

# Application Guidelines



**YIC Kyoto Japanese Academy**  
きょうとにほんごがくいん  
**YIC京都日本語学院**

27 NISHIABURANOKOJI-CHO SHIMOGYO-KU KYOTO 600-8236 JAPAN

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HP : <http://www.yic-kyoto.ac.jp/japanese/>

E-mail : [jp@yic-kyoto.ac.jp](mailto:jp@yic-kyoto.ac.jp)

**Access:** Our school is a 5-minute walk from Kyoto Station of each JR, Kintetsu, and Subway line.

# Educational Philosophy of the YIC group

To develop professionals who can contribute to the development and improvement of our local community, by training and mental preparation for the future experts in various fields.

## School Motto: Train and prepare for a bright future

People can achieve greatness through a life full of vigor. No matter how talented or gifted an individual is, they can't make their abilities bear fruit without hard work. Thus, we expect our students to believe in their own potential and strive to reach it. This is why we chose "Train and prepare for a bright future" as our school's motto.

## 1 Installation Courses

### (1) Course summary

Course	Study time with level				Total
	Elementary	Pre-Intermediate	Intermediate	Advanced	
2-year	380h (19w)	380 h (19w)	380 h (19w)	380 h (19w)	1520 h (76w)
1.5-year	-----	380 h (19w)	380 h (19w)	380 h (19w)	1140 h (57w)
1-year	-----	-----	380 h (19w)	380 h (19w)	760 h (38w)

### (2) Course curriculum

Level	Purpose	Kanji and Vocabulary	Educational target
Elementary	JLPT N4	Kanji : 300 Vocabulary : 1,000	Being able to understand basic Japanese. Knowledge of Japanese used in the classroom, basic grammar, as well as basic conversation.
Pre-Intermediate	JLPT N3	Kanji : 800 Vocabulary : 3,000	Being able to comprehend Japanese used in everyday situations, at nearly a natural pace, and being able to respond appropriately. Being able to read and write in a simple manner.
Intermediate	JLPT N2	Kanji : 1400 Vocabulary : 6,500	Being able to comprehend most of the Japanese used in a wide range of situations, as well as more complicated written language used in newspapers and commentaries. Being able to express opinions on various topics.
Advanced	JLPT N1	Kanji : 1700 Vocabulary : 8000	Being able to comprehend all of the Japanese used in a wide range of complicated situations, including politics, economics, law and international matters. Being able to competently express themselves with natural sounding pronunciation.

### (3) Class schedule

	1st period	2nd period	3rd period	4th period
Morning class	9:00~9:45	9:50~10:35	10:45~11:30	11:35~12:20
Afternoon class	13:00~13:45	13:50~14:35	14:45~15:30	15:35~16:20

### (4) EJU (Examination for Japanese University Admission for International Students)

#### ① Japanese Lessons

We carry out two "EJU" preparation lessons every day for the EJU twice a year for two months.

#### ② Other subjects

For applicants, we carry out two preparation lessons for "Science (Physics, Chemistry and Biology)", "Japan and the World" and "Mathematics" once a day twice a year for approximately 15 times.

## 2 Housing and Scholarship

### (1) Housing

We introduce places where students can live peacefully. An initial cost of 100,000 yen at the time of occupancy agreement (uniformly regardless of the rent fee) is required. This fee is paid together with school expenses at the time of admission procedures. The initial cost includes the price of a bedding set, room cleaning costs, and fire insurance premiums.

### (2) Scholarship

#### ① YIC Kyoto scholarship

[A unit: Japanese yen]

YIC Kyoto Scholarship	Amount of money	Period	Selection conditions
Award for Excellence	10,000-30,000	During the school period	Attendance rate is 95% Performance evaluations in all subjects are "A"s
Award for Perfect Attendance	5,000		Attendance rate is 100%

#### ② Scholarship for Privately Financed International Students

Enrolled during second year, 30,000 yen is paid per month. During the year, 360,000 yen is paid. From among the students who are enrolled for more than six months, students who have the highest grades in attendance rate are recommended to the Japan Student Services Organization.

### (3) Health care

#### ①National health insurance

If you stay in Japan for more than one year, you must join the National Health Scheme in Japan. Insurance premium: about 1,700yen/ month.

#### ②Medical examination

We carry out medical examinations once a year on campus.

