



# School Manual 2022

(For residents outside Japan)

ISI Japanese Language School / Education Center

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# About ISI Japanese Language School Philosophy & Education Policy

## (1) ISI Japanese Language School Philosophy

- Our mission is to develop global human resources to be active on an international scale.

## (2) ISI Japanese Language School Group Education Policy

Our school aims toward the development of the following skills:

- Practical Japanese language and good communication skills
- Intercultural understanding skills that will enable one's ability to respect, as well as accept other cultures and values
- Global talent that can be active in a globalized society

## (3) Diploma Policy

Those who have acquired the following abilities during their enrolment are eligible for a graduation or completion certificate:

- Strong Japanese communication skills
- Global competitiveness with diversity and flexibility
- The ability to actively participate in a global society.

## (4) Curriculum Policy

### Course Content

1. Systematically learning language skills (listening, reading, speaking and writing) and language knowledge (vocabulary and grammar)
2. Promoting diversity in class utilizing the latest teaching methods
3. Test preparation course based on the Japanese Language Proficiency Test (JLPT), the Examination for Japanese University Admission (EJU), etc.
4. Achievement testing with an aim to check outcomes of language acquisition
5. Development of global competitiveness (Japanese and other cultures understanding) and human power (problem-solving, creative thinking, etc.) through Japanese language learning
6. Providing the supports such as an academic guidance and a career counseling so that students can proceed in a planned way

### Teaching Methods

1. Communicative language teaching
2. The practice of active learning and Information Communication Technology (ICT) education in order to improve students' learning
3. Extracurricular activities outside of the classroom
4. Lessons are taught by highly qualified teachers
5. Utilizing the international environment, enabling a multicultural learning and understanding
6. Academic and Career Counselling with multiple events such as job fairs, seminars and etc.

### Expected Achievements

1. Practical Japanese communication skills which can be beneficial in higher education institutions or companies in Japan
2. An understanding of local, as well as international cultures.
3. Personal development: independence, practical skills, problem-solving, etc.

## (5) Admission and Enrolment Policy

ISI group is willing to accept students who can understand our philosophy, educational goals, and rules...and want to study in order to realize their dream of participating in an international society. Therefore, we are looking for students who possess the following characteristics:

- Students who are interested not only in Japanese language, but also in Japanese culture and society
- Students who desire to be a competitive member of an international society
- Students who want to study Japanese with the motivation to achieve their goals
- Students who can respect values and cultures as a member of local and regional society, or within the school community

## (6) Instruction Management

1. Our courses are designed to improve communication through the direct method.
2. Classes may include active learning, ICT support, or off-campus learning to improve learning outcomes. independence, practical skills, or problem-solving.
3. The school is a multinational environment where cross-cultural understanding is deepened. Please refrain from using your native language in the class.
4. We provide course guidance and related events in line with the annual plan.
5. According to the policy of the Immigration Services Agency and as a requirement for graduation from our school, students will be required to take an external exam (J.TEST, JLPT, etc...) to check whether your proficiency meets the CEFR standards. (Please note that you will be required to pay the actual test fee.)
6. All Japanese language instructors are certified according to standards established by the Immigration Services Agency.
7. Harajuku Campus will be using computers, so please prepare in advance. Takadanobaba, Ikebukuro, Kyoto, and Nagano Campuses will also use computers for some of the lessons, so we recommend that you bring your own devices such as computers, smartphones, and tablet devices.

# Application Procedures

For applicants who need a Student Visa (Long-Term Course)

## About the Student Visa

- Usually, those who wish to study from 6 months and beyond need a Student Visa.
- To receive this, you must receive a Certificate of Eligibility (COE) issued by the Japanese Immigration Bureau.
- ISI will apply on your behalf for the COE at the Japanese Immigration Bureau.
- With this visa you will be allowed to work part time (max. 28 hours per week) by applying for the "Permission to engage in an activity other than that permitted under the status of residence previously granted" (work permit). Please note that there are some restrictions regarding the type of work.

## Admission Criteria · Enrolment date

- Those who have graduated with at least 12 years of education or equivalent by the course starting date. (except for Harajuku Campus).
- \* However, if you are 18 years old or older and have a high school diploma, you may be eligible for admission even if you have less than 12 years of schooling.
- Under the age of 55 as of April 1st, 2022
- Have a motivation to study.
- Have financial support while studying in Japan, or ability to pay expenses during the period of study abroad.
- Those who fully understand our educational philosophy and policy (page 1).
- Those who enrolls in January will basically start from N4 level, so you must have the equivalent of N5 (beginner level).  
However, if the principal allows it, those who do not meet the admission criteria may be able to enroll.  
If you do not meet these requirements, please contact our Education Center.
- For Harajuku Campus only, those who meet the following requirements (1)/(2) and the requirements for a working visa ("Engineer/Specialist in Humanities/International Services", etc.) status of residence
  - (1) Those who have graduated from a university or junior college in their home country.
  - (2) Those who wish to find a job in Japan or after returning to their home country.

Enrolment date (Enrolment Period) *1	April (2 years)	July (1year 9months)	October (1year 6months)	January (1year 3months)
Approximate Application Deadline*	Late October	Early February	Late April	Early August
Application Submission at Immigration Services Agency	Late November	Mid March	Early June	Mid September
Residency Grant and Payment	Late February	Late May	Late August	Early November
Apply to Visa at Embassy/Consulate	Early March	Early June	Early September	Early December

\*1 The study period at Harajuku Campus is 1 year or 2 years.

\*Please note that admission will be closed as soon as each school's capacity is full.

## Application Procedure

1	Please send the admission application form and other necessary documents to the ISI Education Center, and after the application form is sent, you will be informed of the payment method. Please pay the examination fee by bank remittance or Flywire. To begin the admission process, you will first need to submit an admission application form and pay the application fee.
2	ISI will apply for the Certificate of Eligibility (COE) at the Immigration Services Agency of Japan on your behalf.
3	If ISI judges that you are eligible for admission, we will issue a Letter of Acceptance. If you are accepted, you will be able to use our student support portal site "Campusmate-J" *2 and we will send you various information and documents through this site.
4	After the COE is issued, we will issue an invoice for tuition and other fees and send it to you via "Campusmate-J". Payment must be done by bank remittance or Flywire by the due date.
5	After payment of the tuition fee, you will be required to take the placement test on the website provided by "Campusmate-J".
6	After confirming your payment, we will send you the original Certificate of Eligibility, Letter of Admission, Permit to Engage in Activity other than that Permitted by the Status of Residence Previously Granted. We will also send you information how to enter the school and points to keep in mind when entering Japan via "Campusmate-J".
7	Once you have received the documents listed in 6 above, please apply for a visa to enter Japan at a Japanese embassy or consulate abroad.
8	Book your flight and send the E-ticket with the arrival flight and arrival time via "Campusmate-J" with the image attached as a file.
9	Please come to school on the date of admission. If your accommodation is arranged by us, please make arrangements to enter the accommodation on the designated date.

\*2 "Campusmate-J" is a portal site provided by ISI Japanese Language School to support students' life. After applying for the Certificate of Eligibility, you can start using it. Students can check their own attendance, grades, personal schedule, class schedule, events for higher education and employment, as well as receive notifications from the school or messages to individual students anytime, anywhere from their PC or smart phone connected to the Internet. This system supports student life in terms of information and allows you to make effective use of your valuable time.

# About Application

For applicants who do not need a student visa (Short-Term Course)

## Types of Visa

### 1. Temporary Visitor Visa (Tourist Visa)

- This visa is issued by Japanese Embassy or Consulate overseas.
- Holders of passports from visa-free countries/regions are allowed to enter Japan without a visa.
- Even if there is a visa waiver agreement, sometimes you should get the tourist visa at your local Japanese Embassy or Consulate in advance. (Please check the Japanese Embassy's website to see if your nationality/region is a visa waiver country).
- Depending on your nationality and region, you may be able to extend your temporary visitor visa up to 6 months in Japan.
- If you are not from a visa waiver country or region, you will need to submit a letter of invitation and other documents when applying for a temporary visitor visa.

### 2. Other Visas (Resident in Japan)

- You can enroll at the school with a visa issued for purposes other than studying
- Included visas in this group would be working holiday visa, working visa, spouse visa and dependant visa.

- Please check the school calendar to verify the enrolment dates. If you are completely Beginner level, please enroll on the enrolment dates of each school.
- You can join on Mid-Term Entry day if there is any suitable class with available seats for your level after taking a level check test.
- After your class is confirmed, you can start learning in a class suitable for your level.

## Admission Criteria

- 16-65 years old (please contact us if you are under 16)
- \*Those who are under 18 years old: You must live with a guardian in Japan or apply for student house or Homestay with us, as we do not offer 24 hour support.
- With motivation to study
- Have financial support during enrolment period
- Be able to come to Japan with visitor visa or reside in Japan
- Temporary visitor visa holders cannot attend the Job Finding Class
- Minimum course period is 2 weeks
- \*For Short-Term Career Japanese is 10 weeks.
- \*For Evening Course of Intensive Business Japanese is 4 weeks.
- Those who fully understand ISI's educational philosophy and policy (page.1)

## Required Documents (Data submission is possible)

- Application Form (For Short-Term Course/provided by ISI)
- Health Status Declaration (provided by ISI)
- Passport Copy
- ID-sized photo (it can be taken by smartphone or digital camera)
- Homestay application form (if applicable)
- Copy of both sides of Residence Card (if applicable – residents in Japan)
- Necessary documents for invitation letter issuance (if applicable)

\*You can apply directly from the application form. Please fill out the form, download the required documents, and send them to the person in charge at ISI. Scan this code to apply → → → → → → → →



## Application Procedure

### Temporary Visitor Visa or other types of visa (without invitation letter from school)

1	Send required documents to ISI by e-mail
2	ISI will send confirmation and an invoice of your application via e-mail.
3	After payment, ISI will send you an acceptance letter (PDF).
4	Apply for a Temporary Visitor Visa at your local Japanese Embassy/Consulate* (Only for those of the required nationality and region).
5	Please take the pre-enrolment, online placement test by the due date.
6	If you would like us to arrange your stay, please let us know your flight and arrival time after booking your ticket. (Please submit your E-ticket at least 2 weeks prior to arrival)
7	Come to school on the enrolment day of the school term.

