

# 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

きょうとししもぎょうくあがらのこうじどおりしおこうじくだるにしあがらのこうじちょう ばんち  
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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	Enrollment	Study time with level				Total
		Elementary	Pre-Intermediate	Intermediate	Advanced	
2-year 1-year	April	380h (19w)	380h (19w)	380h (19w)	380h (19w)	1,520h (76w) 760 (38w)
1.5-year	October	-----	380h (19 w)	380 h (19w)	380 h (19w)	1,140 h (57w)

## (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 : 1,700  Vocabulary :  8,000	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 on presentations and discussions 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) Preparation**

### **① Japanese Lessons**

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

### **② Other subjects**

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

## **2 Housing and Scholarship**

### **(1) Housing**

We introduce places where students can live peacefully. A monthly rent is approximately 35,000 JPY. However, an initial cost of 100,000 JPY at the time of occupancy agreement is required. The initial cost includes deposit and gratuity fee, real-estate broker fee, bedding set, curtains, and room cleaning costs when you leave the house.

\*This fee must be paid together with school expenses at the time of admission procedures.

\*If you prefer to live in a dormitory, minimum occupancy period is six months.

### **(2) Scholarship**

#### **① YIC Kyoto Scholarship**

- Award for Perfect Attendance...for the students whose attendance rate is 100%
- Award for Excellence ... for the students whose attendance rate is 95%, plus his/her evaluations are straight As in all subjects

#### **② Scholarship for Privately Financed International Students**

For the second year, 30,000 JPY/month (360,000 JPY/year) will be awarded.

Eligibility is for the students who have enrolled for more than six months, and have the highest rates in both attendance and grades are recommended to the Japan Student Services Organization.

### **(3) Health care**

#### **① National health insurance**

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

#### **② On-campus medical 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 twenty-eight hours per week (eight hours per day during the long vacations). 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**

- (1) Applicants must have completed in twelve years or more of education through at least senior school in foreign countries.
- (2) Applicants must be allowed to enter Japan through proper procedures.
- (3) Applicants must have the ability equal to the Japanese Language Proficiency Test N5 or more.
- (4) A 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

- ① **April Enrollment Period** : 1 Year Course / 2 Year Course  
**September 1st - November 20th**
  
- ② **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 20,000 JPY 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

After we received your application, you will be invited to the interview shortly and will be notified the results. The whole process will take two weeks. During the screening, 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 directly from the immigration Bureau if and when they have passed the examination. 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.

### (1) School expenses

[unit: JPY]

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	55,000	55,000	-----	55,000	-----
Tuition fee	660,000	660,000	330,000	660,000	660,000
Facility fee	24,000	24,000	12,000	24,000	24,000
Textbook fee	50,000	50,000	25,000	50,000	50,000
Payment amount	789,000	789,000	367,000	789,000	734,000
Total (At school period)	789,000	1,156,000		1,523,000	

\*20,000 JPY as the examination fee is not included in this school expenses chart.

\*Textbook fee : Textbook, extra-curricular activities, accident insurance, medical examination, etc.

\*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, all fees will be refunded, except examination fee and enrollment fee.

\*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 the following designated account.