### (4) Part time job

When students acquire "Permission to engage in activity other than that permitted under the status of residence previously granted ", it is possible to have a part time job of less than 28 hours per week (8 hours per day during long vacation). However, the first two months after admission there is an adaptation period for students to become accustomed to the new environment, it is not recommended to have a part-time work during this adaptation period.

## 3 Eligibility for applicants

- ①Applicants must have completed in 12 years or more of education through at least senior school in foreign countries.
- ②Applicants must be allowed to enter Japan through proper procedures.
- ③Applicants must have the ability equal to the Japanese Language Proficiency Test N5 or more.
- ④A financial supporter must guarantee the payment for school and living expenses during the period of study.

## 4 Application period and How to apply

### (1) Application Period

**April Enrollment Period** : 1 Year Course / 2 Year Course  
September 1st - November 20th

**October Enrollment Period** : 1.5 Year Course  
March 1st - May 20th

### (2) How to apply

Applicants must submit the application form to the school by the due date.

## 5 Examination fee

Please remit 30,000 yen to the prescribed account of P7 at the time of applying.

- (1) The remitter should be the name of the applicant.
- (2) Applicants must respectively bear the remittance charge.

※Examination fees will not be refunded regardless of the judgment results.

## 6 Screening

Document review and interview.

※Applicant will be contacted regarding the schedule.

## 7 Examination result announcement

Applicant will be notified regarding the examination result. Inquiries by telephone are not available. For successful applicants, they can apply for the "Certificate of Eligibility for Resident Status" at the Immigration Bureau.

## 8 Admission procedures

Applicants will be notified if and when they have passed the examination at the immigration Bureau. Successful applicants must pay school expenses (common to all courses) for one year before the specified time limit. After the school expenses payment is received, "Certificate of Eligibility for Resident Status" and "Admission Permit" will be mailed to the applicant or referral agency. This must be remitted to the designated account (same as the examination fee payment).

### (1) School expenses

[A unit: Japanese yen]

Contents	Course				
	Admissions period April	Admissions period October		Admissions period April	
	1 Year (For 1 year)	1.5 Year		2 Years	
		1st year (For 1 year)	2nd year (For 6 months)	1st year (For 1 year)	2nd year (For 1 year)
Enrollment fee	50,000	50,000	-----	50,000	-----
Tuition fee	600,000	600,000	300,000	600,000	600,000
Facility fee	20,000	20,000	10,000	20,000	20,000
Total	670,000	670,000	310,000	670,000	620,000
Expenses	140,000	140,000	70,000	140,000	140,000
Payment amount	810,000	810,000	380,000	810,000	760,000
Total (At school period)	810,000	1,190,000		1,570,000	

※30,000 yen as the examination fee is not included in this school expenses chart.

※Expenses : Language materials·extra-curricular activities·visa renewal fee·Japanese

Language Proficiency Test exam fee·EJU exam fee·National Health Insurance·accident insurance·medical examination·other expenses necessary for students during their studies  
Delivered at the beginning of the term as deposit, and liquidate excesses and deficits at the end of the term.

※If the visa cannot be obtained through legal procedures, the full amount of the school expenses will be refunded.

※If an applicant declines the enrollment in self-circumstances before coming to Japan, other than the Enrollment Fee will be refunded.

※If an applicant drops out in self-circumstances after coming to Japan, the school expenses will not be refunded.

※For the second year of school expenses, students can make two partial payments.

Partial payment for the first semester must be received by March 20. Partial payment for the second payment must be received by September 20.

## (2) How to remit

Please remit to following the designation account.

