

2024

Application Requirements

Katugaku Shoin

活学書院

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I Course overview

Preparatory course

Admission period	Course	Application period	Capacity
April	1 year or 2 years course	September 1 ~ September 30	300 students in total
July	1 year and 9 months course	January 1 ~ January 31	
October	1 year and 6 months course	April 1 ~ April 30	
January	1 year and 3 months course	July 1 ~ July 31	

End time: The course ends at the end of March.

Class hours: Monday to Friday (5 days a week), 4 classes a day

Part 1 <morning class> 9:00-12:50

Part 2 <afternoon class> 13:10-17:00

II Eligibility:

- ① Those who have completed 12 years or more of school education or equivalent courses abroad.
- ② Under 25 years old (high school graduates under 21 years old, university graduates under 25 years old)
- ③ Those who have the Japanese Language Proficiency Test N5 or higher. Or those who have studied Japanese for 150 hours or more.
(JLPT Level 5, BJT 300 points or higher, J-TEST FG 250 points or higher, NAT-TEST Level 5 or higher, TOP-J Elementary A or higher, J-cert beginner level or higher JPT score of 315 or higher, etc.)

III Application method:

If you wish to visit the school and complete the procedures in person, please come to the school office with the application form.

If you are submitting the application documents by mail, please send them to the address below.

Address: 604-8822 京都市中京区壬生辻町11番地1 活学書院 募集担当 宛

Address: 604-8822 Kyoto-shi, Nakagyo-ku, 11-1 Mibutsujicho, Katsugaku Shoin, Recruitment Section

IV Selection method

After document screening, applicants and their financial sponsors will be interviewed, and the acceptance will be determined after a strict screening.

V Flow from application to admission

- ① Submission of visa application documents (applicant ➡ school)
- ② Submission to the Osaka Immigration and Immigration Bureau after internal document screening (school ➡ immigration)
- ③ Issuance of Certificate of Eligibility (Immigration Office ➡ School)
- ④ Payment of tuition (applicant ➡ school designated bank account)
- ⑤ Sending Certificate of Eligibility and Admission Permit (School ➡ Applicant)

- ⑥ Apply for a visa at a Japanese embassy or consulate abroad (Applicant ➡ Embassy)
- ⑦ Arrive in Japan after obtaining a visa (applicant ➡ school)
- ⑧ Placement Test/Orientation (Admission)

VI Documents to be submitted

Documents about the applicant

- 1、 Complete set of application forms (original) (Please attach 3 forms designated by the school and the statement of reasons for studying abroad on a separate sheet)
The form must be entered on a computer and signed by the applicant himself/herself.
Please fill in your academic background and non-educational background accurately and completely. If there is a blank period, please attach the instructions.
If more than 5 years have passed since your last education, please clarify your purpose of studying abroad.
In the statement of reason for studying abroad, please clarify the purpose of studying abroad, and describe in detail the reasons for studying abroad, future dreams, etc.
- 2、 Passport copy or identification card.
- 3、 Final educational diploma or graduation certificate (original)
- 4、 Final academic transcript (original)
- 5、 Japanese Language Proficiency Test Pass Certificate (according to the form specified by the Immigration Bureau)
Pass certificate for immigration certification such as JLPT, J-TEST, NAT-TEST, TOP-J, J-cert.
If you do not have the certificate above, please submit a certificate of Japanese language study of 150 hours or more.
- 6、 Certificate of learning Japanese (original)
Created at the institution where I studied Japanese. Please fill in details such as daily and weekly study hours, study period, total number of study hours, study institution name, address, contact information, etc.
- 7、 Certificate of employment (original)
Submit if you have work experience. Please fill in details such as current position, company address, phone number, etc.
- 8、 8 photos 4 cm long x 3 cm wide

Materials related to financial sponsor

- 1、 Statement of financial support (original) (1 form specified by the school)
Enter it on a computer and the sponsor will sign it in his/her own handwriting. Please fill in details such as the relationship with the applicant and the history of financial support.
- 2、 Family relationship certificate (original)
- 3、 Bank balance certificate (original)
- 4、 Bank transaction certificate (original)
*If you cannot submit No. 4, please submit No. 5 to No. 8 below.
- 5、 Description of fund formation process (original)
- 6、 Certificate of employment (original)
Enter the date of joining the company, length of employment, duties, etc. in detail.
- 7、 If you are self-employed, please submit your business license. If you are a corporate officer, please submit a certified copy of the corporate registry.
- 8、 Income certificate (original) and tax payment certificate (original)
Please submit from the past year. Issued by your employer or local government.
- 9、 Written oath (original)
Signatures of applicant and sponsor are required.

