

# Student Admissions

## 2024

### For Prospective International Applicant

**keg.edu**

Kyoto Japanese Language Training Center

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Ministry of Education, Culture, Sports, Science and Technology

“Preparatory course” designated school

Notified by the Minister of Justice Japanese language institute

**京都コンピュータ学院鴨川校  
京都日本語研修センター**

Kyoto Computer Gakuin Kamogawa Campus Kyoto Japanese Language Training Center

## 1. Programs offered (Content and Capacities)

Semester start	Course Programs	Content	Enrollment Numbers
April	Preparatory Program (year)	Preparatory course to learn Japanese, English, mathematics for people entering the Japanese higher education institution (university, special vocational school).	60 students
October	Preparatory Program (1.5 years)		60 students

### Preparatory course

In order to enter a higher education institution in Japan, it is a requirement that students have completed 12 years of education either in Japan or their home countries. Even if the students do not meet these requirements, they can still become eligible to apply for higher education institutions in Japan after completing our preparatory programs. Preparatory courses are required to be authorized by the Ministry of Education, Culture, Sports, Science and Technology.

The KJLTC's programs are authorized by the Ministry of Education, Culture, Sports, Science and Technology.

## 2. Qualifications for Application

Applicant must satisfy all of the following conditions.

- ① The applicant must be a high school graduate, a holder of diploma equivalent to high school graduate or other similar qualifications certifying successful completion of tests and requirements of general education (high school level).
- ② The applicant must have abilities equivalent to Level N5 (former Level 4) of the Japanese Language Proficiency Test (or higher) and is willing to continue studying Japanese.
- ③ The applicant must have basic academic ability necessary in Japanese higher educational institutions (universities or special vocational 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 of age (for university graduates).
- ⑤ The applicant must be able to finance tuition, other school fees and living expenses as a student in Japan.
- ⑥ The applicant must be physically and mentally healthy to perform the duties of a student and follow 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.

## 3. Selection Methods for Admission

### ① Selection method

A written examination and an oral examination/interview will be conducted.

- ※ Applicant is evaluated based on the paper/documents review, written examination and oral examination/interview.
- ※ Examination subjects, time and points allotted.

	Examination subjects	Examination time	Points allotted
1	Japanese	30minutes	100points
2	General (English/ Mathematics)	30minutes	100points
3	Interview	30minutes	

- ※ Oral examination/interview will be held at the designated venue or online live video (such as Zoom). Those who attend the online oral examination should prepare the pc, microphone, speaker, headphone and Internet environment at home in advance. Applicant's facial information is necessary for the examination.
- ※ If the applicant fails to take any of the above tests, he/she loses the qualifications to continue the application process.

- ② Details of the written and oral examination/interview.  
The time and place of the examinations will be notified to the applicant via e-mail or from the KJLTC-designated office before the examination.

## 4. Application Procedures

Applicant must submit all documents listed below before application deadlines.

- ※ Applicant can confirm the arrival of the application documents by themselves with the post office underwriting number or the tracking number of the international courier company.  
For applicant in Japan: Registered mail after writing “Foreign students admission application documents” in red on the front of the envelope.  
For applicant outside of Japan: Express Mail Service (EMS) or International Courier Service.

### • Periods of Application:

Courses	Periods
Preparatory Program (1 year) (April term 2024)	July 3, 2023, Monday to October 27, 2023, Friday
Preparatory Program (1.5 years) (October term 2024)	January 8, 2024, Monday to May 17, 2024, Friday

- Address 〒601-8407 京都市南区西九条寺ノ前町 10-5  
京都コンピュータ学院 留学生入学事務室  
10-5, Nishikujoteranomae-cho, Minami-ku, Kyoto-shi, Kyoto 601-8407 Japan  
Admission Office, Kyoto Computer Gakuin
- ※ Personal information described in application documents, etc. will be strictly managed by the KCG group and only used as (1) information confirmation or contact information for school selection and examination processes and (2) selection materials at the time of admission Office. The privacy policy of KCG group can be found on the website at [https://www.keg.ac.jp/site\\_policy.html](https://www.keg.ac.jp/site_policy.html)

## 5. Required Documents for Admission

Please attach a Japanese translation of documents issued in other languages (Alternatively, English or Chinese translations are also acceptable.)

