

2026

Application Requirements

Katugaku Shoin

活学書院

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I Course overview

Preparatory Course

Admission period	Course	Application period	Capacity
April	2 years course	September 1 ~ September 30	320 Students
October	1 year and 6 months course	April 1 ~ April 30	40 Students

Enrollment period	Course	Purpose	Target Level	Goals to Be Achieved
April	2 years course	To Proceed	JLPT N5 (CEFR A1) Over 150 hours of study experience	JLPT N2 (CEFR B2)
October	1 year and 6 months course	To Proceed	JLPT N4 (CEFR A2) Over 300 hours of study experience	JLPT N2 (CEFR B2)

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> 9:00~12:35

Part 2 <afternoon class> 13:15~16:50

※ Whether you are assigned to the morning or afternoon class will be “determined based on your Japanese proficiency level and class capacity.”

II Eligibility:

- ① Those who have completed 12 years or more of school education or equivalent courses abroad.
- ② Over 17 years old.
- ③ **For students enrolling in April, applicants must have Japanese proficiency equivalent to JLPT N5 or higher (CEFR A1 or higher), or have completed at least 150 hours of Japanese language study.**
(JLPT Level 5、BJT 300 points or higher、J-TEST FG250points 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.)
- ④ For students enrolling in October, applicants must have Japanese proficiency equivalent to JLPT N4 or higher (CEFR A2 or higher), or have completed at least 300 hours of Japanese language study.

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 (In Japanese): 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 (In English) : 604-8822 Kyoto, Nakagyo-ku, 11-Mibutujimachi, Katugaku 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 3 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 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 4cm long x 3 cm wide ※ “Photo taken within the last three months. Please write your name on the back.”

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

- 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 of A4 paper as much as possible.
- 5、 If you have stayed in Japan in the past or have applied for 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 Expenses such as school fees and entrance fees

1、 List of Tuition Fees and Entrance Fees

Unit : Japanese yen

Tuition and related fees	1 st year (yearly)		Related to daily life fee (not incl. monthly hostel fee)	Amount	Remarks
Screening fee	33,000		Hostel move-in fee	50,000	Hostel prepares procedural and facility fees
Enrollment Fee	55,000		Security deposit	10,000	Repair, cleaning and unpaid utility bill after movement.
Tuition Fee	660,000		Insurance premium (life and liability)	12,400	Fire, broken, cycle, medical checkup and etc.
Facility Fee	44,000		"Futon" fee, etc	8,000	Futon and coverlets
Learning resources and extra-curricular activities	33,000		National health insurance	27,600	Compulsory membership. Medical expenses are to be 30%.
Bank commissions paid	4,000		Hostel fee deposit	105,000	
The above total	829,000		The above total	213,000	

① Lump-Sum Payment 1,042,000 Yen	② Installment Payments Before Arriving in Japan. 700,000 Yen After Arriving in Japan 360,000 Yen
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- ※ The above amount includes 10% consumption tax.
- ※ Residents of Japan are required to enroll in the National Health Insurance program. When receiving medical treatment at a hospital, 70% of the cost is covered by insurance, and 30% is paid out-of-pocket.
- ※ "Guarantee/Insurance" : This insurance covers a wide range of issues.

Unit : Japanese yen

2 nd year's Tuition and others	April student	October student
Tuition Fee	660,000	330,000
Facility Fee	44,000	22,000
Learning resources and extra-curricular activities	33,000	16,500
Insurance premium (life and liability)	12,400	8,000
National health insurance	27,600	13,800
The above total	777,000	390,300

※ The above amount includes 10% consumption tax.

2、Student Hostel Monthly Rent :

Single Room 45,000 yen, Double Room 31,000 yen, (4–6 people Room) 21,000 yen

As a general rule, students are required to live in the student hostel from the time of enrollment until graduation. Exceptions may be considered upon consultation for those with special circumstances.

VIII About Other Fees

- 1、 In addition to the above fees, there is a 1,000yen fee for a personal seal and a 5,500yen transportation fee for the first year's trip from the airport to the hostel. Please note that those wishing to take the Japanese Language Proficiency Test will be charged an additional 7,500 yen per test after arrival.
- 2、 A fee applies to money transfers from overseas. If the transfer is made after the fee has been deducted, the student will be required to pay the difference upon arrival in Japan.

