



School Manual 2023

(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 support through academic guidance and career counseling so that students can make comprehensive progress.

Teaching Methods

1. Communicative language teaching.
2. Implementation of active learning and Information Communication Technology (ICT) education practices.
3. Extracurricular activities outside of the classroom.
4. Lessons taught by highly qualified teachers with diverse experience.
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 society, and 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. Additional fees may be incurred for off-campus learning. (travel expense, etc.)
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 of Japan 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 of Japan.
7. Harajuku Campus will be using computers, so please prepare in advance(refer to the page 6). 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 Immigration Services Agency of Japan.
- ISI will apply on your behalf for the COE at the Immigration Services Agency of Japan.
- 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 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, 2023
- 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 of Japan	Late November	Mid March	Early June	Mid September
Issuance of 'Certificate of Eligibility' 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 the COE has been issued, 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 COE, 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 arrangement 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 a COE, 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 years old.)
- *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 and Evening Course of Intensive Business Japanese are 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 Picture (*No black & white photos. Color/digital format are acceptable)
- 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 nationalities and regions).
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.

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

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.

* 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, 2023 until March 31st, 2024. (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.
- Students are responsible for the actual costs of various external Japanese Language Tests Examination (Obtaining CEFR A2 or higher is one of the graduation requirements of ISI, and is also a qualification required by the Immigration Services Agency of Japan 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	347,500	695,000
Material	16,500	33,000
Facilities	22,000	44,000
Total	463,000	849,000

Study Period	Enrolment period	Application deadline
2 Years	April Start	31 st October, 2022
1 Year 9 Month	July Start	10 th February, 2023
1 Year 6 Month	October Start	10 th May, 2023
1 Year 3 Month	January Start	10 th August, 2023

* 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. * Material fee is charged for each term.

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
Total	208,000	401,000

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
60,200	78,675	97,150	115,625	134,100	152,575	171,050	189,525

Private Japanese Lesson: Fees

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

*45 minutes per lesson.

*Material fee is not included in the price, it'll 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

(Shiki building) Address : 3-10-21 Takada, Toshima-Ku, Tokyo 171-0033

Admission inquires : +81-3-5960-1335

info@isi-global.com



4 minutes away from Takadanobaba Station Waseda Exit on foot
Nearby Airports : 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, 2023 until March 31st, 2024. (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.
- Students are responsible for the actual costs of various external Japanese Language Tests Examination (Obtaining CEFR A2 or higher is one of the graduation requirements of ISI, and is also a qualification required by the Immigration Services Agency of Japan 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	347,500	695,000
Material	16,500	33,000
Facilities	22,000	44,000
Total	463,000	849,000

Study Period	Enrolment period	Application deadline
2 Years	April Start	31 st October, 2022
1 Year 9 Month	July Start	10 th February, 2023
1 Year 6 Month	October Start	10 th May, 2023
1 Year 3 Month	January Start	10 th August, 2023

* 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. * Material fee is charged for each term.

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
Total	208,000	401,000

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
60,200	78,675	97,150	115,625	134,100	152,575	171,050	189,525

Private Japanese Lesson: Fees

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

- *45 minutes per lesson.
- *Material fee is not included in the price, it'll 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
Nearby Airports : 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, 2023 until March 31st, 2024. (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.
- Students are responsible for the actual costs of various external Japanese Language Tests Examination (Obtaining CEFR A2 or higher is one of the graduation requirements of ISI, and is also a qualification required by the Immigration Services Agency of Japan 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
Total	502,000	927,000

Study Period	Enrolment period	Application deadline
1 Year・2 Year	April Start	31 st October, 2022
1 Year・2 Year	July Start	10 th February, 2023
1 Year・2 Year	October Start	10 th May, 2023
2 Year	January Start	10 th August, 2023

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

Short-Term Course (Short-Term Career Japanese): Fees

Short-Term Career Japanese

- Mid-term enrolment is possible based on the results of the placement test and class availability. Application deadline is a month (30 days) before the enrolment date.
- 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. *Material fee is charged for each term.
- 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))
Enrolment Fee	15,000	15,000
Tuition	187,500	375,000
Material	11,000	22,000
Facilities	14,000	28,000
Total	227,500	440,000

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" starting from a beginner level and progressing in difficulty depending on your learning stage. Students will learn the Japanese language communication skills necessary for business situations, business manners, appropriate usage of honorific Japanese as well as written and spoken Japanese. In the Business Japanese class, you will learn how to write business documents, so please prepare your own laptop *

* Recommended Browser : Google Chrome/Microsoft Edge/Safari

* You can also use a tablet but we recommend using an external keyboard.