- ① **Application for Admission** (use form provided by KJLTC; please attach a photo and write your name on the back in Japanese.)
- ② **Specific reason for studying Japanese** (use form provided by KJLTC)
- ③ **Certificate of graduation (completion) and transcript of the highest education institution**
  - ※ Please submit a graduation certificate or expected documentation transcript from a university, etc.
  - ※ Self-study history is not included as part of education history.
- ④ **Certificate by the Ministry of Education of China Degree Center** (Only for Chinese applicant)
  - ※ 中国高等教育学生信息网(学信网) <http://www.chsi.com.cn/>
  - Certificate of final high school graduation examinations and entrance examination of colleges and universities.
  - ※ If applicant has not taken these examinations, please submit a letter stating reasons.
  - For graduates of vocational high school, secondary vocational school, and technical school, the diploma certificate should be submitted.
- ⑤ **Documents certifying the history of learning Japanese language**

The address of the educational institution, contact information, study period, weekly and daily study schedule (in hours), and school holidays including closed days (if the school is closed on public holidays, please specify dates), as well as the total hours already studied, the total number of days studied, the attendance rate, and the number of days attended, should be clearly written on the Japanese language

learning certificate submitted.

⑥ **An application fee of JPY 30,000**

Please go to the bank to transfer. For details, please refer to the Section 10. Important notes for filling in application documents.

⑦ **Copy of JLPT, EJU, J.TEST, BJT Business Japanese Proficiency Test, etc.**

⑧ **Copy of Passport**

Pages showing date of issue, nationality, name, date of birth, sex, validity of the passport, Japan visa and landing permission, etc.

⑨ **Health Certificate** (use form provided by KJLTC) issued by a medical institution within 3 months before the application.

⑩ **Oath** (use form provided by KJLTC)

⑪ **A copy of residence card (only for applicant in Japan)**

Copy residence card both side (front and back).

⑫ **Postage stamp for pass / fail notification (only for applicant in Japan)**

Enclose a stamp worth 500 yen.

⑬ **Certificate of expected completion and Certificate of enrollment, Grades transcript and Attendance certificate (only for applicant in Japan)** (certified copy issued by the relevant academic institution, such like Japanese language school, etc.)

If Certificate of expected completion is not available, submit the certificate of enrollment. If already graduated, submit the certificate of completion instead. All documents should be issued within 3 months before the application.

⑭ **Certificate of enrollment, Grades transcripts and Attendance certificate for previous stay in Japan (only for applicant outside of Japan)**

All documents should be issued within 3 months before the application.

⑮ **Career History and Certificate of Employment (optional)**

This is required only if applicant has work experience or are currently employed.

⑯ **Additional documents (optional)**

Applicants may submit additional documents other than the ones listed above for further clarification of their application (A document that certifies the applicant's qualification; career history or publication, recommendation letter etc.)

※ Once accepted, the application documents and admission fee will not be returned.

※ No changes to the application documents will be accepted after the application documents have been accepted.

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## 6. Notification of Results

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Applicant will receive a notification of the results via e-mail or express mail.

※ The result will be sent to the applicant within 1 week after the interview.

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## 7. About Residence Status

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Applicants are required to hold a student visa or other types of valid visa status (permanent resident etc.) that enables her/him to reside in Japan until graduation. Check the details from below.

1) Applicants who have visa status (residing in Japan)

The school will provide a document called "Affiliation organization" in order to fill the form for visa application to the following applicants: an applicant who already holds a student visa and is required to renew her/his period

of stay; an applicant who needs to change her/his residing status to “student” from another type of visa. After the admission procedure, please inform us and proceed with your visa application, depending on your current visa status.

2) Applicants who do not have visa status (residing in overseas)

The school will send an official request on behalf of applicants who passed the admission exams to the Regional Immigration bureau to issue a “Certificate of eligibility” (COE). Once the Regional Immigration bureau issues the COE, the school will send it to the applicant via mail. Please apply for a student visa at the Japanese embassy/consulate in the receiving country. It takes about 3 months to obtain a COE, so please submit the following documents required for issuing a “Certificate of Eligibility” after the admission procedure.

