

Japanese International School

School Guidelines



Itachibori 1-1-3, Nishi-ku, Osaka city 〒550-0012
TEL : +81-6-6532-7480 FAX : +81-6-6532-7430
URL : <http://jcom-ies.co.jp/e> E-mail : info@jcom-ies.co.jp

Long-term student

* We accept a limited number of students for the January and July semesters.

Preparation course	Application fee	Entrance fee	Tuition fee	Maintenance fee	Total cost
April Course (1 year)	30,000yen	50,000yen	700,000yen	20,000yen	800,000yen
April Course (2 year)			1,400,000yen	40,000yen	1,520,000yen
July Course (1 year and 9 months)			1,225,000yen	35,000yen	1,340,000yen
October Course (1 year and 6 months)			1,050,000yen	30,000yen	1,160,000yen
January Course (1 year and 3 months)			875,000yen	25,000yen	980,000yen
General course			Application fee	Entrance fee	Tuition fee
April/July/October/January (1 year)	30,000yen	50,000yen	700,000yen	20,000yen	800,000yen

- * The fee of textbooks, activities such as field trip are included in the Tuition fee.
- * For business class, the transportation fee for activities are additionally required.
- * The Liability insurance coverage is included in Maintenance fee.
- * We do not give refunds except following cases :
 1. If the COE is not successfully issued, the paid amount excluding apply 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 regarding to the failure of applying entry visa are provided, the paid amount excluding apply fee will be refunded.
 3. Before entering Japan, if students decline to enter school due to own circumstance, we will refund the paid amount excluding apply fee only if 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, apply fee, entrance fee and cancellation fee (equal to 3 months tuition fee) will be deducted. After we confirm the student returning back to home country (Require to provide any confirmation document of returning such as departure stamp on passport), the remaining of paid fee will be refunded.
 5. For dropping out of school during the term, if the request is submitted one month by the first day of each semester, after the confirmation of returning to own country or changing the visa (any confirmation documents of returning to own country or the change of visa is required), the tuition fee of non-attendance will be refunded based on the quarter of semesters (3 months per unit). (Unfortunately, tuition fee will not be returned if leaving school within 6 months after school entrance)
 6. If students are expelled due to the violation of laws or school rules, no refunds will be returned.
- Scholarship system ... Students may receive scholarships depending on records, attendance rate and each examination score. There are various application conditions, 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	Tuition 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			
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			

- * (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
The period of accepting the admission document	6 months prior to the enrollment month	until the previous year of end October	STEP2
Submit application to Immigration Services Agency of Japan	5 months prior to the enrollment month	until the previous year of middle November	STEP3
Result	2 months prior to the enrollment month	end of February	STEP4
Entry into Japan and Admission Procedure	After receiving COE~	end of February to the middle of March	STEP5
The period of entry	The beginning of enrollment month	the beginning of April	STEP6
			STEP7

STEP1 Preparation of application form and required documents for visa

STEP2 Submit documents to Immigration Services Agency of Japan (school staff will take care of going to the Immigration Bureau)

STEP3 Result announcement from Immigration Services Agency of Japan (CoE will be issued. We will send you the invoice)

STEP4 Tuition payment (we will send CoE and Entrance Certificate after the confirmation of payment)

STEP5 Applying the visa to Japanese embassy or consulate (Please let us know the flight information)

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
Admission Procedure	Up to two weeks before your enrollment month	STEP2
The period of entry	The beginning of enrollment month	STEP3

STEP1 Accepting application form (We will send you the invoice)

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.)

STEP4 Arriving in Japan (Receiving the Residence Card if you are working holiday visa holder)

STEP5 Placement test and orientation