Points to keep in mind when submitting documents

- Submitted documents will be submitted to the Osaka Immigration Bureau after strict screening at our school. Thank you for your cooperation as we may ask you to make revisions many times before submission. Please note that there will be a request to submit additional documents even after submitting the immigration, so please respond promptly in that case.
- Please be sure to attach a Japanese translation to all submitted materials. If the quality of the translation is poor, there are cases where it fails the examination.
Please specify the translator's name, affiliation, and contact information.
- The originals of the application documents will be submitted to the Immigration Bureau, so please be sure to keep a copy for your records.
- Please submit documents on A4 paper as much as possible.
- If you have stayed in Japan in the past or have applied for a Certificate of Eligibility, please be sure to fill in this form.
- If you have relatives living in Japan, please fill in a copy of your residence card (front and back) and your place of work and school in detail.

VII Expenses such as school fees and entrance fees

1、 List of Tuition Fees and Entrance Fees

Unit: Japanese yen

Tuition and related fees	1st year(yearly)	Related to daily life fee (not incl. dormitory fee)	Amount	Remarks
Application fee	33,000	Entrance fee	30,000	Dormitory prepares procedural and facility fees
Admission Fee	55,000	Dormitory guarantee fee	30,000	Repair, cleaning and unpaid utility bill after movement.
Tuition Fee	633,600	Insurance fee (for 1 year)	12,000	Fire, broken, cycle, medical checkup and etc.
Maintenance Fee	44,000	Health Insurance (for 1 year)	23,000	For Public National Health Insurance
Textbook fee and Extracurricular Activity fee	22,000	Bedding fee	8,000	Futon and coverlets
Charge of Bank	4,000	Boarding fee	105,000	※
The above total (First year's invoiced amount)	791,600	Sub Total	208,000	
		Total Amount of Yearly	999,600	

- ※ Entrance fee includes expenses during entrance period and facility fees (bed, electricity etc.)
- ※ Guarantee fee is expenses such as repairing and cleaning when leaving the dorm permanently.
- ※ Insurance fees include disaster insurance, accident insurance, health insurance etc.
- ※ Boarding fee is a deposit. The monthly fee varies depending on the dormitory.

2nd year's Tuition and others	April student	July student	October student	January student
Tuition Fee	633,600	475,200	316,800	158,400
Facility Fee	44,000	33,000	22,000	11,000
Learning resources and extra-curricular activities	22,000	16,500	11,000	5,500
Guarantee/Insurance	12,000	10,000	8,000	6,000
National health insurance	23,000	17,250	11,500	5,750
The above total	734,600	551,950	369,300	186,650

*The above amount includes 10% consumption tax.

2、 Student dormitory monthly rent:

Single room: 45,000 yen, Double room: 31,000 yen, 4~6 rooms: 21,000 yen

As a general rule, students must live in student dormitories from the time they enter the university until they graduate. If you have a special reason, please contact us.

VIII Other expenses

1、 In addition to the above fees, there will be a stamp fee of 1,000 yen, a transportation fee of 5,500 yen from the airport to the dormitory for the first year, and a Japanese language proficiency test fee of 7,500 yen per session.

2、 A fee will be charged for remittances from overseas. If the fee is deducted from the remittance, it will be collected from the student after arriving in Japan.

IX About tuition refund

1、 If the Certificate of Eligibility is not issued, only the Application fee will be collected.

2、 If a visa is not issued after the Certificate of Eligibility is issued, or if a visa is issued but enrollment is canceled, the

Certificate of Eligibility and Admission Permit will be returned, and the Application fee and Admission fee will be deducted and refunded. The transfer fee for the refund will be borne by the applicant.

3、 After enrollment, tuition fees will be processed in accordance with school regulations.

X About scholarship

1、 Foundation Scholarship: 1 person 100,000 yen per month (1.2 million yen per year)

2、 Scholarship for Privately Financed International Students (Ministry of Education, Culture, Sports, Science and Technology): 30,000 yen per month (360,000 yen per year)

3、 In addition, awards such as perfect attendance awards, diligence awards, and effort awards are given on a regular basis.