

Kyoto Japanese Language Training Center

Kyoto Computer Gakuin Kamogawa Campus

April term 2018

October term 2018

Guidelines for Applicants

kecg.edu

Kyoto Japanese Language Training Center

京都コンピュータ学院鴨川校
京都日本語研修センター

Program Summary & Application Procedure

●Programs offered (Content and Capacities)

Semester start	Course Programs	Content	Enrollment Capacities
April	One-year Preparatory Course Program	Japanese, English and Mathematics courses for students who intend to go to higher educational institutions in Japan.	60 students
October	One-and Half-Year Preparatory Course Program		60 students

※Preparatory program(Status of residence; A college student visa)

Even if the applicant does not meet the requirement of 12 years of schooling (from primary and secondary educational institutions) in his/her home country, s/he will be eligible to apply for admission into higher education institutions in Japan after completing our programs.

(Authorized by The Ministry of Education, Culture, Sports, Science and Technology ‘Preparatory Course’)

●Qualifications for Application

Applicants must satisfy all of the following conditions.

- ① The applicant must be a high school graduate or a holder of high school equivalency diploma or other similar qualifications certifying successful completion of tests and requirements of general education development (high school level).
- ② The applicant has abilities equivalent to Level N5 of the Japanese Language Proficiency Test (or the equivalent of 150 hours of rigorous Japanese language study or more than the level).
- ③ The applicant has basic academic abilities necessary in Japanese higher educational institutions (universities or technical colleges).
- ④ The applicant must be either 1) under 23 years of age (for high-school graduates), 2) under 25 years of age (for college graduates), or 3) under 27 years old (for university graduates).
- ⑤ The applicant will be able to finance tuition, other school fees and living expenses as a student in Japan.
- ⑥ The applicant must be physically and mentally fit to perform the duties of a student and capable of abiding by the rules of the school. The applicant must exhibit behavior and engage in activities that do not break Japanese laws and regulations at all times.

●Application procedures

①Application periods

Course Programs	Period
April term 2018 (One-Year preparatory course program)	July 3, 2017 (Mon) to November 30, 2017 (Thu)
October term 2018 (One-and-Half Year preparatory course program)	January 9, 2018 (Mon) to May 31, 2018 (Thu)

②Application for Admission

The applicant must submit all the required documents to the Admissions Office either by registered airmail or express mail service (EMS Post) to the address below:

Admissions Office

Kyoto Computer Gakuin

10-5 Teranomae-cho, Nishikujo, Minami-ku

Kyoto City, Kyoto, 601-8407 Japan

TEL +81-75-681-6333 FAX +81-75-681-6335

③ Required Documents for Admission

1	Application form (Forms supplied by KJLTC)	The applicant must neatly fill in the blanks in his/her own handwriting. A completed application form, with an attached photograph (sized 4cm (length) x 3cm (width) taken in the past 3 months.) of the applicant
2	Curriculum vitae (Forms supplied by KJLTC)	The applicant must neatly fill in the blanks in his/her own handwriting.
3	Reasons for studying Japanese and plans after graduation (Forms supplied by KJLTC)	The applicant must neatly fill in the blanks in his/her own handwriting. (Please attach a Japanese translation.)
4	1)Certificate of graduation	High school/college diploma. If none, a certificate of graduation (or of expected graduation), issued by the high school or the last school attended. (Please attach a Japanese translation.)
	2)Notary statements of academic record	Notary statements of academic record issued by the senior high school and the last school attended. (Please attach a Japanese translation.)
5	Documents certifying the applicant's learning history of Japanese	<ul style="list-style-type: none"> ■A copy of the certificate or the records of the results of the Japanese Language Proficiency Test Level N5. ■A copy of the certificate or the records of the results of the Japanese Language Proficiency Test Level N4. ■A copy of the certificate or the record of the results of the Japanese proficiency Test Level N1,2 or 3.(Or a copy of the examination card used for either of the above test.) ■An officially issued document certifying more than 150 hours of formal Japanese training. ■A copy of the certificate of J.TEST* for level E-F <p>*Test of Practical Japanese *Issued by a Japanese language educational institution, it should be filled out by a tutor or academic adviser.</p>
6	Certificate of employment (if applicable)	A certificate of employment, if the applicant currently holds a job. The certificate must be issued by the current employer, written on the company letterhead, with an authorized signature. (Please attach a Japanese translation.)
7	Written oath (Forms supplied by KJLTC)	
8	Physical examination certificate (Forms supplied by KJLTC)	Physical examination certificate issued by a medical institution within 3 months from the date of application.
9	1)Letter of agreement regarding payment (Forms supplied by KJLTC)	The guarantor must fill in, sign and seal the letter. (Please attach a Japanese translation.)
	2)Official documents showing the relationship between the Guarantor and the Applicant	Document issued by the authorized official / public institution. (Please attach a Japanese translation.)
	3)Official financial/ income statement or document showing availability of funds or assets to cover tuition and living expenses	
	4)Copy of a bank statement showing current balance of sufficient funds	Full name of account owner, amount of money, a period of time in which the money was deposited, the rate of interest, bank branch name, issuance date and etc. Copies should be clear and readable.