School Information

ISI Career and Language Academy, Harajuku

Address: 6F JRE 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



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

Nearby Airports : 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, 2023 until March 31st, 2024. (Prices in JPY)

Short-Term Course (Evening Course of Intensive Business Japanese) 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. *Material fee is charged for each term.

For	Those who aim to work in Japan, want to learn business Japanese or improve their Japanese communication skills.
Course Level	Beginner – Upper Intermediate
Classes / Timetable	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
Total	119,250	223,500

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
61,650	71,250	80,850	90,450	100,050	109,650

Working Holiday VISA Support Programs

- Students who come to Japan on a working holiday visa, or students with a long-term visa taking at least a 6-month (20weeks) course, have the opportunity to apply for the working holiday visa support program and receive 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
1-20	6,800	6,400	4,200	3,100
21-50	6,400	5,700	3,500	2,400
51-	5,700	5,300	3,100	2,000

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

School Information

ISI Career and Language Academy, Harajuku

Address: 6F JRE 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
Nearby Airports : Haneda (HND) or Narita (NRT)

School Information

Kyoto Campus

* The following prices are for the enrolment period from April 1st, 2023 until March 31st, 2024. (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.
- Students are responsible for the actual costs of various external Japanese Language Tests Examination (Obtaining CEFR A2 or higher is one of the graduation requirements of ISI, and is also a qualification required by the Immigration Services Agency of Japan 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	340,000	680,000
Material	16,500	33,000
Facilities	16,500	33,000
Total	450,000	823,000

Study Period	Enrolment period	Application deadline
2 Years	April Start	31 st October, 2022
1 Year 9 Month	July Start	10 th February, 2023
1 Year 6 Month	October Start	10 th May, 2023
1 Year 3 Month	January Start	10 th August, 2023

• 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. *Material fee is charged for each term.

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
Total	201,500	388,000

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
58,900	76,725	94,550	112,375	130,200	148,025	165,850	183,675

Private Japanese Lesson: Fees

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

- 45 minutes per lesson.
- Material fee is not included in the price, it'll 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

Nearby Airport: 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, 2023 until March 31st, 2024. (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
Total	420,000	763,000

Study Period	Enrolment period	Application deadline
2 years	April Start	10 th November, 2022
1 year and 6 months	October Start	20 th May, 2023

- Admission will be closed as soon as school's capacity is full.
- Students are responsible for the actual costs of various external Japanese Language Tests Examination (Obtaining CEFR A2 or higher is one of the graduation requirements of ISI, and is also a qualification required by the Immigration Services Agency of Japan by the time you graduate from Japanese language school).

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. *Material fee is charged for each term.

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
Total	186,500	358,000

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
55,900	72,225	88,550	104,875	121,200	137,525	153,850	170,175

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]

- Preparation For Specified Skilled Worker Exam
- Support for Specified Skilled Worker Exam And JLPT
- Employment Support
- Internship
- Employment Guidance
- Visa Acquisition Support

Program fee

*Will be charged after admission

①~⑥	③~⑥
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
1-20	6,800	6,400	4,200	3,100
21-50	6,400	5,700	3,500	2,400
51-	5,700	5,300	3,100	2,000

- 45 minutes per lesson.
- Material fee is not included in the price, it'll 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



12 minutes away from JR Ueda Station on foot
Nearby Airports : 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, 2023 until March 31st, 2024. (Prices in JPY)

Accommodation: Types & Fees

- There are several types of accommodation available for your stay in Japan. If you are a 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

- Long-term stays are available on a semester basis (1term). Price includes utilities and Internet fees.
- Long term stays are contracted on a 1 term basis and are not prorated.

Room type	Room	Type	Admission fee	Facility fee	Cleaning fee	Rent/1term	Total (1term)
Student House	Single	A	40,000	30,000	10,000	243,000	323,000
	Single	B				216,000	296,000
	Twin					159,000	239,000

* October intake students can apply for 2 terms 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, building age, and distance to the nearest station.

* Type A include a relatively large rooms of ISI dormitories and affiliated dormitory. B type is all affiliated dormitory.

