

Japanese International School

# School Guidelines



International Lifelong Learning Research Foundation /  
Certified Proper Institution by the Ministry of Justice's Immigration Services Agency

## J 国際学院

Japanese International School

Itachibori 1-1-3, Nishi-ku, Osaka city 〒550-0012

TEL : +81-6-6532-7480 FAX : +81-6-6532-7430

URL : <https://jcom-ies.co.jp/e> E-mail : [info@jcom-ies.co.jp](mailto:info@jcom-ies.co.jp)

Long-term student

\* We accept a limited number of students for the January and July semesters.  
< Effective Date : October 2025. >

Preparation course	Application fee	Entrance fee	School fee	Maintenance fee	Total cost
April Course (1 year)	30,000yen	50,000yen	780,000yen	20,000yen	880,000yen
April Course (2 year)			1,560,000yen	40,000yen	1,680,000yen
July Course (1 year and 9 months)			1,365,000yen	35,000yen	1,480,000yen
October Course (1 year and 6 months)			1,170,000yen	30,000yen	1,280,000yen
January Course (1 year and 3 months)			975,000yen	25,000yen	1,080,000yen
General course	Application fee	Entrance fee	School fee	Maintenance fee	Total cost
April/July/October/January (1 year)	30,000yen	50,000yen	780,000yen	20,000yen	880,000yen

- \* The above school fee includes the fee of textbooks and activities such as field trips.  
\* For the Business Class, the transportation fees for activities are additionally required.   \* The Liability insurance coverage is included in Maintenance fee.  
\* Refunds shall be processed in accordance with the following policy.  
1. If the COE (Certificate of Eligibility) is not successfully issued, the paid amount excluding application fee will be refunded.  
2. If the application of entry visa is not admitted by overseas establishments, as long as the school admission certification and any confirmation documents proving the visa denial are provided, the paid amount excluding application fee will be refunded.  
3. After obtaining a visa, if students decline to enter school due to own circumstance, we will refund the paid amount excluding application fee and entrance fee after the COE and school admission certification are returned.  
4. The period from entering Japan to the entrance ceremony, if students decline to enroll the school due to own circumstance, a refund will be issued upon confirmation of the student’ s return to their home country (documentation proving the return is required). Payments will be refunded, excluding the applica- tion fee, entrance fee and cancellation fee (equal to 3 months tuition fee).  
5. If a student withdraws after admission, a refund will be processed upon submission of a withdrawal notice and confirmation of the student’ s return to their home country or a change in their residence status (documentation required). Tuition fees for the unattended portion starting from the fourth month count- ed from the month following the submission of the notice will be refunded.  
    \* Note: Tuition fees for the first 6 months after admission are non-refundable under any circumstances.  
6. If a student is officially excused from all classes for a month due to hospitalization from an infectious disease, the school fee for that month, excluding a monthly fee to retain enrollment status of 20,000 yen, can be applied toward future school fees.  
7. No refunds will be issued if a student is expelled due to violations of laws or school regulations.

■ Scholarship System : Offered based on grades, attendance rates and results of various examinations.Requirements vary, so please contact us for more details.

◆Qualification

- 1) Applicants must have completed official school education 12 years or more in their home country.  
2) Applicants must be no older than 30 years old.   \*Applicants older than 30 years old need to explain their admission and personal background.  
3) Applicants must have learned Japanese for 150 hours or more. (JLPT N5 level)

◆Required Documents

- 1) Application form set ( 2 sheets of application form , study purpose form and written oath)  
    \*1 Make sure to fill out completely.  
    \*2 If it has been more than 5 years since you finished the last education, you need to write the details of the purpose of studying in Japan in #22 Study Purpose.  
2) Copy of passport  
    \*In case of not having passport, the following official documents are needed:  
    ① Nationality ② Name ③ Gender ④ Date of birth  
3) The Graduation certificate and Transcript from the last school or institution  
4) Documents to confirm the current situation  
    \*For students→Student certificate    \*For employed→Occupational certificate    \*For retired→Retired certificate  
5) Certificate that prove Japanese language proficiency N5 level or the equivalent  
    \*Transcript and certificate of JLPT, J-TEST, NAT-TEST, TOP-J or other examinations  
    \*If an applicant doesn’t have any Japanese language certificate, Certificate of Japanese educational history is required.  
6) Documents to confirm the family relationship  
    ・ The official document of Family Register or Birth Certificate  
7) Photos 3cm×4cm (Within 6 months of admission to Immigration Services Agency of Japan)