① **Letter of Financial Support**

Letter of supporter affirming ability to cover all costs and fee during the duration of enrollment.

(The letter should be written in supporter’s native language, with Japanese translation attached.)

※ Please describe in detail the circumstances in which supporter (one who takes responsibility for payment of expenses) is not the applicant or the applicant’s parent.

② **Documents certifying the employment certificate of supporter and the amount of income for the past three years**

Submit a certificate of employment if supporter works for a company, a copy of the corporate register if supporter is an officer of the company, etc., and a copy of the business permit if supporter is an individual manager.

※If supporter resides in Japan, submit the Certificate of Residence of supporter. All documents should be issued within 3 months before the application.

③ **Documents certifying funds such as the original deposit balance certificate of supporter (only for applicant outside of Japan)**

Original certificate of deposit, copy of existing deposit, etc. All documents should be issued within 3 months before the application.

④ **Official document showing relationship of supporter with applicant (only for applicant outside of Japan)**

For Chinese applicant, submit the Notarial Certificate of Kinship. All documents should be issued within 3 months before the application.

⑤ **Certified copy of household register (or Family Registry documents) (only for applicant outside of Japan)**

Household register of family members including both the applicant and supporter.

For Chinese applicant, a copy of the Household Register and a copy of the Resident Identity Card.

⑥ **Four photographs** (sized 4cm (length) x 3cm (width))

Taken within the past 3 months with the applicant’s name and nationality written on the back of each photograph.

⑦ **A career plan letter** that describes your reason for studying and your desired career path after your study. (Only for applicants who have completed their previous education 5 years prior to application.)

\* If the documents are incomplete, we cannot apply for the Certificate of Eligibility on your behalf.

\* Please confirm. Additional documents may be requested by the Immigration Bureau. Correctly indicate the number of times you have applied for issuance and the number of times you have been issued. In addition, all

submitted documents and if the application is rejected due to false information regarding the contents of the application, we will not accept a re-application at our university.

\* The “Certificate of Eligibility for Resident Status” will be examined by the Immigration Bureau, and visa acquisition will be examined by the Japanese embassy or consulate in the country of residence. The university will not take any responsibility for issuance or non-issuance.

## 8. Admission and Enrollment Procedures

KJLTC will send the copy of the “Certificate of Eligibility” and document of “information about payment of school fees” to the applicant after getting the notice of approval of the “Certificate of Eligibility” from the Immigration Services Agency of Japan (Osaka branch).

School fees and other charges must be transferred to the designated account before the due date prior to completing the enrollment application. Please note that if the application is not complete by the due date, the application would be treated as cancellation / withdrawal.

After the applicant completes all the admission procedures, KJLTC will send the "Certificate of Enrollment" and original document of "Certificate of Eligibility" to the applicant through the designated office or by mail.

Failure to complete the application by the specified date would cause cancellation by default and will be considered as non-willingness to enroll by applicant’s side. If applicant declines admission, contact Admission Office immediately.

## 9. School fees and other charges

### ① School fees

Items	Preparatory Program (1year)	Preparatory Program (1.5 years)
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
<b>Total</b>	<b>JPY820,000</b>	<b>JPY1,205,000</b>

Note 1. The admission fee will be paid only in the first year.

Note 2. In the case that the applicant submits a formal written application to cancel admission before the semester begins (March 31 for spring term students; September 30 for fall term students), fees (without the admission fee) will be refunded after the calculation of various expenses. In other cases, there is no refund in principle. Accepted application documents and transferred fee will not be returned. And, once accepted, the admission fee will not be returned.

### ③ Other charges

The above does not include the required medical examination and student insurance fee.

Item	Preparatory Program (1year)	Preparatory Program (1.5 years)
Health and Life Insurance for foreigners in Japan	JPY10,000	JPY15,000

### ※ Health and Life Insurance for foreigners in Japan

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

## 10. Important Notes for Filling in Application Documents

● **Filling out application for Admission**

- Be sure to provide accurate information regarding your present address/phone number. So that we can directly contact you.
- Please write your name and nationality on the back of each photo.

● **Certificates Documents**

- Documents should be issued within 3 months before the application.