**\*A type of remittance currency: Remit local money ⇒ Receipt by Japanese Yen**

## (3) Remittance information

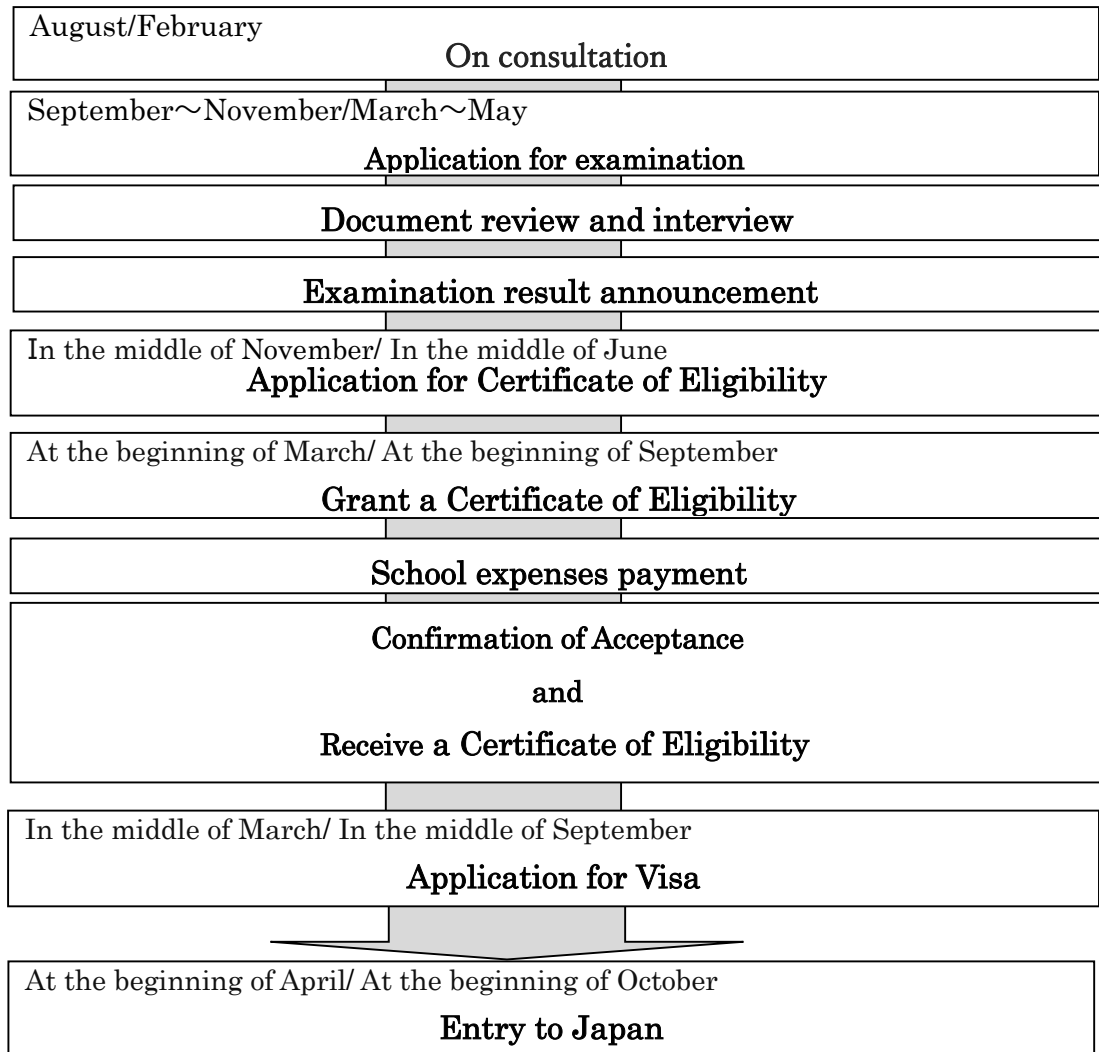
BENEFICIARY BANK	MUFG Bank, LTD.
BRANCH NAME	UBE BRANCH
SWIFT CODE	BOTKJPJT or BOTKJPJTXXX (for 11 digits)
BENEFICIARY ACCOUNT NUMBER	498-0194889
BENEFICIARY NAME	GAKKOHOJIN-YICGAKUIN
BENEFICIARY ADDRESS	ZIP CODE : 600-8236 27,NISHIABURANOKOJI-CHO, SHIMOGYO-KU, KYOTO,JAPAN PHONE NUMBER : +81-75-371-4040
BENEFICIARY BANK ADDRESS	ZIP CODE : 755-0031 1-6-34, TOKIWACHO, UBE— SHI,YAMAGUCHI, JAPAN PHONE NUMBER : +81-836-21-3141
PAYEE MUFG Bank, LTD. UBE BRANCH GAKKOHOJIN-YICGAKUIN ACCOUNT NUMBER 498-0194889 GAKKOHOJIN-YIC GAKUIN	

## 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

\*Please use a black ballpoint pen. All documents must be written by the person in charge and writing for somebody is not allowed.

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

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

\*All certificates that are required to be submitted to the Osaka Regional Immigration Bureau must be issued within 3 months of applying. (The application periods are June and the middle of November.)

\* **For Vietnamese nationals:** All documents must be approved by People's Committee.

