

2025

# 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	360 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 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 Office)
- ③ Issuance of Certificate of Eligibility (Immigration Office → School)
- ④ Payment of tuition (Applicant → School's 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. Copy of passport or identification card.
3. Diploma or graduation certificate from your final academic background (original)
4. Final academic transcript (original)
5. Japanese Language Proficiency Test Pass Certificate (according to the form specified by the Immigration Bureau)  
Accepted certificates from Immigration approved tests 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 you 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)  
Fill the form on computer and the sponsor should 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**

1. 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.
2. 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.
3. The originals of the application documents will be submitted to the Immigration Bureau, so please be sure to keep a copy for your records.
4. Please submit documents on A4 paper as much as possible.
5. 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.
6. 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 Tuition, dormitory and other fees**

Prices are in Japanese Yen

Tuition and related fees	1st year	Other fees (not incl. dormitory fee)	Amount	Remarks
Application fee	33,000	Entrance fee	30,000	Dormitory preparation and facility fees
Admission fee	55,000	Dormitory guarantee fee	30,000	Repairment, cleaning and unpaid utility bill after moving out
Tuition fee	660,000	Insurance fee (for 1 year)	12,000	Insurance for fire, damage, bicycle, medical checkup, etc.
Maintenance fee	44,000	Health insurance (for 1 year)	23,000	For public national health insurance
Textbook and extracurricular activities	33,000	Bedding fee	8,000	Futon and coverlets
Bank transfer fee	4,000	Boarding fee	105,000	※
The above total	829,000	Sub Total	208,000	
<b>Total amount</b>		<b>1,037,000</b>		

The above amount includes 10% tax

Prices are in Japanese Yen

2nd year's Tuition and other fees	April intakes	July intakes	October intakes	January intakes
Tuition Fee	660,000	495,000	330,000	165,000
Facility Fee	44,000	33,000	22,000	11,000
Learning resources and extra-curricular activities	33,000	24,750	16,500	8,250
Guarantee/Insurance	12,000	10,000	8,000	6,000
National health insurance	23,000	17,250	11,500	5,750
The above total	772,000	580,000	388,000	196,000

The above amount is included 10% tax

**Boarding fee (monthly) :** Room for 1 person (45,000 yen per person) ,  
Room for 2 person (31,000yen per person)  
Room for 4 to 6 person (21,000 yen per person)

### VIII Other required costs

1. "Hanko" 1,000 yen, transport expenses from KIX airport to dormitory 5,500yen and JLPT 5,500yen.
2. A handling fee will be charged for remittances from overseas. If the fee is deducted from the remittance, it will be collected from the student after he/she arrives in Japan.

### IX Tuition refund policy

1. If the Certificate of Eligibility is not issued, only the screening 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 the applicant decides not to enroll, the screening fee and enrollment fee will be deducted and refunded after the Certificate of Eligibility and Letter of Acceptance are returned. The applicant must pay the bank transfer fee for the refund.
3. Tuition and fees after enrollment will be handled in accordance with the school regulations.

### IX Scholarships

1. Foundation Scholarship: 100,000 yen per month for one student (1.2 million yen per year)
2. Student Scholarship for Privately Financed International Students (Ministry of Education, Culture, Sports, Science and Technology): 30,000 yen per month for one student (360,000 yen per year)
3. In addition, awards are given periodically for perfect attendance, diligence, and effort.