IX Policies on Refunds of Tuition and Other Fees

- 1、 If a Certificate of Eligibility is not issued, we will refund the full amount, excluding the application fee and remittance fees.
- 2、 If a visa is not issued after the Certificate of Eligibility is issued, or if a visa is issued but you decide to withdraw your application for admission, we will refund all fees except for the application fee, enrollment fee, and remittance fees. If you withdraw your application for admission before paying tuition, we will charge the application fee and enrollment fee.

(After Enrollment)

■ After enrollment, tuition, facility fees, insurance premiums (life and liability) that have already been paid, move-in fees, security deposits, and bedding costs for the first six months are non-refundable. If you withdraw from the program earlier than originally planned, a refund will be issued based on the calculation method below, excluding tuition and facility fees for the first six months, insurance premiums (life and liability—which are non-refundable since coverage has already been activated), move-in fees, security deposits, and bedding costs. However, a cancellation processing fee of 33,000 yen will apply. If the total refund amount is less than the cancellation processing fee, no refund will be issued.

① Tuition and facility fees will be refunded on a quarterly basis.

• 3 Months of Tuition:

(April 2024 Intake / October 2024 Intake) 3 months: 158,400 yen (including 10% consumption tax)

(April 2025 Intake) 3 months: 165,000 yen (including 10% consumption tax)

(April 2026 Intake) 3 months: 165,000 yen (including 10% consumption tax)

• Facility Fees:

(April 2024 and October 2024 intakes) 3 months: 11,000 yen (including 10% consumption tax)

(April 2025 Intake) 3 months: 11,000 yen (including 10% consumption tax)

(April 2026 Intake) 3 months: 11,000 yen (including 10% consumption tax)

② Refunds for National Health Insurance premiums, educational materials and extracurricular activity fees, and rent deposits will be issued based on the calculation methods described below.

- National Health Insurance : Refunds will be issued for amounts not yet paid to the municipality (excluding amounts already paid or scheduled to be paid).
- Textbook fees: Refunds will be issued after deducting the cost of textbooks already distributed and copying fees, etc. (1,000 yen per month).
- Extracurricular activity fees: Refunds will be issued if the student did not participate (however, no refund will be issued if the cancellation deadline has passed).
- Insurance premiums (life and liability): No refunds will be issued.

■ If your application for renewal of your period of stay is denied and you withdraw from the school and return to your home country, no refund will be issued. However, if you have three or more months of tuition remaining, a refund will be issued based on the calculation method described above.

■ If you withdraw from the school during the semester after changing your status of residence to a medium- to long-term status other than that of a student—such as “Work,” “Spouse of a Japanese National,” “Family Stay,” or “Permanent Resident”—and have been enrolled for less than one year, a refund will be calculated using the method described above, and an administrative cancellation fee will apply. However, if the remaining balance is less than the amount of the fee, no fee will be charged. If you change your status of residence after being enrolled for one year or more, tuition, facility fees, and insurance premiums (life and liability), excluding any National Health Insurance already paid, will be refunded on a pro-rata basis up to the month including the date of the change. There is no cancellation processing fee.

■ If you are expelled for violating laws or school regulations, no refund will be issued.

■ As a general rule, refunds will be transferred to an overseas or domestic bank account within one month after confirmation of your return to your home country or after your change of status of residence. Please note that any transfer fees associated with the refund will be borne by the recipient.

X Hostel Fee Refund Policy

1. If you withdraw from the school within six months of moving into the hostel, any remaining balance will be refunded, excluding hostel fees up to the end of the month following the date you notify the Administrative Office of your withdrawal.

XI About Scholarships

- 1、Foundation Scholarship: 1 recipient, 100,000 yen per month (1.2 million yen per year)
- 2、Scholarship for Privately Funded International Students (Ministry of Education, Culture, Sports, Science and Technology): 1 recipient, 30,000 yen per month (360,000 yen per year)
- 3、In addition, we regularly present awards such as the Perfect Attendance Award, the Diligence Award, and the Effort Award.