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. <u>*Applicant must possess a passport before applying.</u>	1
A-2	Identity document	An official identification 【copy】 .	1
A-3	Admission application	The prescribed form published by YIC (Applicant must write in his/her native language and sign it.) (1) Write full name of your school, company, and home address. Please do not abbreviate them. (2) Write applicant's age, telephone number with his/her country+ area code, and if he/she has a mobile phone, please write the number. (3) Applicant's home address must be the same address as written in his/her notarized (government-issued official) document. *If the applicant does not live in his/her family registered address, please write your current address in "Home town/city." (4) Purpose of studying in Japanese: Write clear and specific descriptions of the applicant's objectives and necessity of learning Japanese, and his/her future plans.	1
A-4	Photograph	All photographs must have been taken no less than	8

	(4cm length×3cm width)	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 (, including the certificate of expected graduation.) *Diploma original copy will be returned when the Immigration Bureau screening is finished.	1
A-6	Certificate of transcript	Certificate of transcript from the last educational institution attended.	1
A-7	Verification Report of your degree (Applicable only for applicants who have graduated from Chinese universities.)	Please submit all the available <b>【ORIGINAL】</b> documents below:  <u>For Chinese Nationals</u> : Since Degree Verification is available for all universities in China by China Academic Degrees and Graduate Education Development Center (CDGDC) ( <a href="https://www.cdgdc.edu.cn/">https://www.cdgdc.edu.cn/</a> ) or “China Credentials Verifications (CSSD) <a href="https://www.chsi.com.cn/">https://www.chsi.com.cn/</a> ), please submit those verification(s).	1 e ach
A-8	Certificate of Japanese Language studying.	All available <b>【ORIGINAL documents】</b> of 1. Certificates of Japanese Language Study and 2. Certificate of learning Japanese  1. <u>Certificates that are equivalent to JLPT N5 or above</u> (1) Certificate of Results or Scores of JLPT N5 or above (Certificate of Results or Scores) (2) Certificate of BJT · JLRT score 300 or above (3) Certificate of J-Test Grade F or above, or E · F	1 e ach

		<p>Level score over 250</p> <p>(4) Certificate of Results or Scores of NAT-Test N5 or above</p> <p>(5) Certificate of TOP J level A or above</p> <p>(6) Certificate of J-cert A2.1 (Elementary Level) or above</p> <p>(7) Certificate of JLCT JCT 5 or above</p> <p>(8) Certificate of PJC Bridge C or above</p> <p>(9) Certificate of JPT score 315 or above</p> <p>*If the applicant is going to take the above exam, a <b>【copy】</b> of the admission ticket should be submitted.</p> <p>*Original copy of passing certificates will be returned when the Immigration Bureau screening is finished.</p> <p>2. <u>Certificate of learning Japanese</u></p> <p>The applicant is required to submit a document that verifies that he/she has studied Japanese for more than 150 hours before applying to YIC Kyoto Japanese Academy. (It must include Japanese educational institution's address, contact information, course period, weekly class schedule, daily class schedule, no-class days and national holidays, total hours and days of cumulative study time, attendance rate and days until present.)</p> <p><b><u>For Chinese nationals:</u></b> Please write total class hours with “小时.”</p>	
A-9	Certificate of employment	<p>An <b>【ORIGINAL】</b> certificate of employment if previously employed.</p> <p>(Certificate must include the organization's name, address, telephone number, the name of a representative, a clear description of job held and the period of the applicant's employment, with the name and position of the person who issued the</p>	1

		document.) <b><u>For Vietnamese nationals:</u></b> The certificate must include National Business Registration Number and Tax Code.	
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<b>B : Documents to be submitted if the financial supporter lives outside of Japan</b>			
B-1	Letter of explanation of financial support	The prescribed form published by YIC (A financial supporter must hand-write it in his/her native language and sign it.)	1
B-2	Written pledge	The prescribed form published by YIC (A financial supporter must hand-write it handwriting in his/her native language and sign it.)	1
B-3	Certificate of job status	<p>Please submit one of the documents below, 1~3, that is applicable for the financial supporter's job status.</p> <p>(1) An <b>【ORIGINAL】</b> employment certificate if the financial supporter is a company employee. (The certificate must include company name, address, telephone number, the name of a representative, a clear description of job held and the period of the applicant's employment, with the name and position of the person who issued the document.)</p> <p><b><u>For Vietnamese nationals:</u></b> The certificate must include National Business Registration Number and Tax Code.</p> <p>(2) An <b>【ORIGINAL】</b> company/business register if the financial supporter is a company representative/executive.</p> <p>(3) A <b>【Copy】</b> of a business permit if financial supporter is self-employed.</p>	1
B-4	Certificate of tax declaration or Certificate of tax	<p>An <b>【ORIGINAL】</b> certificate of income or tax declaration (payment) for one year.</p> <p>*If the certificate is issued by the</p>	1