～ Financial Supporter’s Documents ～

- 8) Letter of financial supporter  
    \*Please explain the details of the reason why the financial supporter supports the applicant.  
9) Documents that prove funds of financial supporter  
    ・ The original document of Bank certificate or Income certificate  
10) Documents to prove financial supporter’s employment  
    ・ If the financial supporter is employed → Employment Certificate  
    ・ If the financial supporter is executive at company → the copy of corporate registration  
    ・ If the financial supporter owns the company → the copy of business permit  
11) Documents that prove relationship between the financial supporter and the applicant  
    \*Other documents may be requested by Immigration Services Agency of Japan.

Short-term student

One-semester (3 months) course

	Visa	Enrollment	Entrance fee	School fee	Maintenance fee	Total cost	Lesson
Day Classes	Working Holiday visa (* Entering Japan with Working Holiday visa)	January April July October	0yen	147,000yen	1,000yen	148,000yen	9:00 ～ 12:20 13:10 ～ 16:30 Class hours is ( same as general course )
	Other than Working Holiday visa		10,000yen	175,000yen		186,000yen	
Night Classes / Working Holiday Classes	Working Holiday visa (* Entering Japan with Working Holiday visa)	January April July October	0yen	135,000yen	1,000yen	136,000yen	18:00 ～ 20 :35
	Other than Working Holiday visa		10,000yen	145,000yen		156,000yen	

- \* (Day Classes) The fee of textbooks, activities such as field trip are included in the Tuition fee.  
\* (Day Classes) For Business class, separate travel expenses for extracurricular activities is required.  
\* (Night Classes / Working Holiday Classes)This includes all the cost of materials used in Japanese lessons and cultural experiencing as well as expenses related to International Exchange Party.  
\* The Liability insurance coverage is included in Maintenance fee.  
\* Additional invitation letter fee (30,000 yen) may be required (Needs varies depending on the country).  
\* About refund  
1. If students decline to enter school after application, the paid amount excluding the bank transfer fee will be refunded  
    (If the invitation letter has been issued, the total amount will be returned, excluding the invitation letter issuance fee   and bank transfer fee).  
2. If you drop out after enrollment, no refund will be given for any reason.

◆Required Documents

- 1) Application form (for short-term student)  
2) A copy of passport (picture page)  
3) A picture 3cm×4cm (taken within 3 months)  
4) The copy of certificate to prove the working holiday visa is granted

The flow of applying for student visa

◆Long-term student

Enrollment	enrollment month	ex ) April		STEP1	Preparation of application form and required documents for visa
The period of accepting the admission document	6 months prior to the enrollment month	until the previous year of end October	STEP1	STEP2	Submit documents to Immigration Services Agency of Japan (school staff will take care of going to the Immigration Bureau)
Submit application to Immigration Services Agency of Japan	5 months prior to the enrollment month	until the previous year of middle November		STEP3	Result announcement from Immigration Services Agency of Japan (CoE will be issued. We will send you the invoice)
Result	2 months prior to the enrollment month	end of February	STEP3	STEP4	Tuition payment (we will send CoE and Entrance Certificate after the confirmation of payment)
Entry into Japan and Admission Procedure	After receiving COE~	end of Febrary to the middle of March	STEP4 STEP5	STEP5	Applying the visa to Japanese embassy or consulate (Please let us know the flight information)
The period of entry	The beginning of enrollment month	the beginning of April	STEP6 STEP7	STEP6	Arriving in Japan (At the airport in Osaka, receive the Residence Card and work permit for part-time job)
				STEP7	Placement test and orientation

◆Short-term student

Enrollment	January / April July / October		STEP1	Accepting application form (We will send you the invoice)
Admission Procedure	Up to two weeks before your enrollment month	STEP1 STEP2	STEP2	Tuition payment (we will send Entrance Certificate after the confirmation of payment)
			STEP3	Apply for a visa to the Japanese Consulate / Embassy. (*Please inform us your flight details.)
The period of entry	The beginning of enrollment month	STEP3 STEP4 STEP5	STEP4	Arriving in Japan (Receiving the Residence Card if you are working holiday visa holder)
			STEP5	Placement test and orientation