	5)Other documents describing the sources of finances	1.For those employed, please submit a certification of employment and (amount of) salary. 2.For those who serve on the board of public companies, please submit a Certificate of Corporation Registration and the corresponding Financial / Income statement 3.For the self-employment: Copy of business permit and Financial / Income statement. * In cases other than the abovementioned (No.1-3), please provide other documents showing the source of finances (Ex. Copy of the guarantor's entire bankbook) (Please attach a Japanese translation.)
10	Income Statement and Tax return receipts for the past (most recent) three years.	(Please attach a Japanese translation.)
11	Birth Certificate or Family Registry document (the original)	(Please attach a Japanese translation.)
12	Photographs	Four <u>color photographs</u> (sized 4cm (length) x 3cm (width) taken in the past 6 months) with applicant's name and nationality written on the back of each the photographs.
13	Copy of the Passport	Page/pages showing the photo, name, nationality, date of Birth, and date of issue and validity of the passport.

●Application fee

An application fee of JPY30,000 must be paid to the following bank account:

【Bank account information】

Name of the bank: RISONA BANK Kyoto Branch

Type of account : Ordinary saving account

Branch code : 501

Account number : 2050181

Name of account holder : Kyoto Nihongo Kenshu Center Nounyukakari

●Selection method

①Selection method

A written examination and an interview will be held at main cities.

※Applicants are evaluated based on screening of documents, a written examination and interview.

※Examination subjects, time and points allotment

	Examination subjects	Examination time	Points allotment
1	Japanese	30minutes	100points
2	English	30minutes	100points
3	Mathematics	30minutes	100points
4	Interview		

※Financial supporter or Guardian will attend with the applicant on the day of examination.

※If the applicant fails to take any of the above tests, he or she loses the qualifications to pursue the application process.

②Details of a written examination and an interview.

Applicants will be sent details of an examination and an interview (about Time and Place) via express mail.

③Notification of Results

The applicant must be informed of the notification of the selection result via express mail or from the KJLTC-designated institution.

● **School fees and other expenses.**

① School fees

	One-Year preparatory program	One-and-Half Year preparatory program
Admission fee	JPY50,000	JPY50,000
Tuition fee	JPY720,000	JPY1,080,000
Facilities fee	JPY20,000	JPY30,000
Instructional Material fee, extra-curricular activities fee	JPY30,000	JPY45,000
Total	JPY820,000	JPY1,205,000

② Contract costs of apartment

	fee	Notes
Contract costs (When you rent)	JPY140,000~JPY200,000	Deposit, Rent, Common service fee, Insurance, etc. included

③ Other charges

The above do not include the required ‘Medical examination’ and ‘Student insurance’ fees.

	One-Year preparatory program	One-and-Half Year preparatory program
Medical examination	(Annually) JPY 2,500	(Biannually) JPY 5,000
Student insurance (general type)	JPY17,900	JPY26,100
Total	JPY20,400	JPY31,100

※Medical examination fee

Students will take a medical examination once a year based on the school insurance law in Japan. (X ray photograph, urine test etc.)

※Student insurance for foreign students

This comprehensive insurance covers death, specific severe disability, nursing expenses, medical expenses, damage for household effects, expenses for guarantor. All students must enroll in this insurance program.