### Temporary Visitor Visa (with Invitation Letter from school)

1	Send required documents to ISI by e-mail
2	ISI will send confirmation and an invoice of your application via e-mail. (Invitation letter fee will be 12,000 JPY.)
3	After payment, ISI will send you an acceptance letter and an invitation letter.
4	Apply for a Temporary Visitor Visa at your local Japanese Embassy/Consulate* (issuance may take a few weeks).
5	Please take the pre-enrolment, online placement test by the due date.
6	Book your ticket and inform us of your flight and arrival time. (Please submit your E-ticket at least 2 weeks prior to arrival)
7	Come to school on the enrolment day of the school term.

\* Please consult the Japanese Embassy or Consulate about the visa.

\* If you are not from a visa-exempt country, please consult with our staff first.

# School Information

## Tokyo-Takadanobaba Campus

\* The following prices are for the enrolment period from April 1st, 2022 until March 31st, 2023. (Prices in JPY)

### Long-Term Course: Fees & School Terms

#### Academic Japanese

- Please find the fees below for the Long-Term Course (20 lessons per week and 20 students per class).
- Visa application fee shall be paid at the time of application submission. Course fees may increase the following academic year should you continue enrolment.
- You are required to take the J.TEST once a year, so please pay the examination fee (5,200 JPY \*1) when you take the examination after enrollment. (Obtaining CEFR A2 or higher (J.TEST E level) is a requirement for graduation from our school, and is also a qualification required by the Immigration Services Agency by the time you graduate from Japanese language school. \*1 Amount as of July, 2021)

Duration	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	55,000	55,000
Tuition	347,500	695,000
Material	16,500	33,000
Facilities	22,000	44,000
<b>Total</b>	<b>463,000</b>	<b>849,000</b>

Study Period	Enrolment period	Application deadline
2 Years	April Start	31 <sup>st</sup> October, 2021
1 Year 9 Month	July Start	10 <sup>th</sup> February, 2022
1 Year 6 Month	October Start	10 <sup>th</sup> May, 2022
1 Year 3 Month	January Start	10 <sup>th</sup> August, 2022

\*Admission will be closed as soon as school's capacity is full.

### Short-Term Course: Fees

#### Short-Term General Japanese

- Please find the fees below for Short-Term Course (6 months depending on nationality) and for those who are already in Japan and will not need a student visa.
- You may be able to enroll mid-term after taking a level check test.
- Application deadline is a month (30 days) before the enrolment date.
- As a rule, tuition is accepted each term. Tuition fees should be paid in one term (10 weeks) and you are able to extend onsite at the school.
- The Admission fee is included in the first payment only. The rest of fees will be charged depending on the length of study.
- The Material fee will be charged for the number of terms you attend.

Duration	1 term 10 weeks	2 terms 20 weeks
Admission	15,000	15,000
Tuition	173,750	347,500
Material	8,250	16,500
Facilities	11,000	22,000
<b>Total</b>	<b>208,000</b>	<b>401,000</b>

2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
34,750	52,125	69,500	86,875	104,250	121,625	139,000	156,375
8,250	8,250	8,250	8,250	8,250	8,250	8,250	8,250
2,200	3,300	4,400	5,500	6,600	7,700	8,800	9,900
<b>60,200</b>	<b>78,675</b>	<b>97,150</b>	<b>115,625</b>	<b>134,100</b>	<b>152,575</b>	<b>171,050</b>	<b>189,525</b>

### Private Japanese Lesson: Fees

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
<b>1-20</b>	6,800	6,400	4,200	3,100
<b>21-50</b>	6,400	5,700	3,500	2,400
<b>51-</b>	5,700	5,300	3,100	2,000

- 45 minutes per lesson.
- Material fee is not included in the price, it will be charged separately.
- Please, contact us for specific times and dates request.

### School Information

#### ISI Language School

(Main building) Address: 2-14-19 Takadanobaba,  
Shinjuku-ku, Tokyo 169-0075  
TEL : +81-3-5155-6886 FAX : +81-3-5155-6887

(Annex) Address: 4-23-32 Takadanobaba,  
Shinjuku-ku, Tokyo 169-0075  
TEL: +81-3-3364-3775 FAX: +81-3-3364-3778  
Admission inquires : +81-3-5960-1335  
info@isi-global.com



4 minutes away from Takadanobaba Station Waseda Exit on foot  
Airports of arrival: Haneda (HND) or Narita (NRT)

#### Class Hours

\*Class schedule will be decided after the result of the placement test.

Morning lessons	8:50~10:20 / 10:30~12:00
Afternoon lessons	13:00~14:30 / 14:40~16:10

#### Accredited Courses by Ministry of Justice

University Prep. 2 Year Course	University Prep. 1 Year 6 Months Course
University Prep. 1 Year 9 Months Course	University Prep. 1 Year 3 Months Course

# School Information

## Tokyo-Ikebukuro Campus

\* The following prices are for the enrolment period from April 1st, 2022 until March 31st, 2023. (Prices in JPY)

### Long-Term Course: Fees & School Terms

#### Academic Japanese

- Please find the fees below for the Long-Term Course (20 lessons per week and 20 students per class).
- Visa application fee shall be paid at the time of application submission. Course fees may increase the following academic year should you continue enrolment.
- You are required to take the J.TEST once a year, so please pay the examination fee (5,200 JPY \*1) when you take the examination after enrollment. (Obtaining CEFR A2 or higher (J.TEST E level) is a requirement for graduation from our school, and is also a qualification required by the Immigration Services Agency by the time you graduate from Japanese language school. \*1 Amount as of July, 2021)

Duration	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	55,000	55,000
Tuition	347,500	695,000
Material	16,500	33,000
Facilities	22,000	44,000
<b>Total</b>	<b>463,000</b>	<b>849,000</b>

Study Period	Enrolment period	Application deadline
2 Years	April Start	31 <sup>st</sup> October, 2021
1 Year 9 Month	July Start	10 <sup>th</sup> February, 2022
1 Year 6 Month	October Start	10 <sup>th</sup> May, 2022
1 Year 3 Month	January Start	10 <sup>th</sup> August, 2022

\*Admission will be closed as soon as school's capacity is full.

### Short-Term Course: Fees

#### Short-Term General Japanese

- Please find the fees below for Short-Term Course (6 months depending on nationality) and for those who are already in Japan and will not need a student visa.
- You may be able to enroll mid-term after taking a level check test.
- Application deadline is a month (30 days) before the enrolment date.
- As a rule, tuition is accepted each term. Tuition fees should be paid in one term (10 weeks) and you are able to extend onsite at the school.
- The Admission fee is included in the first payment only. The rest of fees will be charged depending on the length of study.
- The Material fee will be charged for the number of terms you attend.

Duration	1 term 10 weeks	2 terms 20 weeks
Admission	15,000	15,000
Tuition	173,750	347,500
Material	8,250	16,500
Facilities	11,000	22,000
<b>Total</b>	<b>208,000</b>	<b>401,000</b>

2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
34,750	52,125	69,500	86,875	104,250	121,625	139,000	156,375
8,250	8,250	8,250	8,250	8,250	8,250	8,250	8,250
2,200	3,300	4,400	5,500	6,600	7,700	8,800	9,900
<b>60,200</b>	<b>78,675</b>	<b>97,150</b>	<b>115,625</b>	<b>134,100</b>	<b>152,575</b>	<b>171,050</b>	<b>189,525</b>

### Private Japanese Lesson: Fees

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
<b>1-20</b>	6,800	6,400	4,200	3,100
<b>21-50</b>	6,400	5,700	3,500	2,400
<b>51-</b>	5,700	5,300	3,100	2,000

- \*45 minutes per lesson.
- \*Material fee is not included in the price, it will be charged separately.
- \*Please, contact us for specific times and dates request.

### School Information

#### ISI Language College

Address: 1-13-13 Minami Ikebukuro, Toshima-ku,  
Tokyo 171-0022  
TEL : +81-3-5957-2410  
FAX : +81-3-5957-2420

Admission inquiries : +81-3-5960-1335  
info@isi-global.com

6 minutes away from Ikebukuro Station East Exit on foot  
Airports of arrival: Haneda (HND) or Narita (NRT)



#### Class Hours

\*Class schedule will be decided after the result of the placement test.

Morning lessons	8:50~10:20 / 10:30~12:00
Afternoon lessons	13:00~14:30 / 14:40~16:10

#### Accredited Courses by Ministry of Justice

University Prep. 2 Year Course	University Prep. 1 Year 6 Months Course
University Prep. 1 Year 9 Months Course	University Prep. 1 Year 3 Months Course



# School Information

## Tokyo-Harajuku Campus

\* The following prices are for the enrolment period from April 1st, 2022 until March 31st, 2023. (Prices in JPY)

### Long-Term Course: Fees & School Terms

#### Career Japanese

- Please find the fees below for the Long-Term Course (20 lessons per week and 20 students per class).
- Visa application fee shall be paid at the time of application submission. Course fees may increase the following academic year should you continue enrolment.
- At Harajuku Campus, students are required to take the JLPT exam, which is necessary for employment. The fee is 6,500 JPY \*1 and will be charged separately at the school when you take the exam. (Obtaining CEFR A2 or higher (JLPT N4) is a requirement for graduation from our school, and is also a qualification required by the Immigration Services Agency by the time you graduate from Japanese language school.