* We do not accept preference of A or B type at the time of application. Please check the details of the rooms on our website.

(<https://www.isi-education.com/application/accommodation/>)

Short Stay (Non-student visa holders) Fees (from 2 weeks to 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 House	Single	30,000	3,800/day	83,200	136,400
	Twin	20,000	2,900/day	60,600	101,200
Guesthouse	Single	30,000	3,800/day	83,200	136,400
	Twin	20,000	2,900/day	60,600	101,200
Weekly Mansion	Single	22,000	6,800/night	110,400	205,600
	Twin	22,000	4,500/night	80,500	143,500
Homestay	Single	22,000	5,500/night	93,500	170,500

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

For Student House Students: Send us the e-ticket or flight information **2 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 House	6,000	Car(pick-up by staff or contractor) *With the special rate, you may be required to wait a certain amount of time at the airport.	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. 1,000 JPY will be charged on site for an extra suitcase (max. 1 extra suitcase).
Homestay	18,000	Public transportation *1	Public transportation fee or taxi fee included. Pick-up will be arranged after ISI confirms payment.
Guesthouse/Weekly Mansion	31,000	Taxi	

*1 Bus or train etc.

Kyoto - Accommodation & Airport Pick-up Service

* The following prices are for Accommodation & Airport Pick up Service period from April 1st, 2023 until March 31st, 2024. (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: from 13 minutes on foot to 40 minutes (on foot + by 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

- Long-term stays are available on a semester basis (1term). Price includes utilities and Internet fees.
- Long term stays are contracted on a 1 term basis and are not prorated. (In addition to the rent, there may be a monthly billing fee)

Room Type	Room Capacity	Type	Admission fee	Facility fee	Cleaning fee	Rent/1term	Total (1term)
Student Housing	Single	A	40,000	30,000	10,000	216,000	296,000
		B				180,000	260,000
	Double	A				150,000	230,000
		B				138,000	218,000

* October intake students can apply for 2 terms by a single payment. In that case, the facility fee (30,000 JPY) will be exempted.

Short Stay Fees (Non-student visa holders) (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	Staff or contractors will meet you. As it is a special fee, you may have to wait at the airport for a while. *1	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	Public transportation * 2	Public transportation fee included. Pick-up will be arranged after ISI confirms payment.

*1 Shared-ride taxi may not be available due to infectious disease control measures.

*2 Bus or train etc.

Nagano - Accommodation & Airport Pick-up Service

* The following prices are for Accommodation & Airport Pick up Service period from April 1st, 2023 until March 31st, 2024. (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 within 10 mins on foot
- Living together with multinational students
- Reasonable than other housing
- Shared bathrooms and kitchen. Meals not included
- Bedding included

② Homestay (2 meals a day included)

- Live with a Japanese family
- 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).
- 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

The minimum period of accommodation is 3 months. Price includes utilities and Internet fees.

* Long term stays are contracted on 3 months basis and are not prorated.

	Room	Admission fee	Facility fee	Cleaning fee	Rent (3months)	Total(3months)
Student Housing	Single	30,000	20,000	10,000	195,000	255,000
	Twin				129,000	189,000
	Triple				96,000	156,000

*If you make a payment for 6 months at the time of entering the Student House, the Admission fee + Facility fee (50,000 yen) will be exempted.

Short Stay Fees (Non-student visa holders) (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	101,200
	Twin		2,000/day	48,000	76,000
Homestay	Single	22,000	5,500/night	93,500	170,500

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	22,000	Shared taxi *1	One suitcase included in the price. If you bring more than 1, you will be charged 1,000 JPY per extra suitcase. (Only one additional piece of luggage is allowed)

* 1 Shared-ride taxi may not be available due to infectious disease control measures.

* 2 If you check in outside the designated dormitory check-in day, pick-up may not be arranged.

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 a directly managed dormitory or in an affiliated accommodation as long as it is convenient for you to commute to 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 after you apply.	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 after you apply.
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. * If you do not make a payment by the due date, your reservation may be canceled. Cancellation fees will be in accordance with the [Cancellation and Refund Policies].	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. Cancellation fees will be in accordance with the [Cancellation and Refund Policies].
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. Please arrange a schedule to arrive in Japan on the check-in day.	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 conducted. If you are not selected, your application will be automatically cancelled and no cancellation fee will be charged.
- 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 in the student house, please apply for an extension directly at your place of residence after moving in. Extension is possible if there are vacancies.
- 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

* National Holidays may change.