**A remittance currency: Remit local money ⇒ Receipt Japanese Yen**

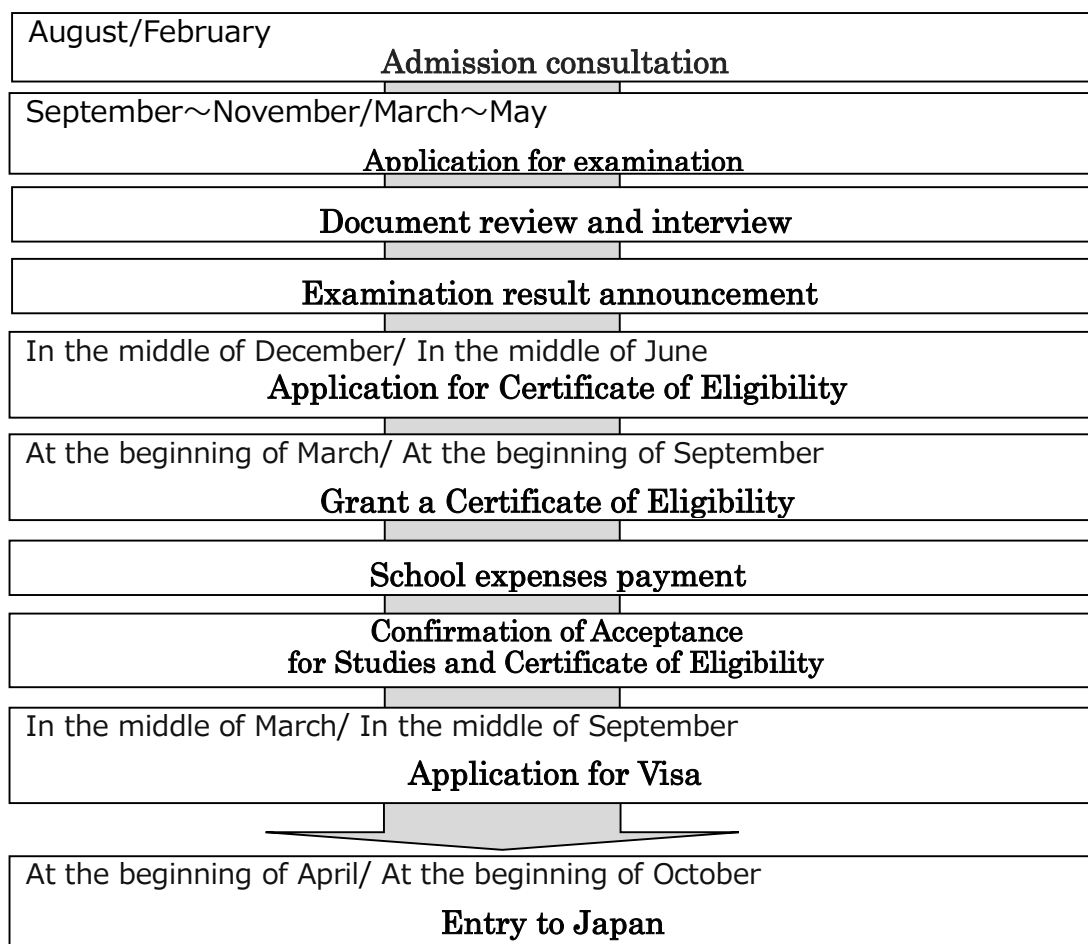
## (3) Remittance information

BANK NAME	THE KYOTO CHUO SHINKIN BANK
BRANCH NAME	EKIMAE BRANCH
SWIFT CODE	KCHUJPJY
BRANCH NUMBER	035
ACCOUNT NUMBER	1073711
TYPE OF ACCOUNT	ORDINARY DEPOSIT
NAME OF DEPOSITOR	GAKKOHOJIN-KYOTOCHUOGAKUIN
THE ADDRESS OF THE DEPOSITOR	ZIP CODE : 600-8236 27,NISHI-ABURANOKOJI-CHO,ABURANOKOJIDORI-SHIOKOJISAGARU,SHIMOGYO-KU,KYOTO-CITY PHONE NUMBER : 075-371-4040
THE ADDRESS OF THE BANK	ZIP CODE : 600-8216 734,HIGASHI-SHIOKOJI-CHO,KARASUMADORI-SHICHIJOSAGARU,SHIMOGYO-KU,KYOTO-CITY PHONE NUMBER : 075-361-2181

## 9 Visa application

Bring the "Certificate of Eligibility for Resident Status" and "Letter of Acceptance" to the nearest embassy or consulate to apply for visa.

## From application to enrollment



## 10 Application documents

※Japanese translation must be attached to any documents written in foreign languages.

It should include the translator's name and work place.

※Please use a black ballpoint pen.

※All certificates that are required to be submitted to the Osaka Regional Immigration Bureau (during the middle of June or in December) must be issued within 3 months of applying.

※★Nepal, Bangladesh, Sri Lanka, Mongolia, Myanmar only.