Duration	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	55,000	55,000
Tuition	375,000	750,000
Material	22,000	44,000
Facilities	28,000	56,000
<b>Total</b>	<b>502,000</b>	<b>927,000</b>

Study Period	Enrolment period	Application deadline
1 Year+2 Year	April Start	31 <sup>st</sup> October, 2021
1 Year+2 Year	July Start	10 <sup>th</sup> February, 2022
1 Year+2 Year	October Start	10 <sup>th</sup> May, 2022
2 Year	January Start	10 <sup>th</sup> August, 2022

\*1 Amount as of July, 2021

\*2 Admission will be closed as soon as school's capacity is full.

### Short-Term Course: Fees

#### Short-Term Career Japanese

- Mid-term enrollment is possible based on the results of the placement test and class availability.
- Application deadline is a month (30 days) before the enrolment date.
- As a rule, tuition is accepted each term and must be paid on one term (10 weeks) basis.
- The Admission fee is included in the first payment only. The rest of fees will be charged depending on the length of study.
- Students who apply for the short-term Career Japanese will attend classes in the same class as long-term students, but will not receive internships or career support from career advisors. If you would like to receive career support, please apply for the long-term course.

Duration	1 term (10 weeks)	2 terms ((20 weeks))
Enrollment Fee	15,000	15,000
Tuition	187,500	375,000
Material	11,000	22,000
Facilities	14,000	28,000
<b>Total</b>	<b>227,500</b>	<b>440,000</b>

### About Career Japanese

This program is ideal for those who aim to find a job or start a business in Japan, or for those who want to improve their Japanese language and business skills at the same time to advance their career. You can learn practical "Japanese for Business" from beginner level according to your learning stage. Students will learn Japanese communication necessary for business situations, internal and external business manners, appropriate honorific expressions, and written and spoken Japanese. In the Business Japanese class, you will learn how to write business documents, so please prepare your own laptop.

### School Information

#### ISI Career and Language Academy, Harajuku

(Applying to change school name from Kichijoji Foreign Language School)

Address: 6F Jingumae Media Square Bldg., 6-25-14 Jingumae, Shibuya-ku, Tokyo 150-0001

TEL : +81-3-6451-1386

FAX : +81-3-6451-1387

Admission inquiries : +81-3-5960-1335

info@isi-global.com



5 minutes away from Meiji-jingumae Subway Station No.7 Exit on foot  
9 minutes away from JR Harajuku Station Omote-sando Gate on foot  
11 minutes away from Shibuya Station on foot  
Airports of arrival: Haneda (HND) or Narita (NRT)

#### Class Hours

\*Class schedule will be decided after the result of the placement test.

Morning lessons	8:50~10:20 / 10:30~12:00
Afternoon lessons	13:00~14:30 / 14:40~16:10

#### Accredited Courses by Ministry of Justice

Japanese Language Career Course (2 years)
Japanese Language Career Course (1 years)



# School Information

## Tokyo-Harajuku Campus

\* The following prices are for the enrolment period from April 1st, 2022 until March 31st, 2023. (Prices in JPY)

### Short-Term Course: Fees

#### Evening Course of Intensive Business Japanese

- Depending on the result of the placement test, students may be able to enroll after the current term has started, but only if there are maximum number of applicants has not been reached yet. The minimum course period is 4 weeks.
- You may be able to enroll mid-term after taking a level check test.
- Application deadline is a month (30 days) before the course starting date.
- As a rule, tuition is accepted each term. Tuition fees should be paid in one term (10 weeks).
- The Admission fee is included in the first payment only. The rest of fees will be charged depending on the length of study.
- The Material fee will be charged for the number of terms you attend.

<b>For</b>	Those who aim to work in Japan, want to learn business Japanese or improve their Japanese communication skills.
<b>Course Level</b>	Beginner – Upper Intermediate
<b>Classes / Timetable</b>	18:30 - 21:00 (45 minutes x 3 lesson) 4 days a week (Monday~Thursday) ※Excluding public holidays

Duration	1 Term (10 Weeks)	2 Terms (20 Weeks)
Admission	15,000	15,000
Tuition	85,000	170,000
Material	8,250	16,500
Facilities	11,000	22,000
<b>Total</b>	<b>119,250</b>	<b>223,500</b>

4 Weeks	5 Weeks	6 Weeks	7 Weeks	8 Weeks	9 Weeks
15,000	15,000	15,000	15,000	15,000	15,000
34,000	42,500	51,000	59,500	68,000	76,500
8,250	8,250	8,250	8,250	8,250	8,250
4,400	5,500	6,600	7,700	8,800	9,900
<b>61,650</b>	<b>71,250</b>	<b>80,850</b>	<b>90,450</b>	<b>100,050</b>	<b>109,650</b>

### Working Holiday VISA Support Programs

- Students who come to Japan on the working holiday visa and take the "Short-Term Career Japanese" course for 6 months (20 weeks) or more are entitled to free job placement support from a career advisor.
- Students of the "Evening Course of Intensive Business Japanese" are entitled to part-time job placement and support in attending special courses and company information sessions outside of class. Students pay tuition fees on a semester basis (10 weeks).

### Private Japanese Lesson: Fees

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
<b>1-20</b>	6,800	6,400	4,200	3,100
<b>21-50</b>	6,400	5,700	3,500	2,400
<b>51-</b>	5,700	5,300	3,100	2,000

- 45 minutes per lesson.
- Material fee is not included in the price, it will be charged separately.
- Please, contact us for specific times and dates request.

### School Information

#### ISI Career and Language Academy, Harajuku

(Applying to change school name from Kichijoji Foreign Language School)

Address: 6F Jingumae Media Square Bldg., 6-25-14 Jingumae, Shibuya-ku, Tokyo 150-0001

TEL : +81-3-6451-1386

FAX : +81-3-6451-1387

Admission inquires : +81-3-5960-1335

info@isi-global.com



#### Class Hours

##### (Evening Course of Intensive Business Japanese)

Dates of course	Class Hours
From Monday to Thursday	18:30~21:00

5 minutes away from Meiji-jingumae Subway Station No.7 Exit on foot  
 9 minutes away from JR Harajuku Station Omote-sando Gate on foot  
 11 minutes away from Shibuya Station on foot  
 Airports of arrival: Haneda (HND) or Narita (NRT)

# School Information

## Kyoto Campus

\* The following prices are for the enrolment period from April 1st, 2022 until March 31st, 2023. (Prices in JPY)

### Long-Term Course: Fees & School Terms

#### General Japanese

- Please find the fees below for the Long-Term Course (20 lessons per week and 20 students per class).
- Visa application fee shall be paid at the time of application submission. Course fees may increase the following academic year should you continue enrolment.
- You are required to take the J.TEST once a year, so please pay the examination fee (5,200 JPY \*1) when you take the examination after enrollment. (Obtaining CEFR A2 or higher (J.TEST E level) is a requirement for graduation from our school, and is also a qualification required by the Immigration Services Agency by the time you graduate from Japanese language school. \*1 Amount as of July, 2021)

Duration	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	55,000	55,000
Tuition	340,000	680,000
Material	16,500	33,000
Facilities	16,500	33,000
<b>Total</b>	<b>450,000</b>	<b>823,000</b>

Study Period	Enrolment period	Application deadline
2 Years	April Start	31 <sup>st</sup> October, 2021
1 Year 9 Month	July Start	10 <sup>th</sup> February, 2022
1 Year 6 Month	October Start	10 <sup>th</sup> May, 2022
1 Year 3 Month	January Start	10 <sup>th</sup> August, 2022

• Admission will be closed as soon as school's capacity is full.

### Short-Term Course: Fees

#### Short-Term General Japanese

- Please find the fees below for 3 months Short-Term Course (6 months depending on nationality) and for those who are already in Japan and will not need a student visa.
- You may be able to enroll mid-term after taking a level check test. Application deadline is a month (30 days) before the enrolment date.
- As a rule, tuition is accepted each term. Tuition fees should be paid in one term (10 weeks) and you are able to extend onsite at the school.
- The Admission fee is included in the first payment only. The rest of fees will be charged depending on the length of study.
- The Material fee will be charged for the number of terms you attend.

Duration	1 term (10 weeks)	2 terms (20 weeks)
Admission	15,000	15,000
Tuition	170,000	340,000
Material	8,250	16,500
Facilities	8,250	16,500
<b>Total</b>	<b>201,500</b>	<b>388,000</b>

2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
34,000	51,000	68,000	85,000	102,000	119,000	136,000	153,000
8,250	8,250	8,250	8,250	8,250	8,250	8,250	8,250
1,650	2,475	3,300	4,125	4,950	5,775	6,600	7,425
<b>58,900</b>	<b>76,725</b>	<b>94,550</b>	<b>112,375</b>	<b>130,200</b>	<b>148,025</b>	<b>165,850</b>	<b>183,675</b>

### Private Japanese Lesson: Fees

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
<b>1-20</b>	6,800	6,400	4,200	3,100
<b>21-50</b>	6,400	5,700	3,500	2,400
<b>51-</b>	5,700	5,300	3,100	2,000

- 45 minutes per lesson.
- Material fee is not included in the price, it will be charged separately.
- Please, contact us for specific times and dates request.

### School Information

#### ISI Language School, Kyoto

Address: 6-6 Nishinokyo-Ryomachi, Nakagyo-ku, Kyoto 604-8497

TEL : +81-75-803-6120

FAX : +81-75-803-6130

Admission inquires : +81-3-5960-1335  
info@isi-global.com

7 minutes away from Enmachi Station  
(JR Sagano Sanin line) on foot

Airports of arrival: Kansai (KIX)



#### Class Hours

\*Class schedule will be decided after the result of the placement test.

