Documents	Special Notes
J	Bank Statement (Original) No Translation Required	<ol style="list-style-type: none"> 1. Please submit the one in the name of the financial supporter. 2. The balance should be equivalent to 3 million yen or more in the case of the applicant who applies for the 2 years course, or to 2.4 million yen or more in the case of the applicant who applies for the 1.5 years course.
K	Certificate of Occupation Translation Required	<p>Please submit one of the followings.</p> <ul style="list-style-type: none"> • In the case of company employee, please submit the original of certificate of employment. • In the case of company owner or executive, please submit a certified copy of the original of company register. • In the case of self-employed, please submit a copy of the original certificate of business permission.
L	Certificate of Tax Payment (Original) Translation Required	<ol style="list-style-type: none"> 1. Please submit the one, issued by the local revenue office, in which the total amounts of the financial supporter's income and income tax in the latest 3 fiscal years are recorded. 2. If the payment of income tax is not proven to the individual, please submit the certificate of income, issued by the employer, in which it is explained that the payment of the financial supporter's income tax is made by the employer. Even in this case, the total amounts of personal income and income tax in the latest 3 fiscal years should be also indicated.

*Submission of additional document(s) might be requested, if necessary.

School Expenses and Payment Procedure

Length of Attendance	Application Fee	Admission Fee	Tuition Fee	Facility Fee	Other Fees	Total
1 year	¥20,000	¥50,000	¥570,000	¥60,000	¥20,000	¥720,000
1 year 6 months	¥20,000	¥50,000	¥855,000	¥90,000	¥30,000	¥1,045,000
1 year 9 months	¥20,000	¥50,000	¥997,500	¥105,000	¥35,000	¥1,207,500
2 years	¥20,000	¥50,000	¥1,140,000	¥120,000	¥40,000	¥1,370,000

Please remit the following school expenses to the designated bank account of KRIA by the due date of payment. The school expenses for the first year should be paid in a lump sum before admission, and the school expenses for the second year should be paid before each semester. If the payment is not made by the deadline without reason, the admission will be canceled, or KRIA will not issue the necessary documents required for the permission to extend the period of stay in Japan.

	First Payment (Due Date)	Second Payment (Due Date)	Third Payment (Due Date)
April Entrance	¥700,000 (First Year March 10)	¥325,000 (Second Year March 10)	¥325,000 (Second Year September 10)
July Entrance	¥700,000 (First Year June 10)	¥162,500 (Second Year June 10)	¥325,000 (Second Year September 10)
October Entrance	¥700,000 (First Year September 10)	¥325,000 (Second Year September 10)	N/A

*When a student proceeds to University or Graduate School in Japan within 6 months of the first year, the school expenses for the second half of that year (325,000-yen) will be refunded.

* The facility fee and other fees as well as the tuition fee are included in the school expenses for each term.

*The admission fee (50,000-yen) is also included in the school expenses for the first year.

The Designated Bank Account

銀行名	京都信用金庫	Name of Bank	THE KYOTO SHINKIN BANK
支店名	北伏見支店	Name of Branch	Kitafushimi-Branch
種別	普通預金	Address of Bank	23-8 Dewayashiki-cho, Fukakusa, Fushimi-ku, Kyoto 612
口座番号	942673	Swift Code	KYSBJPJZ
名義人	京都励学国際学院	A/C Type	Ordinary A/C
		A/C No.	942673
		A/C Owner	Kyoto Reigaku Kokusai Gakuin

KRIA requires the applicants to bear all the cost of remittance fee. If the payment is made from outside of Japan, please add 3,500-yen to the total amount of payment, which normally covers all remittance fees. Please make sure to remit money in the name of the applicant.

Admission Procedure

1. After the Immigration Bureau announces “Issuance/Non-issuance of the Certificate of Eligibility for a Status of Residence”, the copy of original of “Approval of Admission” to KRIA and the copy of original of the “Certificate of Eligibility for a Status of Residence” will be sent out to those applicants to whom the Certificate has been issued. Then, KRIA will ask the financial supporter to remit the school expenses for the first year to the designated bank account of KRIA.
2. After the remittance is confirmed, KRIA will immediately send out the original of “Approval of Admission” and “Certificate of Eligibility for a Status of Residence” to the prospective students. Then, please submit the original of “Approval of Admission” and “Certificate of Eligibility for a Status of Residence” along with your passport to the Japanese Embassy (or Consulate) in your home country in order to apply for a “college student” visa.
*In the case that a “college student” visa is not issued, the remitted school expenses except the application and admission fee will be refunded after the fact of non-issuance is confirmed and the original of “Approval of Admission” is returned to KRIA.
3. After the “college student” visa is obtained, please notify KRIA of the expected date of entering Japan as soon as it is determined. In the case that the applicant stays in our accommodation, our staff come to meet her/him at the Kansai International Airport (The cost for it is covered by the accommodation fee).
4. Please bring your passport and the “Approval of Admission” with you when coming to KRIA for the first time. After they are confirmed, the orientation session and placement test, etc. will be conducted.

Cautions after the Admission

1. It will cost at least about 80,000-yen for a foreign student to spend a month in Kyoto City (Fushimi Ward). Upon entering Japan, please bring the money enough to cover the cost of living for the first several months with you, and after the admission, open your own account with one of Japanese banks. As for the living expenses during the period of attendance at KRIA, the financial supporter must remit the designated amount of money written on the “Pledge of Responsibility for School and Living Expenses” to the student’s bank account.
2. Every person who plans to stay in Japan longer than a year must enroll National Health Insurance Program. Please note that this program is applied not only for Japanese, but also for any person who resides in Japan on long-term basis regardless of her/his nationality. In the case of a foreign student living alone and with no income, the National Health Insurance fee for one month is about 2,000-yen.
3. With the permission of the Immigration Bureau, our students can engage in an “Activity Other Than That Permitted Under the Status of Residence” (part-time job) within the permitted range. Those students who are planning to do a part-time job after the admission can obtain the permission at the time of entering Japan. The application form for it will be included with other documents we send to all the prospective students.
4. At the end of each semester, KRIA makes a comprehensive evaluation of each student’s Japanese language skills in terms of reading, grammar, listening, conversation, vocabulary, and expression. The evaluation is made by a score, ranging from 0 to 100 points. Moving up to the higher class requires 60 points or more.
5. Keeping the class attendance rate high and stable is necessary at KRIA. A student who is repeatedly absent from class without permission and fails to keep the expected rate of attendance at the end of semester over 90% will be warned. Failing to keep the class attendance rate over 80% might result in expelling from school.
6. Those students who fail to keep the total attendance rate over 90% cannot obtain recommendation from KRIA even when the recommendation based entrance examination is available. KRIA will also refuse to become the guarantor for their rental agreement.
7. When a student leaves our school for some reason or other in the middle of a term, all the school fees for that term cannot be refunded in principle. However, if there is the paid school fees for a term which has not started yet at the time of leaving, that fees will be refunded.



日本語教育を通じて「ふれあう」

**513 Kamiitabashi-Cho,
Fushimi-Ku, Kyoto 612-8316**

TEL: +81-75-602-0339

FAX: +81-75-602-8333

URL: <http://reigaku.jp>

E-MAIL: info@reigaku.jp

(一財) 日本語教育振興協会認定校



京都励学国際学院

KYOTO REIGAKU INTERNATIONAL ACADEMY