No.	Documents	Details	No. of sets
<b>A : Documents to be submitted by the applicant</b>			
A-1	Passport	One copy of the entire passport. ※Applicant must possess a passport before applying.	1
A-2★	Identity document	An official identification copy.	1
A-3	Admission application	Use the prescribed form(Applicant must write in his/her native language and sign) ※Purpose of studying Japanese: Detailed description of the applicant's present situation, motivation for coming to Japan and future plans.	1
A-4	Photograph (4cm length×3cm width)	All photographs must have been taken no less than three months prior to applying. Applicant's name and nationality must be written on the back of each photo. Affix one photograph to the application form.	8
A-5	Certificate of graduation or diploma	Certificate of graduation, original and copy of diploma from the last educational institution attended. ※Diploma original copy will be returned when the Immigration Bureau screening is finished.	Each 1
A-6	Certificate of transcript	Certificate of transcript from the last educational institution attended.	1
A-7	Certificate of Japanese Language studying.	Certificate of Japanese Language Study 1 and 2 1. Japanese language skill equal to or more than JLPT N5 (1) N5 grade on the Japanese Language Proficiency Test (or 4th level of the old JLPT) or better (2) E·F grade on the J-Test (3) 4 level grade on the NAT-Test (4) The result of an alternate examination that can prove other Japanese language skills. ※If the certificate is not issued, a copy of the admission ticket is submitted. ※Original copy of passing certificates will be returned when the Immigration Bureau screening is finished. 2. The applicant is required to verify that he/she has studied Japanese for more than 150 hours before applying to YIC Kyoto Japanese Academy. ※Japanese educational institution course time, weekly class schedule, the number of classes, the use teaching material, and a certificate with record of the attendance.	Each 1
A-8	Certificate of employment	Certificate of employment if previously employed. Submit a certificate outlining the applicant's duration of employment and a clear description of the position held. ※Certificate must include the address, telephone number, fax number, the name of a representative, a clear description of job held and the period of the applicant's employment.	1
A-9★	Confirmation regarding the protection of personal belongings	Use the prescribed form(Applicant must hand-write it in his/her native language and sign)	1



A-10★	Family register	All photographs must have been taken no less than three months prior to applying.	1
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<b>B : Documents to be submitted by financial supporter (living overseas)</b>			
B-1	Letter of explanation of financial support	The prescribed form(financial supporter must hand-write it in his/her native language and sign)	1
B-2	Written pledge	A prescribed form(Financial supporter must hand-write it handwriting in his/her native language and sign)	1
B-3	Certificate of bank balance	A bank certificate with the balance amount being at least equivalent to the tuition and the cost of living expenses.	1
B-4★	Certificate of tax declaration or Certificate of tax payment	Certificates of tax declaration or Certificate of tax payment for over the past three years.	Each 1
B-5★	Deposit-book	Complete copy of the deposit-book for the past three years.	1
B-6	Certificate of employment	(1) Certificate must include the address, number, fax number, the name of a representative, a clear description of job held and the period of the applicant's employment. (2) Copy of company/business register if the financial supporter is a company representative/executive. (3) Copy of a business permit if financial supporter is self-employed.	Each 1
B-7★	Identification	An Official identification copy.	1
B-8	Certificate of relations between the applicant and financial supporter	(1) Copy of a family register if the financial supporter is related to the applicant by blood. (2) If the financial supporter is not related to the applicant by blood, clarify the relationships with the applicant.	Each 1
<b>C : Documents to be submitted by financial supporter (living in Japan)</b>			
C-1	Letter of explanation of financial support	The prescribed form (the financial supporter must hand-write it in Japanese, sign and sealing)	1
C-2	Written pledge	The prescribed form (the financial supporter must hand-write it in Japanese, sign and stamp with a seal.)	1
C-3	Certificate of bank balance	A bank certificate with the balance amount being at least equivalent to the tuition and the cost of living expenses.	1
C-4★	Certificate of tax declaration or Certificate of tax payment	Certificates of tax declaration or Certificate of tax payments for over the past three years.	Each 1
C-5★	Certificate of employment	(1) Certificate must include the address, telephone number, and fax number, the name of the representative, a clear description of job held and the period of the applicant's employment. (2) Copy of company/business register if the financial supporter is a company representative/executive. (3) Copy of a business permit if financial supporter is self-employed.	Each 1
C-6	Residential registration	Residential registration on which the names of all the financial supporter's family members are listed.	1
C-7★	Certificate of relations between the applicant and the financial supporter	(1) Copy of the family register if the financial supporter is related to the applicant by blood. (2) If the financial supporter is not related to the applicant by blood, clarify the relationships with the applicant.	Each 1
C-8	Certificate with a Seal of certificate.	Verify with a seal of certificate.	1