● **Completion of school enrollment procedures**

As soon as KJLTC gets the notice of approval of the Certificate of Eligibility from the Immigration Bureau of Japan in Osaka, we will send the applicant a copy of the Certificate of Eligibility to reside in Japan and other related documents; as well as information about payment of school fees.

To complete enrollment procedures, all tuition fees and other school fees must be paid via electronic bank transfer to the account below by a certain date or deadline set by the Admissions Office. Please note that failure to do so will lead to the cancellation or will be treated as withdrawal by default from the application and enrollment process.

*Submitted documents will not be returned to the applicant nor will the application fee be refunded.

● **Payment of school fees**

Please pay via electronic bank transfer to KJLTC’s account. As a proof, you should attach a

copy of the “APPLICATION FOR REMITTANCE” to your documents.

【Bank account information】

Name of the bank: RISONA BANK Kyoto Branch

Type of account : Ordinary saving account

Branch code : 501

Account number : 2050181

Name of account holder : Kyoto Nihongo Kenshu Center Nounyukakari

After the preliminary formalities are completed, we will send the successful applicant the Permit of Enrollment and the original Certificate of Eligibility to reside in Japan. Alternatively, the successful applicant may also receive these documents via KJLTC-designated institution.

●Refund of Tuition

In principle student contributions already paid are not refunded. However, certain amounts may be refunded in certain cases as described below.

- ① If a student who has obtained the Certificate of Eligibility for Resident Status is denied a visa by an embassy or consulate of Japan, or is refused entry to Japan, an amount equal to the student contribution minus the screening fee, admission fee and remittance handling fee is refunded to the student. In such cases the student is requested, to the extent possible, to return the admission permit, submit documentation confirming that the visa was denied, and furnish a receipt for the refunded contributions.
- ② If a student who has obtained the Certificate of Eligibility for Resident Status fails to apply for a visa and declines admission, an amount equal to the student contribution minus the screening fee, admission fee and remittance handling fee is refunded to the student. In such cases the student is requested, to the extent possible, to return the admission permit and Certificate of Eligibility for Resident Status and furnish a receipt for the refunded contributions.
- ③ If a student who has obtained a visa declines admission before entering Japan, an amount equal to the student contribution minus the screening fee, admission fee and remittance handling fee is refunded to the student *only* upon confirmation that the visa was unused and is invalid. In such cases the student is requested, to the extent possible, to return the admission permit, submit documentation confirming that the visa is invalid, and furnish a receipt for the refunded contributions.

●Admissions Application Procedures and Schedule

Application for first examination	-	For April 2018	Application Period: 3 July 2017 to 31 October 2017
		For October 2018	Application Period: 9 January 2018 to 27 April 2018
First examination	-	For April 2018	Mid - July 2017 to Late - October 2017 (scheduled)
		For October 2018	Mid - January 2018 to Late - April 2018 (scheduled)
Notification of the first exam Results	-	For April 2018	6 November 2017 (scheduled)
		For October 2018	1 May 2018 (scheduled)
Application for the second examination	-	The applicant must send all the required documents to KCG	
		For April 2018	7 November 2017 to 30 November 2017
		For October 2018	2 May 2018 to 31 May 2018
Document- based screening			
Notification of Admission	-	For April 2018	1 December 2017 (scheduled)
		For October 2018	1 June 2018 (scheduled)
Application for Certificate of Eligibility to reside in Japan	-	The proxy (KJLTC) submits application and related documents for applicant's Certificate of Eligibility	
		For April 2018	Submission of documents to the Immigration Bureau of Japan on or before 15 December 2017
		For October 2018	Submission of documents to the Immigration Bureau of Japan on or before 15 June 2018
Approval of Certificate of Eligibility	-	KJLTC sends school enrollment and housing (dormitory) documents and a copy of the Certificate of Eligibility to the applicant.	
		For April 2018	Late - February 2018 (scheduled)
		For October 2018	Late - August 2018 (scheduled)
School Enrollment (And housing procedures)	-	For April 2018	Early - March 2018 (scheduled)
		For October 2018	Early - September 2018 (scheduled)
Dispatch of the Certificate of Eligibility (Original) and Certificate of School admission	-	For April 2018	Mid - March 2018 (scheduled)
		For October 2018	Mid - September 2018 (scheduled)
· Application for Student visa · Acquisition of passport	-	For April 2018	Late - March 2018
		For October 2018	Late - September 2018
Approval and Issuance of Student Visa			
Entry into Japan and School enrollment	-	For April 2018	2 April 2018 to 4 April 2018
		For October 2018	1 October 2018 to 3 October 2018

kcg.edu Global Education Network

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Kyoto Japanese Language Training Center

京都日本語研修センター

Kyoto Japanese Language Training Center

Accredited by the Minister of Justice and authorized by the Ministry of Education as a preparatory school (presently there are only 21 approved schools in Japan).