Morning lessons	8:50~10:20 / 10:30~12:00
Afternoon lessons	13:00~14:30 / 14:40~16:10

#### Accredited Courses by Ministry of Justice

University Prep. 2 Year Course	University Prep. 1 Year 6 Months Course
University Prep. 1 Year 9 Months Course	University Prep. 1 Year 3 Months Course

# School Information

## Nagano Campus

\* The following prices are for the enrolment period from April 1st, 2022 until March 31st, 2023. (Prices in JPY)

### Long-Term Course: Fees & School Terms

#### General Japanese

- Please find the fees below for the Long-Term Course (20 lessons per week and 20 students per class).
- Visa application fee shall be paid at the time of application submission. Course fees may increase the following academic year should you continue enrolment.

Duration	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	55,000	55,000
Tuition	310,000	620,000
Material	16,500	33,000
Facilities	16,500	33,000
<b>Total</b>	<b>420,000</b>	<b>763,000</b>

Study Period	Enrolment period	Application deadline
2 years	April Start	10 <sup>th</sup> November, 2021
1 year and 6 months	October Start	20 <sup>th</sup> May, 2022

Admission will be closed as soon as school's capacity is full.  
You are required to take the J.TEST once a year, so please pay the examination fee (5,200 JPY \*1) when you take the examination after enrollment. (Obtaining CEFR A2 or higher (J.TEST E level) is a requirement for graduation from our school, and is also a qualification required by the Immigration Services Agency by the time you graduate from Japanese language school. \*1 Amount as of July, 2021)

### Short-Term Course: Fees

#### Short-Term General Japanese

- Please find the fees below for 3 months Short-Term Course (6 months depending on nationality) and for those who are already in Japan and will not need a student visa.
- You may be able to enroll mid-term after taking a level check test.
- Application deadline is a month (30days) before the enrolment date.
- As a rule, tuition is accepted each term. Tuition fees should be paid in one term (10 weeks) and you are able to extend onsite at the school.
- The Admission fee is included in the first payment only. The rest of fees will be charged depending on the length of study.
- The Material fee will be charged for the number of terms you attend.

Duration	1 term	2 terms
Admission	15,000	15,000
Tuition	155,000	310,000
Material	8,250	16,500
Facilities	8,250	16,500
<b>Total</b>	<b>186,500</b>	<b>358,000</b>

2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
31,000	46,500	62,000	77,500	93,000	108,500	124,000	139,500
8,250	8,250	8,250	8,250	8,250	8,250	8,250	8,250
1,650	2,475	3,300	4,125	4,950	5,775	6,600	7,425
<b>55,900</b>	<b>72,225</b>	<b>88,550</b>	<b>104,875</b>	<b>121,200</b>	<b>137,525</b>	<b>153,850</b>	<b>170,175</b>

### Specified Skilled Workers-Job Seeking Support Program

This is a special program limited to Nagano Campus, aiming at those who want to obtain the "Specified Skilled Workers" visa and work in Japan. Please contact us for more information

#### [ Main support content included in the program ]

- Special Intensive Class
- e-Learning
- Employment Guidance
- Paid Internship
- Employment Support
- Visa Acquisition Support

#### Program fee

\*Will be charged after admission

Program fee including	Program fee including
60,000 JPY	30,000 JPY

### Private Japanese Lesson: Fees

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
<b>1-20</b>	6,800	6,400	4,200	3,100
<b>21-50</b>	6,400	5,700	3,500	2,400
<b>51-</b>	5,700	5,300	3,100	2,000

- 45 minutes per lesson.
- Material fee is not included in the price, it will be charged separately.
- Please, contact us for specific times and dates request.

### School Information

#### Nagano Business and Language College

Address: 3-5-18 Chuo, Ueda, Nagano 386-0012

TEL : +81-268-23-7220

FAX : +81-268-22-4977

Admission inquiries : +81-3-5960-1335

[info@isi-global.com](mailto:info@isi-global.com)



12 minutes away from JR Ueda Station on foot  
Airports of arrival: Haneda (HND) or Narita (NRT)

#### Class Hours

\* Class schedule will be decided after the result of the placement test.

Morning lessons	8:50~10:20 / 10:30~12:00
Afternoon lessons	13:00~14:30 / 14:40~16:10

#### Accredited Courses by Ministry of Justice

Japanese Department Higher Education Course (2 Years)
Japanese Department Higher Education Course (1.5 Years)

# Tokyo - Accommodation & Airport Pick-up Service

The following prices are for Accommodation & Airport Pick-up Service period from April 1st, 2022 until March 31st, 2023. (Prices in JPY)

## Accommodation: Types & Fees

- There are several types of accommodation available for your stay in Japan. For long-term course students, please apply according to the application instructions distributed on Campusmate-J. For short-term course students, please apply using the application form or the admission documents.
- Check-in time will differ depending on accommodation, verify at "Notification of Accommodation & Airport Pick-up Service"(page.13).
- Accommodation details will be provided after final arrangement. Contact us for detailed information regarding check-in and check-out dates.
- Please note that we may not be able to arrange the accommodation you requested. If the number of places available in the Student House reaches the maximum, a lottery will be held. The results of the lottery will be notified to you as soon as possible.

### ① Student House

- Resident staff on site
- Living together with multinational students
- Reasonable fees
- Commuting time: about 20-50 minutes.
- Shared bathrooms and kitchen. Meals not included
- Bedding included

### ② Guesthouse

- Students from all nationalities live together
- Shared living room, kitchen and bathrooms
- Meals not included. Bedding included
- Commuting time: 40-60 minutes
- Double rooms available for two people who apply together for it

### ③ Weekly Mansion

- Fully equipped with furniture and home appliances
- Commuting time: 30 minutes
- Private mini-kitchen and bathroom in each room
- Bedding included
- Double apartments available for two people who apply together.

### ④ Homestay (2 meals a day included)

- Live with a Japanese family and Learn Japanese customs and lifestyle
- Commuting time: 40-60 minutes (up to 90 minutes in summer)
- Maximum period of stay of 12 weeks (can be extended on-site).
- Host family may change. If you wish to extend, please let us know when you first apply.
- Extra 2,500JPY per night will be charged for winter break (Dec 23~Jan 4)
- It is necessary to submit "Homestay Application Form".
- The procedure will be done after submission.

## Long Stay Fees (1 term / 3 months)

- Long term students will apply for a Long stay (3 months). Price includes utilities and Internet fees.
- Long term stays are contracted on a 3 month basis and are not prorated.

Room type	Room	Type	Admission fee	Facility fee	Cleaning fee	Monthly rent	Total 1 term (3 months)	*Total 6 months
Student House	Single	A	40,000	30,000	10,000	81,000	<b>323,000</b>	<b>536,000</b>
	Single	B				72,000	<b>296,000</b>	<b>482,000</b>
	Twin					53,000	<b>239,000</b>	<b>368,000</b>

- October intake students can apply for 6 months by a single payment. In that case, the facility fee (30,000 JPY) will be exempted.
- Type A and B differ in terms of the size of the room, age of the building, and distance to the nearest station.

## Short Stay Fees (2 weeks~11 weeks)

Prices differ depending on accommodation type. Minimum booking is 2 weeks (14 days and 13 nights). Price includes utilities and Internet fees. \*4 weeks is equivalent to 28 days and 27 nights.

Accommodation	Room	Admission fee	Rate per day/night	Total 2 weeks	Total 4 weeks (1 month)
Student Housing	Single	30,000	3,800/day	83,200	<b>136,400</b>
	Twin	20,000	2,900/day	60,600	<b>101,200</b>
Guesthouse	Single	30,000	3,800/day	83,200	<b>136,400</b>
	Twin	20,000	2,900/day	60,600	<b>101,200</b>
Weekly Mansion	Single	22,000	6,800/night	110,400	<b>205,600</b>
	Twin	22,000	4,500/night	80,500	<b>143,500</b>
Homestay	Single	22,000	5,500/night	93,500	<b>170,500</b>

## Airport Pick-Up Service/Fees (Haneda & Narita Airports) For students with housing reservations

For Student Housing Students: Send us the e-ticket or flight information two weeks before arrival. For Others: Send flight information 1 month prior to departure (if available, send a copy of your e-ticket). Pick up staff will be waiting at the arrival gate. Please refer to [Notification for Accommodations and Airport Transfer] page 13 for more information regarding pick-up available times.

Destination	One way	Pick-up method	Details
Student Housing	6,000	Car (pick-up by staff or contractor)	This is a special rate designated for dorm entry days. If you arrive at HANEDA or on a different day, additional fee will be charged (12,000 JPY). Please check the school calendar for the designated dates. One suitcase and one baggage are included in the price. If you bring more than that, you will be charged 1,000 JPY (max. 1 extra suitcase).
Homestay	18,000	Public transportation	Public transportation fee or taxi fee included.
Guesthouse/Weekly Mansion	31,000	Taxi	Pick-up will be arranged after ISI confirms payment. <b>10</b>

# Kyoto - Accommodation & Airport Pick-up Service

The following prices are for Accommodation & Airport Pick up Service period from April 1st, 2022 until March 31st, 2023. (Prices in JPY)

## Accommodation: Types & Fees

- There are several types of accommodation available for your stay in Japan. For long-term course students, please apply according to the application instructions distributed on Campusmate-J. For short-term course students, please apply using the application form or the admission documents.
- Check-in time will differ depending on accommodation, verify at "Notification of Accommodation & Airport Pick-up Service" (page.13)
- Accommodation details will be provided after final arrangement. Contact us for detailed information regarding check-in and check-out dates.