	payment	<p>company/organization:</p> <p>It must include the company/organization's name, address, telephone number, with the name and position of the person who issued the document.</p> <p>*Income Certificate must include the amount of tax payment.</p> <p><b><u>For Vietnamese nationals:</u></b></p> <ul style="list-style-type: none"> <li>• Individual owner: Please submit a certificate that is made by the financial supporter, with the approval of People's Committee, and Certification of Tax Payment (that must include Tax Code and its supporting document to proof your tax payment.)</li> </ul>	
B-5	Certificate of bank balance	<p>An <b>【ORIGINAL】</b> bank certificate with the balance amount being at least equivalent to the tuition and the cost-of-living expenses, or some document equivalent to it.</p> <p><b><u>For Chinese nationals</u></b> : An <b>【ORIGINAL】</b> Certificate of Time Deposit: “存款証明” or “存單証明書”</p> <p><b><u>For all applicants other than Chinese and Vietnamese:</u></b> All records of deposit and withdrawal (for the past one year.)</p> <p><b><u>For Nepalese</u></b> : Please submit the financial supporter's bank statement (proof document of the financial supporter's asset formation.)</p>	1
B-6	Proof document of your asset formation	<p>Complete copy of the deposit-book (for the past one year.)</p> <p>If the financial supporter cannot submit his/her copy of deposit-book, please list up his/her amount of total income, tax payment, all expenditures (such</p>	1

		as costs for food, electricity, sewage, tuition, medical cost, and socializing cost etc.), and his/her total savings with detailed explanation.	
B-7	Certificate of relations between the applicant and financial supporter	<p><b><u>For all applicants other than Chinese:</u></b> Family Registration (of all family members) or a certificate equivalent to it.</p> <p><b><u>For Chinese nationals:</u></b> An <b>【ORIGINAL】</b> “Household Register (戸口簿)” for all family members, and certificate of all family relationship.</p>	1 each
<b>C : Documents to be submitted if the financial supporter lives in Japan</b>			
C-1	Letter of explanation of financial support	The prescribed form published by YIC (the financial supporter must hand-write it in Japanese, sign and seal it.)	1
C-2	Written pledge	The prescribed form published by YIC (the financial supporter must hand-write it in Japanese, sign and seal it.)	1
C-3	Certificate of bank balance	An <b>【ORIGINAL】</b> bank certificate with the balance amount being at least equivalent to the tuition and the cost-of-living expenses.	1
C-4	Certificate of income • Certificate of tax payment (or tax declaration)	An <b>【ORIGINAL】</b> certificate of income • tax payment (or tax declaration) of last year.	1
C-5	Certificate of employment	<p>Please submit one of the documents below, (1)~(3), that is applicable for the financial supporter’s job status.</p> <p>(1) An <b>【ORIGINAL】</b> employment Certificate if the financial supporter is a company employee (The certificate must include company name, address, telephone number, the name of a representative, a clear description of job held and the period of the applicant’s employment, with the name and position of the person who issued the document.)</p>	1

		<p>(2) An <b>【ORIGINAL】</b> company/business register if the financial supporter is a company representative/executive.</p> <p>(3) A <b>【COPY】</b> of a business permit if financial supporter is self-employed.</p>	
C-6	Residential registration	An <b>【ORIGINAL】</b> 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	<p><b><u>For all applicants Other than Chinese Nationals :</u></b></p> <p>Family registration for all family member, or a certificate equivalent to it.</p> <p><b><u>For Chinese Nationals :</u></b> <b>【ORIGINAL】</b> “Household Register (户口簿)” for all family members, and certificate of all family relationship.</p>	1 e ach