

– APPLICATION GUIDELINE –



Kyoto Language Academy

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1. The course entering further education: Maximum 80 students

The course	Enrollment period	Course Length	Capacity	Application Period	Japanese level for admission
2 years course	April	2 years	40	Previous year: Sep – the end of Oct	A person who has completed the beginner's level (about N5)
1.6 years course	October	1 and a half years	40	Same year: March – the end of April	A person who has completed the beginner's level (about N4)

2. Entry criteria

- (1) A person who finished at least 12 years of education or its equivalent course in a foreign country.
- (2) A person who is deemed to have the ability to pay the tuition fees and one's cost of living during his/her stay in Japan.
- (3) A person who does not have medical or psychological conditions which affect the student academic performance and follow the Japanese laws.
- (4) 18 years old and above.

3. Selection Method

- (1) Documentary examination based on application documents
- (2) Interview (including online)
- (3) Taking the Japanese Level proficiency Test (online)

※We focus on the reasons for attending school (the purpose of studying abroad in Japan).

Please be sure to write in detail.

※A transcript of the academic background and courses will also be the criteria for selection.

4. Application Method

- (1) The applicant or guarantor must contact the school in advance and submit the documents to the school within the application period.
- (2) If the applicant or guarantor is not in Japan, please send the application documents by e-mail through the agent.
- (3) When sending the application by mail, please make sure to be delivered within the application period.

5. Required Fees: Japanese Currency (円)

Course length	Entrance Fee	Tuition Fee	Facility cost	Textbooks	Other	Total
2 years	55,000円	1,320,000 円	80,000 円	44,000 円	132,000円	1,639,000 円
1.6 years	55,000円	990,000 円	66,000 円	33,000 円	106,000円	1,250,000 円

(Tuition refund)

Tuition, facility, and equipment fees will be refunded proportionally according to the period of enrollment, and other expenses will be refunded except for the portion used for actual expenses.

6. Necessary Documents for Application

The applicant should submit the following documents below

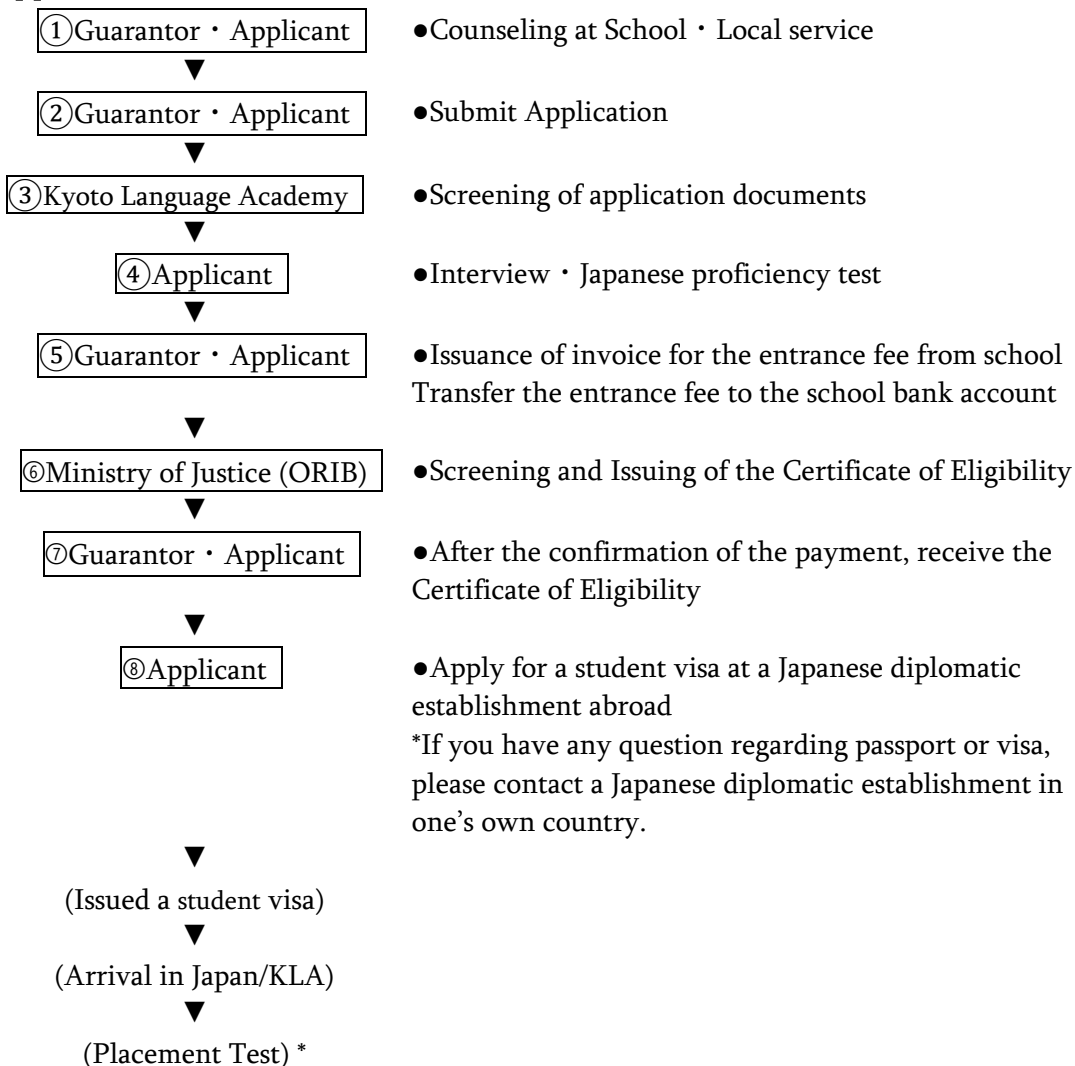
	Documents	Details
1	4 ID Photos	Four pieces of 4cm x 3cm photos (should be taken within 3 months, without hats.) ※Name on the back of all photos
2	Passport copy	Photo page of the applicant's face ※If there is an additional page of information, that page is also required.
3	Application for Admission	
4	Resume (Personal history)	
5	Statement of reasons to study abroad	
6	Graduation certificate	※Last school
7	Japanese language certificate	※JLPT, J-TEST, NAT-TEST, GNK etc, or proof that you have studied Japanese more than 150 hours at an educational institution. ※If an applicant's last school is high school
8	Letter of sponsorship	
9	Official document that proves the relationship between an applicant and a sponsor	※Relationship certificate /Family certificate /Birth certificate etc. ※In principle, parents
10	Sponsor's Bank balance certificate(issued within 3 months)	※Must be a bank account recognized by the government, central bank, etc. ※Original document needed
11	Document describing a fund formation for the past year	※Bank statements of withdrawals and deposits or copies of bank passbook, etc.

12	Official document that proves sponsor's occupation	※Certificate of employment or occupation certificate etc. ※Issued within 3 months
13	Official document of sponsor's income listed (for the past year)	※Income certificate or tax certificate etc.

Other considerations

1. Documents have to be translated into Japanese.
2. Listed above may or may not be the only documents needed. In some cases, an applicant needs to submit other additional documents to us.
3. If an applicant cannot provide any of the documents listed above, please feel free to contact us.
4. Please do not submit outdated/expired certificates/documents.

7. Application Process



※Admitted students should arrive in Japan at least 6 days before class starts.

※If a student comes to school later than the first day of the course, his/her student permission may be canceled.

※Designation of classes will be based on the student's Japanese level, which will be determined by the Placement Test, as well as his/her purpose of learning.

<https://kla-ac.jp/>