### ① Student House

- Resident staff on site
- Living together with multinational students
- Reasonable fees
- Commuting time: 13 minutes on foot - 20 minutes on foot +train
- Shared bathrooms and kitchen. Meals not included
- Bedding included

### ② Homestay (2 meals a day included)

- Live with a Japanese family and Learn Japanese customs and lifestyle
- Commuting time: 40-60 minutes (up to 90 minutes in summer)
- Maximum period of stay of 12 weeks (can be extended on-site).
- Host family may change. If you wish to extend, please let us know when you first apply.
- Extra 2,500JPY per night will be charged for winter break (Dec 23~Jan 4)
- It is necessary to submit "Homestay Application Form". The procedure will be done after submission.

## Long Stay Fees (1 term/3 months)

- Long term students will apply for a Long stay (3 months). Price includes utilities and Internet fees.
- Long term stays are contracted on a 3 month basis and will not be prorated. (In addition to the rent, there may be a monthly billing fee)

Room Type	Room Capacity	Type	Admission fee	Facility fee	Cleaning fee	Monthly rent	Total 1 term (3 months)	*Total 6 months
Student Housing	Single	A	40,000	30,000	10,000	72,000	296,000	482,000
		B				60,000	260,000	410,000
	Double	A				50,000	230,000	350,000
		B				46,000	218,000	326,000

\* October intake students can apply for 6 months by a single payment. In that case, the facility fee (30,000 JPY) will be exempted.

## Short Stay Fees (from 2 to 11 weeks)

Prices differ depending on accommodation type and room. Minimum booking is 2 weeks (14 days and 13 nights). Price includes utilities and Internet fees. \* 4 weeks is equivalent to 28 days and 27 nights.

Accommodation	Room	Type	Admission fee	Rate per day/night	Total 2 weeks	Total 4 weeks (1 month)
Student House	Single	A	30,000	3,400 /day	77,600	125,200
		B		3,200/day	74,800	119,600
	Twin	A	20,000	2,800/day	59,200	98,400
		B		2,600/day	56,400	92,800
Homestay	Single		22,000	5,500/night	93,500	170,500

\*Student house's single rooms: Type A: Enmachi ①; Type B: Enmachi ② (Enmachi ①&② rooms have different sizes)

\*Student house's twin rooms: Type A: Enmachi; Type B: Saga Arashiyama

## Airport Pick-Up Service/Fees (Kansai Airport) For students with housing reservations

Send us the e-ticket or flight information at least 2 weeks before arrival. Pick up staff will be waiting at the arrival gate. (In case of Kansai, you will be picked up at "Yasaka Kanku Shuttle Counter" International arriving floor in Terminal-1. ) Please refer to [Notification of Accommodation and Airport Transfer] (page 13) for information regarding pick-up available times.

Destination	One way	Pick-up method	Details
School/Student House	6,000	Shared taxi or public transportation	In the case of shared taxi, one suitcase is included in the price. If you bring more than 1, you will be charged 1,000 JPY (max. 1 extra suitcase).
If you arrive on a day other than the Dorm Entry days (shared taxi)	15,000		
Homestay	18,000		

# Nagano - Accommodation & Airport Pick-up Service

The following prices are for Accommodation & Airport Pick up Service period from April 1st, 2022 until March 31st, 2023. (Prices in JPY)

## Accommodation: Types & Fees

- There are several types of accommodation available for your stay in Japan. For long-term course students, please apply according to the application instructions distributed on Campusmate-J. For short-term course students, please apply using the application form or the admission documents.
- Check-in time will differ depending on accommodation, verify at "Notification of Accommodation & Airport Pick-up Service" (page.13)
- Accommodation details will be provided after final arrangement. Contact us for detailed information regarding check-in and check-out dates.

### ① Student House

- Distance from school: conveniently 10 to 15 mins on foot
- Living together with multinational students
- Reasonable fees
- Shared bathrooms and kitchen. Meals not included
- Bedding included
- Student House type may not meet your requirements.

### ② Homestay (2 meals a day included)

- Live with a Japanese family and Learn Japanese customs and lifestyle
- Commuting time: 40-60 minutes (up to 90 minutes in summer)\*You may have to ride bicycles from your homestay to the nearest station.
- Maximum period of stay of 12 weeks (can be extended on-site).
- Host family may change. If you wish to extend, please let us know when you first apply.
- Extra 2,500JPY per night will be charged for winter break (Dec 23~Jan 4)
- It is necessary to submit "Homestay Application Form".
- The procedure will be done after submission.

## Long Stay Fees (6 months)

Long term students will apply for a Long stay (6 months). Price includes utilities and Internet fees.

The student house admission fee (30,000 JPY) is exempted if you pay 6 months at the time of entering the dormitory.

\* Long term stays are contracted on a monthly basis and are not prorated.

	Room	Type*	Admission fee	Facility fee	Cleaning fee	Monthly rent	Total 1 terms (6 months)	*Total 3 months
Student Housing	Single	A	30,000	20,000	10,000	65,000	<b>420,000</b>	<b>255,000</b>
	Twin	A				43,000	<b>288,000</b>	<b>189,000</b>
		B				39,000	<b>264,000</b>	<b>177,000</b>
	Triple	A				32,000	<b>222,000</b>	<b>156,000</b>
	Quadruple	B				32,000	<b>222,000</b>	<b>156,000</b>

\* Type A: Konyamachi International House Main Building \*Type B: Konyamachi International House Annex (male only)

\* Long term stays are contracted on a monthly basis and is not prorated.

## Short Stay Fees (from 2 to 23 weeks)

Fees showed by type of accommodation and room. Minimum booking is 2 weeks (14 days and 13 nights).

4 weeks is equivalent to 28 days and 27 nights. Price includes utilities and Internet fees.

Accommodation	Room	Admission fee	Rate per day/night	Total 2 weeks	Total 4 weeks (1 month)
Student House	Single	20,000	2,900/day	60,600	<b>101,200</b>
	Twin		2,000/day	48,000	<b>76,000</b>
Homestay	Single	22,000	5,500/night	93,500	<b>170,500</b>

## Airport Pick-Up Service/Fees (Haneda & Narita Airports) For students with housing reservations

Send us the e-ticket or flight information **at least 2 weeks before arrival**. Pick up staff will be waiting at the arrival gate. **Service is available for those arriving at the airport between 5 AM and 3 PM.** Please refer to [Notification of Accommodation and Airport Transfer] (page 13) for information regarding pick-up available times.

Destination	One way	Pick-up method	Details
School Student House Homestay	18,000	Shared taxi	One suitcase included in the price. If you bring more than 1, you will be charged 1,000 JPY per extra suitcase.



# Notification of Accommodations and Airport Transfer

## Steps from Reservation to Arrival

	Student Housing	Guest House / Weekly Apartment / Homestay
1	Please follow the application instructions that will be sent out on Campusmate-J. * For short-term students, please apply using the application form or the admission documents.	
2	Based on the type of accommodation you apply for, we will arrange for you to stay in one of our partner accommodations within commuting distance of the school.	
3	We will contact you after confirming the availability of the student house. * If the number of applicants reaches the maximum, a lottery will be held. The results of the lottery will be announced as soon as possible.	We will make a reservation for the duration of your stay. * If you have chosen a homestay, submit the "Homestay Application" form two months in advance and school will process your submission.
4	Students needing visas: After the Certificate of Eligibility (COE) is issued, school will issue an invoice (with the tuition fees). Payment should be made to the designated account indicated on the invoice. For non-student visa holders, school will forward an invoice for tuition and housing.	Students needing visas: Once housing arrangements are made, you will receive an invoice. The invoice for tuition will be issued upon receipt of the COE. Payment should be made to the designated account indicated on the invoice. For non-student visa holders, school will forward an invoice for tuition and housing.
5	Upon receipt of your payment, school will send you details about your stay in Japan (admissions confirmation form) 2 weeks before First day of class.	Upon receipt of payment, school will forward information regarding your accommodation (instructions, host family information, etc.) and also transportation information. * If the payment is not received by the due date, the reservation may be automatically cancelled.
6	Please book your air ticket and inform us of your arrival date, time and flight information (E-ticket) at least two weeks prior to your arrival date via "Campusmate-J". Please submit this information regardless of whether or not you are requesting an airport transfer. If possible, please try to arrive in Japan on the day designated for student house admission.	Please book your air ticket and submit your arrival date, time, and flight number (E-ticket). If you wish to arrange for airport transfer, please submit this information to the school at least one month prior to your arrival.

## NOTES

- If you cannot verify housing when applying, we will reserve the highest level of housing and reimburse the difference.
- If the student house reaches its capacity, a lottery will be held and applications for the student house will be closed.
- Please contact us in advance if you arrive on a weekend or holiday other than the move in date and time.
- Please contact us if you have any questions regarding admissions or withdrawal dates.
- If you wish to extend your stay, apply for an extension directly after moving in, If available, your stay can be extended every 3 months.
- If we are not able to arrange or extend your stay at ISI student houses, we will provide you with external housing referral service.
- There are no refunds after you have moved into your housing.
- Please note that the check-in time for your accommodation and flight arrival time are as follows. If you require an alternative check-in other than the times noted, please contact us prior to finalizing your reservation.
- Those who will stay at Student House may have a long wait at the airport for transportation outside of the times listed below.

## Check-in / Airport Arrival Times

Location	Airports of Arrival	Accommodation Types	Check-in Times	Airport Arrival Times
Tokyo	Narita or Haneda	Student House	9:00-20:00 (*1)	8:00-18:00
		Weekly Mansion	14:00-18:00	8:00-15:00
		Guest House	9:00-18:00	8:00-15:00
		Homestay	9:00-20:00	8:00-18:00
Kyoto	Kansai International	Student House	9:00-20:00	10:00-18:00
		Homestay	9:00-20:00	8:00-18:00
Nagano	Narita or Haneda	Student House	9:00-20:00	5:00-15:00
		Homestay	9:00-20:00	5:00-15:00

(\*1) Student Houses in Tokyo will only be open until 22:00 on the Dorm Entry Days.