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Kyoto Computer Gakuin

京都コンピュータ学院

Kyoto Computer Gakuin

Founded in 1963 as the first private computer institute in Japan. We have had an impressive record of achievement over 50 years. More than 40,000 graduates from our school are the center of information industry in Japan.

kcg.edu
Kyoto Computer Gakuin Automobile School

京都自動車専門学校

Kyoto Computer Gakuin Automobile School

We foster automobile mechanic with the advanced IT skills and knowledge that can keep up with the technology of next-generation vehicles.

kcg.edu
The Kyoto College of Graduate Studies for Informatics

京都情報大学院大学

The Kyoto College of Graduate Studies for Informatics

The objective of our school is to train information technology professionals with strong practical knowledge of the current real business practices, a solid theoretical background, and a creative and innovative spirit which will enable them to meet the demands of society and to be responsible for the current and future generations. Students can obtain a Master of Science degree in the field of Information Technology (M.S. in IT).

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Kyoto Computer Gakuin - Beijing

KCG Beijing Office

Kyoto Computer Gakuin - Beijing

This branch office was established in the Parliament Library Building of Beijing in 2002, as base of deeper academic exchange with Chinese universities. Presently it is scaling up its efforts to support IT education in China.

kcg.edu
Kyoto Computer Gakuin - New York

KCG New York Office

Kyoto Computer Gakuin - New York

The office was established in WTC in 2000 as a base of overseas projects of the KCG group.. The office was moved to the Rockefeller Center in 2004 and resumed operations after the terrorist attacks in NYC.

●For inquiries, please contact:

The Admissions Office
Kyoto Computer Gakuin
10-5 Teranomae-cho, Nishikujo, Minami-ku
Kyoto City, Kyoto 601-8407, Japan
TEL +81-(0)75-681-6334
FAX +81-(0)75-681-6335

Kyoto Japanese Language Training Center,
Kyoto Computer Gakuin Kamogawa Campus
11 Simoyanagi-cho Tanaka, Sakyo-ku
Kyoto City, Kyoto 606-8204, Japan
TEL +81-(0)75-751-1121
FAX +81-(0)75-751-8839
<http://www.kjltc.jp/>
E-mail:kjltc@kcg.ac.jp



1. At JR Kyoto Station, take a subway train, and get off at Imadegawa Station. Get on a city bus (No.201 or 203) and get off at Demachiyana eki-mae.
3. At Kyoto Station, take a city bus(No.4 or 17)

Privacy Policy

The KCG group is comprised of the Kyoto College of Graduate Studies for Informatics, the Kyoto Computer Gakuin (Rakuhoku Campus, Kamogawa Campus, Kyoto-Ekimae Campus), the Kyoto Japanese Language Training Center, KCG Career, Inc. and KCG Co., Ltd.--- all globally-oriented educational institutions.

We, at KCG, respect your privacy. The KCG group is committed to protecting your privacy. The following points outline the essence of our Privacy Policy and how we handle the information we collect from you.

1. The KCG group collects and handles your personal information based on respect.
2. The KCG Group collects personal information through legal means and methods.
3. The KCG Group manages with utmost care the collected personal information for the more effective implementation of education and instructional methods.
4. The KCG Group is concerned about your privacy and is committed to protect your personal information from all kinds of infringements or potential risks.
5. The KCG Group endeavors to heighten the awareness about the protection of privacy among its faculty, staff and students by establishing and observing a strict regulatory environment and continually reviewing and improving the structures involved in the implementation of all related measures.
6. The KCG Group is committed to observe the laws and ordinances stipulating the access and use personal information.

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Kyoto Japanese Language Training Center

URL: <http://www.kjltc.jp/>

E-mail: kjltc@kcg.ac.jp