● **Certificates Documents copies**

- Clear color copy of A4 size (monochrome copy is possible).

※Once accepted, the application documents and admission fee will not be returned.

● **Payment of Application Fee**

To transfer

銀行名：りそな銀行 京都支店  
 口座種類：普通預金  
 支店番号：501  
 口座番号：2050181  
 口座名義：京都日本語研修センター 納入係

RESONA BANK KYOTO BRANCH (Branch Code No.501)  
 Ordinary Deposits 2050181 (Swift Code:DIWAJPJT)  
 Kyoto Nihongo Kenshu Center Nounyukakari

※In the case of money transfer outside of Japan, the application fee of JPY 31,500 including the commission and charge of (about JPY 1,500) collected by the receiving bank in Japan must be paid via electronic bank transfer to the designed bank account.

※Contact Admission Office if you cannot send money in Japanese Yen.

※Submit a copy of the “Approved Bank Remittance Slip” together with the other documents to KJLTC.

※Please write the applicant’s name as the sender of the bank remittance.

※Once accepted, the admission fee will not be returned.

**Admission Application Procedures and Schedule**

Application for first examination	For April 2024	Application Period: 3 July 2023 to 27 October 2023
	For October 2024	Application Period: 8 January 2024 to 17 May 2024
First examination	For April 2024	Mid - July 2023 to Late - October 2023(scheduled)
	For October 2024	Early - January 2024 to Mid – May 2024 (scheduled)
Notification of the first exam results	For April 2024	3 November 2023(scheduled)
	For October 2024	24 May 2024 (scheduled)
Application for the second examination	The applicant must send all the required documents to KJLTC	
	For April 2024	2 October 2023 to 27 October 2023
For October 2024	22 April 2024 to 17 May 2024	
Document-based screening		
Notification of admission	For April 2024	3 November 2023 (scheduled)
	For October 2024	24 May 2024 (scheduled)
Application for the Certificate of Eligibility to reside in Japan	The proxy (KJLTC) submits application and related documents for the Certificate of Eligibility	
	For April 2024	Submission of documents to the Immigration Services Agency of Japan on or before 17 November 2023
	For October 2024	Submission of documents to the Immigration Services Agency of Japan on or before 31 May 2024

Results of the Certificate of Eligibility	-	For April 2024	Late - February 2024 (scheduled)
		For October 2024	Late - August 2024 (scheduled)
Distribution of School Enrollment Documents	-	For April 2024	Early - March 2024 (scheduled)
		For October 2024	Early - September 2024 (scheduled)
Distribution of the Certificate of Eligibility (original)	-	For April 2024	Mid - March 2024(scheduled)
		For October 2024	Mid - September 2024 (scheduled)
Application for student visa and acquisition of passport	-	For April 2024	Late - March 2024
		For October 2024	Late - September 2024
Approval and issuance of student visa			
Entry into Japan and school enrollment	-	For April 2024	25 March 2024 to 29 March 2024
		For October 2024	24 September 2024 to 27 September 2024

● **Contact**

**Enrollment Inquiries**

Admission Office  
 Kyoto Computer Gakuin  
 10-5 Teranomae-cho, Nishikujo, Minami-ku  
 Kyoto Shi, Kyoto 601-8407, Japan  
 TEL +81-(0)75-681-6334  
 FAX +81-(0)75-671-1382

**Location of KJLTC**

Kyoto Computer Gakuin Kamogawa Campus  
 Kyoto Japanese Language Training Center  
 11 Simoyanagi-cho Tanaka, Sakyo-ku  
 Kyoto-Shi, 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](mailto:kjltc@kcg.ac.jp)



\* Take a subway train from Kyoto station to Imadegawa station, then take a Kyoto city bus No.201 or No.203, get off at Demachiyana eki-mae.

\*Take a Kyoto city bus No.4 or No.17 from Kyoto station, get off at Demachiyana eki-mae.

\*Get off at the Demachiyana of Keihan Railway, walk south.



## **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 with utmost 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 effective implementation of educational and instructional methods.**
- 4. The KCG Group is concerned about your privacy and is committed to protecting your personal information from all kinds of infringements and 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 of personal information.**

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