## Takadanobaba Campus

	Closed (Holidays & National Holiday)		Dorm Entry Day		Orientation		Enrolment Day		First Day of Class		Mid-Term Entry Day		Term Examination
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\* National Holidays may change.

### Spring Term (Class duration: 10 weeks)

April 2022							May 2022							June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2							30		30	31	1	2	3	4
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	1	2
							29	30	31											

### Summer Term (Class duration: 10 weeks)

July 2022							August 2022							September 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	31	1	2	3	4	5	6		29	30	31	1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31	1	2	3	25	26	27	28	29	30	1
31																				

### Autumn Term (Class duration: 10 weeks)

October 2022							November 2022							December 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31																			

### Winter Term (Class duration: 10 weeks)

January 2023							February 2023							March 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28	1	2	3	4	26	27	28	29	30	31	1

## Ikebukuro Campus

	Closed (Holidays & National Holiday)		Dorm Entry Day		Orientation		Enrolment Day		First Day of Class		Mid-Term Entry Day		Term Examination
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\* National Holidays may change.

Spring Term (Class duration: 10 weeks)																							
April 2022								May 2022								June 2022							
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2								30			30	31	1	2	3	4	
3	4	5	6	7	8	9		1	2	3	4	5	6	7	WK8	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	WK4	8	9	10	11	12	13	14	WK9	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	WK5	15	16	17	18	19	20	21	WK10	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	WK6	22	23	24	25	26	27	28		26	27	28	29	30	1	2	
							WK7	29	30	31													
WK1								WK4								WK8							
WK2								WK5								WK9							
WK3								WK6								WK10							
								WK7															

Summer Term (Class duration: 10 weeks)																							
July 2022								August 2022								September 2022							
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2		31	1	2	3	4	5	6			29	30	31	1	2	3	
3	4	5	6	7	8	9	WK4	7	8	9	10	11	12	13	WK8	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	WK5	14	15	16	17	18	19	20	WK9	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	WK6	21	22	23	24	25	26	27	WK10	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	WK7	28	29	30	31	1	2	3		25	26	27	28	29	30	1	
31																							
WK1								WK4								WK8							
WK2								WK5								WK9							
WK3								WK6								WK10							
								WK7															

Autumn Term (Class duration: 10 weeks)																							
October 2022								November 2022								December 2022							
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1		30	31	1	2	3	4	5		27	28	29	30	1	2	3	
2	3	4	5	6	7	8	WK5	6	7	8	9	10	11	12	WK9	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	WK6	13	14	15	16	17	18	19	WK10	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	WK7	20	21	22	23	24	25	26		18	19	20	21	22	23	24	
23	24	25	26	27	28	29	WK8	27	28	29	30	1	2	3		25	26	27	28	29	30	31	
30	31																						
WK1								WK5								WK9							
WK2								WK6								WK10							
WK3								WK7															
WK4								WK8															

Winter Term (Class duration: 10 weeks)																							
January 2023								February 2023								March 2023							
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7		29	30	31	1	2	3	4		26	27	28	1	2	3	4	
8	9	10	11	12	13	14	WK5	5	6	7	8	9	10	11	WK9	5	6	7	8	9	10	11	
15	16	17	18	19	20	21	WK6	12	13	14	15	16	17	18	WK10	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	WK7	19	20	21	22	23	24	25		19	20	21	22	23	24	25	
29	30	31					WK8	26	27	28	1	2	3	4		26	27	28	29	30	31	1	
WK1								WK5								WK9							
WK2								WK6								WK10							
WK3								WK7															
WK4								WK8															


## Harajuku Campus

	Closed (Holidays & National Holiday)		Dorm Entry Day		Orientation		Enrolment Day		First Day of Class		Mid-Term Entry Day		Term Examination
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\* National Holidays may change.

Spring Term (Class duration: 10 weeks)																							
April 2022								May 2022								June 2022							
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2								30			30	31	1	2	3	4	
3	4	5	6	7	8	9		1	2	3	4	5	6	7	WK8	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	WK4	8	9	10	11	12	13	14	WK9	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	WK5	15	16	17	18	19	20	21	WK10	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	WK6	22	23	24	25	26	27	28		26	27	28	29	30	1	2	
							WK7	29	30	31													
WK1								WK4								WK8							
WK2								WK5								WK9							
WK3								WK6								WK10							
								WK7															
Summer Term (Class duration: 10 weeks)																							
July 2022								August 2022								September 2022							
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2		31	1	2	3	4	5	6			29	30	31	1	2	3	
3	4	5	6	7	8	9	WK4	7	8	9	10	11	12	13	WK8	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	WK5	14	15	16	17	18	19	20	WK9	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	WK6	21	22	23	24	25	26	27	WK10	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	WK7	28	29	30	31	1	2	3		25	26	27	28	29	30	1	
31																							
WK1								WK4								WK8							
WK2								WK5								WK9							
WK3								WK6								WK10							
								WK7															
Autumn Term (Class duration: 10 weeks)																							
October 2022								November 2022								December 2022							
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1		30	31	1	2	3	4	5		27	28	29	30	1	2	3	
2	3	4	5	6	7	8	WK5	6	7	8	9	10	11	12	WK9	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	WK6	13	14	15	16	17	18	19	WK10	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	WK7	20	21	22	23	24	25	26		18	19	20	21	22	23	24	
23	24	25	26	27	28	29	WK8	27	28	29	30	1	2	3		25	26	27	28	29	30	31	
30	31																						
WK1								WK5								WK9							
WK2								WK6								WK10							
WK3								WK7															
WK4								WK8															
Winter Term (Class duration: 10 weeks)																							
January 2023								February 2023								March 2023							
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7		29	30	31	1	2	3	4		26	27	28	1	2	3	4	
8	9	10	11	12	13	14	WK5	5	6	7	8	9	10	11	WK9	5	6	7	8	9	10	11	
15	16	17	18	19	20	21	WK6	12	13	14	15	16	17	18	WK10	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	WK7	19	20	21	22	23	24	25		19	20	21	22	23	24	25	
29	30	31					WK8	26	27	28	1	2	3	4		26	27	28	29	30	31	1	
WK1								WK5								WK9							
WK2								WK6								WK10							
WK3								WK7															
WK4								WK8															

## Harajuku Campus (Evening Course of Intensive Business Japanese)

 Closed  
(Holidays &  
National Holiday)

 Orientation

 First Day  
of Class

 Mid-Term  
Entry Day

\* National Holidays may change.

### Spring Term (Class duration: 10 weeks)

April 2022							May 2022							June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2							30		30	31	1	2	3	4
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	1	2
							29	30	31											

### Summer Term (Class duration: 10 weeks)

July 2022							August 2022							September 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	31	1	2	3	4	5	6		29	30	31	1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31	1	2	3	25	26	27	28	29	30	1
31																				

### Autumn Term (Class duration: 10 weeks)

October 2022							November 2022							December 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31																			

### Winter Term (Class duration: 10 weeks)

January 2023							February 2023							March 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28	1	2	3	4	26	27	28	29	30	31	1

## Kyoto Campus

 Closed (Holidays & National Holiday)	 Dorm Entry Day	 Orientation	 Enrolment Day	 First Day of Class	 Mid-Term Entry Day	 Term Examination
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\* National Holidays may change.

### Spring Term (Class duration: 10 weeks)

April 2022							May 2022							June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2							30		30	31	1	2	3	4
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	1	2
							29	30	31											

### Summer Term (Class duration: 10 weeks)

July 2022							August 2022							September 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	31	1	2	3	4	5	6		29	30	31	1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31	1	2	3	25	26	27	28	29	30	1
31																				

### Autumn Term (Class duration: 10 weeks)

October 2022							November 2022							December 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31																			

### Winter Term (Class duration: 10 weeks)

January 2023							February 2023							March 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28	1	2	3	4	26	27	28	29	30	31	1

## Nagano Campus

	Closed (Holidays & National Holiday)		Dorm Entry Day		Orientation		Enrolment Day		First Day of Class		Mid-Term Entry Day		Term Examination
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\* National Holidays may change.

Spring Term (Class duration: 10 weeks)																							
April 2022							May 2022							June 2022									
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
					1	2							30		30	31	1	2	3	4			
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11			
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18			
17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25			
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	1	2			
							29	30	31														
WK1							WK4							WK8									
WK2							WK5							WK9									
WK3							WK6							WK10									
							WK7							WK1									

Summer Term (Class duration: 10 weeks)																							
July 2022							August 2022							September 2022									
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
					1	2	31	1	2	3	4	5	6		29	30	31	1	2	3			
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10			
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17			
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24			
24	25	26	27	28	29	30	28	29	30	31	1	2	3	25	26	27	28	29	30	1			
31																							
WK2							WK9							WK10									
WK3							WK6																
WK4							WK7																
WK5							WK8																

Autumn Term (Class duration: 10 weeks)																							
October 2022							November 2022							December 2022									
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
						1	30	31	1	2	3	4	5	27	28	29	30	1	2	3			
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10			
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17			
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24			
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31			
30	31																						
WK1							WK5							WK9									
WK2							WK6							WK10									
WK3							WK7																
WK4							WK8																

Winter Term (Class duration: 10 weeks)																							
January 2023							February 2023							March 2023									
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	1	2	3	4			
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11			
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18			
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25			
29	30	31					26	27	28	1	2	3	4	26	27	28	29	30	31	1			
WK1							WK5							WK9									
WK2							WK6							WK10									
WK3							WK7																
WK4							WK8																



# Payment Information

## Payment method

- Please pay by bank remittance or Flywire. (Please pay the visa application fee upon submission).

### How to pay with Flywire:

- Flywire is an international payment service for educational institutions that allows you to transfer money from your bank account or credit card to our school's bank account.
- Please visit the Flywire website for the applied ISI Japanese Language School and create an account before making the payment. The website is available in English, Chinese, Korean, Spanish, French, Japanese and Portuguese.

<b>Tokyo- Takadanobaba Campus</b> <a href="https://www.flywire.com/pay/isi-takadanobaba">https://www.flywire.com/pay/isi-takadanobaba</a> 	<b>Kyoto Campus</b> <a href="https://www.flywire.com/pay/isi-kyoto">https://www.flywire.com/pay/isi-kyoto</a> 
<b>Tokyo-Ikebukuro Campus</b> <a href="https://www.flywire.com/pay/isi-ikebukuro">https://www.flywire.com/pay/isi-ikebukuro</a> 	<b>Nagano Campus</b> <a href="https://www.flywire.com/pay/nagano-business-language">https://www.flywire.com/pay/nagano-business-language</a> 
<b>Tokyo-Harajuku Campus</b> <a href="https://www.flywire.com/pay/isi-harajuku">https://www.flywire.com/pay/isi-harajuku</a> 	

## Bank charge

- In case of bank remittance a bank charge will be charged.
- Please note that all charges caused by bank remittance must be borne by the client.

## Payment deadline

- Please check the invoice delivered by Campusmate-J or sent by our school staff, and pay by the due date on the invoice.
- Estimated payment deadline: Student visa holders: One week after the Certificate of Eligibility (COE) is issued.  
Non-student visa holders who applied more than 2 months before entry day: 30 days after application day  
Non-student visa holders who applied within 2 months from entry day: 7 days after application day
- Accomodation fee : One month prior to entry day.
- If there is no prior notification and payment cannot be confirmed by our school by the due date, course will be automatically cancelled.
- Please contact us if remittance cannot be done by the invoice due date.

## Payment remittance

Please keep in mind the following when making a remittance:

1. Please use the invoice provided by the school when making the payment.
2. Please make the money transfer with exactly the specified bank information (bank name, branch name, account number, account name, etc.) that appears on the invoice provided by the school. If the information is incorrect at the time of the remittance, the payment will not be done, so please be careful.
3. Please fill the student ID number and name that appear in the invoice in the message of payee statement/purpose of remittance section.  
(Example: 2021-12345 SMITH JOHN)
4. The above information is important in order to identify the payer. If the payer is someone other than the applicant (agency, family member, etc.) we won't be able to identify them and enrolment will be treated as unpaid and may cause delay in enrolment procedures, etc.
5. Please submit a copy of the payment receipt issued via "Campusmate-J" or send it as an e-mail attachment to the person in charge upon remittance. We recommend you keep it carefully so as not to lose it. \*Please note that only long-term students can submit the remittance receipt through Campusmate-J.
6. Please contact your financial institution regarding the bank transfer procedure. School will not be held responsible for any losses or troubles due to mistransfer errors, etc. so please be careful.
7. If you would like to use Flywire for remittance, please visit their website and contact their support center if you have any questions:  
Flywire Homepage: <https://www.flywire.com>  
Flywire Support: <https://www.flywire.com/support>



# Cancellation and Refund Policies

## 1. About Long Term Course Payment

In case of cancellation, ISI will refund the school fees deducting the amounts stated below. If the paid amount is not enough, we will charge the difference. If the stay is shortened due to late arrival, the difference will not be refunded.

### 1.1. Long Term Course (Before Enrollment)

Regardless of the cancellation reason, the visa application fee and the admission fee will not be refunded. In the case of an admission fee reduction, the amount equivalent to the admission fee will not be refunded. If you wish to postpone your enrollment period before the application deadline (the date you take the placement test), you can transfer school payment to the new tuition fee within 1 year. However, visa application fees and translation fees are excluded. After the application deadline, a cancellation fee will be charged in accordance with the followings.

Cancellation Date	After COE result is issued				After the course starts
	Before Student Visa issuance	After Student Visa issuance but before course starting date	After Student Visa issuance and entry in Japan but before course starting date	Student Visa refusal	After course starting date
Visa Application Fee	No refund	No refund	No refund	No refund	No refund
Admission Fee	No refund	No refund	No refund	No refund	No refund
Course Fees (tuition, material, facilities)	100% refund	100% refund	70% refund	100% refund	See below.
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY	
Conditions	Return of COE and Acceptance Letter	Return of Student Visa and confirmation of unused	Confirmation of return to home country and residence card revocation	Confirmation of visa refusal	

### 1.2. Long Term Course (After Enrollment)

The visa application fee and admission fee will NOT be refunded for any reason. For a student who is leaving the school halfway, the school fees (tuition, material fee, and facility fee) will be refunded for the absent half-year (6-month) period. Students will not receive a refund in units of a 3-month term. However, for students transferring in July term with one year's payment, if the student graduates in the first year, the April to June portion of the following year will be refunded. One year courses consist of two terms (6 months length each), one term is two semesters (3 months), as a rule the school fees for two semesters (6 months) will be refunded. We do not refund one semester fees. JPY 6,000 will be charged as a commission fee. Students who are enrolled by universities or vocational Colleges in Japan are required to submit the Acceptance Letter and student ID card of the schools. Students going back to their home country need to prove that they leave Japan by the due date and the residence card is invalid.

Time of enrollment	Date of submission of Withdrawal Notice	Refundable period	Refund amount
April intake (First year)	Before August 31 <sup>st</sup>	October to March	Full amount
	September 1 <sup>st</sup> ~ September 30 <sup>th</sup>		20% off the full amount
	After October 1 <sup>st</sup>	N/A	No refund
April/October intake (Second year)	Before January 31 <sup>st</sup>	For students who have paid for 1 year: April to March For students who have paid for 6 months: April to September	Full amount
	February 1 <sup>st</sup> ~ March 31 <sup>st</sup>		20% off the full amount
	April 1 <sup>st</sup> ~ August 31 <sup>st</sup>	October to March	Full amount
	September 1 <sup>st</sup> ~ September 30 <sup>th</sup>		20% off the full amount
	After October 1 <sup>st</sup>	N/A	No refund
July intake (First year)	Before November 30 <sup>th</sup>	January to June * For transferring students who are graduating in their first year: April to June	Full amount
	December 1 <sup>st</sup> ~ December 31 <sup>st</sup>		20% off the full amount
	After January 1 <sup>st</sup>	N/A	No refund
July/January intake (Second year) *Not applicable for the January intake (First year)	Before May 31 <sup>st</sup>	For students who have paid for 1 year: July to March For students who have paid for 6 months: July to December	Full amount
	June 1 <sup>st</sup> ~ June 30 <sup>th</sup>		20% off the full amount
	July 1 <sup>st</sup> ~ November 30 <sup>th</sup>	January to March	Full amount
	December 1 <sup>st</sup> ~ December 31 <sup>st</sup>		20% off the full amount
	After January 1 <sup>st</sup>	N/A	No refund

\* 1st year refers to the period from the date of enrollment to March 31st of the school year, and 2nd year refers to the period from April 1st to March 31st of the following school year.

## 2. About Short Term Course payment.

The admission fee is non-refundable for any reason. In the case of an admission fee reduction or exemption, the amount equivalent to the admission fee will not be refunded. The remaining amount after deducting the cancellation fee below will be refunded. If the paid amount is less than the cancellation fee, you will have to pay the shortfall amount.

Even if you have not paid by the due date after applying for the course, if cancel within the following period, you will have to pay the cancellation fee separately.

In principle, school will not refund the tuition fee corresponding to delay or shortening of the study period due to delays in immigration caused by reasons such as delay of visa issuance, the convenience of students, etc... Please note that we will not refund tuition fees or admission fees after School Entry day regardless of the reason.

You can pay for each semester if apply for more than one semester, please contact the person in charge of your school.

	Before the course starts				After the course starts	Those who need to apply for visa*	
	More than 2 months before the course starts	2 weeks ~ 2months before the course starts	Less than 2 weeks but more than 1	Less than 1 week	After course starting date	Temporary Visitor Visa refusal	Before Temporary Visitor Visa issuance
Cancellation Date					After course starting date	Before course starting date	After course starting date
Admission Fee	No refund	No refund	No refund	No refund	No refund	No refund	No refund
Course Fees (tuition, material, facilities)	100%refund	70%refund	50%refund	20%refund	No refund	100%refund	50%refund
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY	-	6,000 JPY	6,000 JPY
Conditions	Return of Temporary Visitor Visa or confirmation of unused visa is required if you got the visa with an invitation letter by ISI				-	Confirmation of visa refusal	-

\*If your Temporary Visitor Visa is not issued 1 week prior your scheduled arrival date, please inform us immediately; otherwise, refund policy will not be applied.

# Cancellation and Refund Policies

## 3 Accommodation fees

If you have not completed the payment but cancel within the following period, school will charge the cancellation fee stated below. If you cancel after checking in, we will not refund. Same cancellation policies apply even if you extend your stay.

	Cancellation				Change of period of stay after booking confirmation		Visa Refusal
Cancellation Date	At least 4 weeks prior to the day after the application deadline	Less than 4 weeks but more than 2 weeks before check-in date	Less than 2 weeks but more than 1 week before check-in date	Less than 1 week	At least 4 weeks before check-in date	Less than 4 weeks	-
Admission Fee	No refund	No refund	No refund	No refund	-	-	No refund
Stay Fee (Rent/Facility/Cleaning)	100% refund	Refund after deducting 70% of first month (4 weeks) Fee	Refund after deducting one month (4 weeks) Fee	No refund	Refund of difference	No refund	100% refund *1
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	-	6,000 JPY	-	6,000 JPY
Conditions	-	-	No refund if booked period is less than 1 month	-	Additional fee is charged if the period of stay is extended.		Confirmation of visa refusal

\*1 Refunds for visa denials will only be made if you contact us by the end of the month of admission. Please note that we cannot respond to inquiries after the admission month.

## 4 Airport Pick-up Service

If you have not completed the payment by the due date after we send you the invoice, school will charge the cancellation fee stated below.

	Cancellation		Change of pick-up date or time	Visa Refusal
Cancellation Date	At least 2 weeks before pick-up date	Less than 2 weeks	Less than 1 week from pick-up date	—
Pick-up Fee	100% refund	No refund	No refund	100% refund
Cancellation Fee	3,000 JPY *2	-	-	3,000 JPY
Conditions	If you cancel the return pick-up service, days will be counted from departing date.		New booking must be made and additional fee will be charged separately.	Confirmation of visa refusal

- No compensation for change or cancellation on the day due to personal reasons (e.g. missed flight, etc.). Please, make a new reservation.
- Even though cancellations or changes may be done due to strike of the airline, you need to make a new pick-up service reservation without any compensation if the pick-up car has already departed. We recommend you buy travel insurance for overseas students.

\*2 Cancellation fee for both Accommodation & Pick-up is 6,000 JPY and the transportation cancellation fee will be waived.

## 5 Disclaimer

We will not refund the school payment (tuition fee, teaching material fee, and facilities fee) for school closure, lecture cancellation, absence due to the following reasons:

- Natural disasters, terrestrial disasters, wars, riots, strikes, terrorism, infectious diseases, orders from public offices in Japan or foreign countries, accidents caused by land/sea/air, cancellation of travel services such as transportation/accommodation or transportation services not based on the original operation plan, measures necessary for ensuring the safety of students' lives or physical health, changes in class schedule or class cancellation due to other reasons that school cannot manage.
- If you are unable to re-enter Japan after return to your country temporarily at your discretion.
- Students are absent due to individual risk management, safety measures, health, and other considerations.

## 6 Other policies

- Cancellation requests will be accepted only in written form. The day we receive the cancellation confirmation will be considered as the cancellation date (Japan time zone).
- Bank charges from refund remittance shall be borne by the applicant.
- If you cancel your course and accommodation at the same time, you will be charged a cancellation fee for each.
- In case of a refund due to and applicant's mistake (e.g. overpayment), school will refund it after deducting 3,000 JPY handling fee. Overpayment of less than 3,000 JPY will not be refunded.
- Refunds will be done within 40 days after the cancellation procedure is completed.
- The enrollment dates shall be course starting dates set by the school (the first day of classes for those who join midterm)
- Due to New Year Holidays the office will remain closed. Those who wish to make any changes or cancellation for January intake, shall do so before 20<sup>th</sup> December.

# Application Documents (Part1)

## Those who need a Student Visa (Long-Term Course)

### Student Visa: Required documents for application of Certificate of Eligibility

#### IMPORTANT NOTICE

- ① Each document must be original and issued within the last 3 months upon submission to the Immigration Services Agency except for certificates that are only issued once (e.g. graduation diplomas, grades transcripts, etc.). \*Certificates that can be issued multiple times (e.g. bank balance certificate, graduation certificate, etc.).
- ② For those documents not written in Japanese, please, attach a Japanese translation and submit it together with the original. In this case, please submit both the translation and the original. If you only submit the translation, it will not be accepted. (Translation service is available with 6,000JPY charge.)
- ③ The documents submitted to the Japanese Immigration Services Agency will not be returned. Please, let us know in advance if something needs to be returned.
- ④ The signatures must be genuine and handwritten with a ball-point pen. Please sign the documents yourself and do not use correction fluid on the application form.
- ⑤ If the applicant has applied for a Certificate of Eligibility in the past (Student, Work, Technical Intern, etc...), additional information will be needed. Please inform us upon application.
- ⑥ Please submit the following documents by each school's application deadline.

Documents in red are required. Requirements and documents to be submitted differ depending on nationality, visas application history, etc. Please contact us for more information.

When sending original documents, please use international courier service such as FEDEX/DHL/OCS/EMS and let us know the tracking number.

Application documents are based on the policies of the Immigration Services Agency as of May 31, 2021. The document contents are subject to change due to policy changes. In such case, we will contact you.

CHK	Applicant's Documentation	Details
<input type="checkbox"/>	<u>School Application Form</u> (form provided by ISI)	<ul style="list-style-type: none"> <li>Applicants must fill in all the necessary information required in the forms.</li> <li>Do not leave any blanks, especially supporter's occupation or workplace information.</li> <li>The name must be the same as shown in the applicant's passport.</li> </ul>
<input type="checkbox"/>	<u>Personal History Form Statement of reasons for studying · Post-Completion Career Statement</u> (form provided by ISI)	<ul style="list-style-type: none"> <li>It must be completed by the applicant. It must be dated and signed by the applicant. (Stamp is acceptable)</li> <li>Please list everything that can be considered as your educational background from the time you entered elementary school to the time you graduated from your last school.</li> <li>For the location of the local Japanese language institution, please enter the lot number (No. XX).</li> <li>If there have been periods of time without studying or working, please write down the reason on a <u>different paper</u>.</li> <li>If you have had irregular school or work records, please, submit the certificates to prove it.</li> </ul>
<input type="checkbox"/>	<u>Health Status Declaration</u> (form provided by ISI)	<ul style="list-style-type: none"> <li>Please, fill in the information regarding your current health status.</li> </ul>
<input type="checkbox"/>	<u>2 ID photos</u> (size 4x3 cm) *Certificate photos can be submitted as data	<ul style="list-style-type: none"> <li>Photos must be recent (within 3 months) and your name written in the back.</li> <li>Photos must be clear, no cap, no background, facing front *Color copies are not acceptable</li> </ul>
<input type="checkbox"/>	<u>Passport</u> [Copy] * Other ID cards for those who have not obtained it	<ul style="list-style-type: none"> <li>If you do not have a passport, please, submit the copy of a document issued by a public institution such as ID.</li> <li>Submit all the pages with past entry and departure stamps to Japan.</li> <li>If you have a resident card, please submit a copy of your resident card as well.</li> </ul>
<input type="checkbox"/>	<u>Graduation Diploma or Certificate of final academic background</u> [Copy]	<ul style="list-style-type: none"> <li>If you are currently enrolled in your last school at the time of application, you do not need to submit this form.</li> <li>A copy of the diploma must be the primary copy.</li> <li>If you are currently a student (or on leave or have withdrawn) at University or College, please, submit a certificate and high school graduation diploma.</li> </ul>
<input type="checkbox"/>	Proof of Enrolment or Certificate of expected graduation [Copy] (Only for applicants who are currently enrolled in their last school at the time of application)	<ul style="list-style-type: none"> <li>Document must state clearly the date of enrolment, major and planned graduation date.</li> </ul>
<input type="checkbox"/>	JLPT Certificate [Copy] (Only if applicable)	<ul style="list-style-type: none"> <li>Applicants who have passed the following applicable Japanese Language Proficiency Tests must submit a copy of the certificate.</li> <li>JLPT, BJT Business Japanese Proficiency Test, J-TEST, NAT-TEST, Standard Business Japanese Test, TOPJ Practical Japanese Proficiency Test, J-cert Life, JLCT Japanese Language Proficiency Test for Foreigners, Practical Japanese Communication Test, JPT Japanese Proficiency Test</li> </ul>
<input type="checkbox"/>	Japanese Language Study Certificate (Only if applicable)	<ul style="list-style-type: none"> <li>If you have attended a Japanese language school before, please submit a certificate of attendance and grades from the school.</li> <li>Please submit a certificate of Japanese language study with at least 150 hours of class time.</li> <li>In addition to the address and contact information of the institution, please submit a certificate that clearly states (1) Period of study, (2) Hours of study per week, (3) Hours of study per day, (4) Days the school is closed, including holidays, (5) Hours and days of study to date, (6) Attendance rate, (7) Course content, (8) Course title, (9) Target level for completion of the course, and (10) Name of the course materials used.</li> </ul>
CHK	Financial Supporter's Documentation	Details
<input type="checkbox"/>	<u>Written Proof of Supporter</u> (form provided ISI)	<ul style="list-style-type: none"> <li>Must be written or signed by the applicant's financial supporter.</li> <li>If the financial supporter is not you or your parents, please explain how the financial supporter accepted to pay the expenses on behalf of the applicant's parents and how the applicant's parents are unable to pay the expenses.</li> </ul>
<input type="checkbox"/>	<u>Income Certificate</u>	<ul style="list-style-type: none"> <li>Please submit a certificate from your employer or a public institution that verifies your annual income for the most recent year.</li> <li>For a certificate of bank balance, please make sure that it is in the name of the financial supporter, issued within the last three months, and that the balance of the bank account is sufficient to cover the period of study.</li> </ul>

#### Others

CHK	If the financial supporter(s) resident of Japan	Details
<input type="checkbox"/>	Documents proving the relationship between applicant and the financial supporter(s)	<ul style="list-style-type: none"> <li>Please submit certificate of residence (for all members of your household).</li> <li>If you submit certificate of residence, you will need the original copy issued by the city hall.</li> </ul>
<input type="checkbox"/>	Bank Balance Certificate	<ul style="list-style-type: none"> <li>Must be in the name of the financial supporter and issued within the last 3 months.</li> <li>The amount stated at the balance must be sufficient for the period of study</li> </ul>
<input type="checkbox"/>	Supporter's Proof of Employment	<ul style="list-style-type: none"> <li>If you are a company employee, please submit an original copy of your proof of employment issued by your employer or a public institution.</li> </ul>
<input type="checkbox"/>	Taxation Certificate (tax exemption certificate)	<ul style="list-style-type: none"> <li>Please apply at the city (ward) office of the municipality where you live as of January 1 of the year you wish to apply.</li> </ul>
<input type="checkbox"/>	Residence Card [Copy]	