	Closed (Holidays & National Holiday)		Dorm Entry Day		Orientation		Enrolment Day		First Day of Class		Mid-Term Entry Day		Term Examination
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Spring Term (Class duration: 10 weeks)

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

Summer Term (Class duration: 10 weeks)

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

Autumn Term (Class duration: 10 weeks)

October 2023							November 2023							December 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				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

Winter Term (Class duration: 10 weeks)

January 2024							February 2024							March 2024						
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					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						14

Ikebukuro Campus

* National Holidays may change.

	Closed (Holidays & National Holiday)		Dorm Entry Day		Orientation		Enrolment Day		First Day of Class		Mid-Term Entry Day		Term Examination
--	--	---	-------------------	---	-------------	---	------------------	---	-----------------------	---	-----------------------	---	---------------------

Spring Term (Class duration: 10 weeks)																				
April 2023							May 2023							June 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

Summer Term (Class duration: 10 weeks)																				
July 2023							August 2023							September 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

Autumn Term (Class duration: 10 weeks)																				
October 2023							November 2023							December 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				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

Winter Term (Class duration: 10 weeks)																				
January 2024							February 2024							March 2024						
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					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						15

Harajuku Campus

* National Holidays may change.

	Closed (Holidays & National Holiday)		Dorm Entry Day		Orientation		Enrolment Day		First Day of Class		Mid-Term Entry Day		Term Examination
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Spring Term (Class duration: 10 weeks)

April 2023								May 2023								June 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5	6						1	2	3
2	3	4	5	6	7	8	WK4	7	8	9	10	11	12	13	WK8	4	5	6	7	8	9	10
9	10	11	12	13	14	15	WK5	14	15	16	17	18	19	20	WK9	11	12	13	14	15	16	17
16	17	18	19	20	21	22	WK6	21	22	23	24	25	26	27	WK10	18	19	20	21	22	23	24
23	24	25	26	27	28	29	WK7	28	29	30	31					25	26	27	28	29	30	
30																						

Summer Term (Class duration: 10 weeks)

July 2023								August 2023								September 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1				1	2	3	4	5							1	2
2	3	4	5	6	7	8	WK1	6	7	8	9	10	11	12	WK8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	WK5	13	14	15	16	17	18	19	WK9	10	11	12	13	14	15	16
16	17	18	19	20	21	22	WK6	20	21	22	23	24	25	26	WK10	17	18	19	20	21	22	23
23	24	25	26	27	28	29	WK7	27	28	29	30	31				24	25	26	27	28	29	30
30	31																					

Autumn Term (Class duration: 10 weeks)


October 2023								November 2023								December 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					1	2	3	4							1	2
8	9	10	11	12	13	14	WK1	5	6	7	8	9	10	11	WK9	3	4	5	6	7	8	9
15	16	17	18	19	20	21	WK2	12	13	14	15	16	17	18	WK10	10	11	12	13	14	15	16
22	23	24	25	26	27	28	WK3	19	20	21	22	23	24	25		17	18	19	20	21	22	23
29	30	31					WK4	26	27	28	29	30				24	25	26	27	28	29	30
																31						

Winter Term (Class duration: 10 weeks)

January 2024								February 2024								March 2024						
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						1	2	3							1	2
7	8	9	10	11	12	13	WK1	4	5	6	7	8	9	10	WK9	3	4	5	6	7	8	9
14	15	16	17	18	19	20	WK2	11	12	13	14	15	16	17	WK10	10	11	12	13	14	15	16
21	22	23	24	25	26	27	WK3	18	19	20	21	22	23	24		17	18	19	20	21	22	23
28	29	30	31				WK4	25	26	27	28	29				24	25	26	27	28	29	30
																31						

School Calendar 2023

Harajuku Campus (Evening Course of Intensive Business Japanese)

 Closed
(Holidays &
National
Holiday)

 Orientation
Enrolment
Day

 First Day
of Class

 Mid-Term
Entry Day

* National Holidays may change.

Spring Term (Class duration: 10 weeks)

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

Summer Term (Class duration: 10 weeks)

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

Autumn Term (Class duration: 10 weeks)

October 2023							November 2023							December 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				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

Winter Term (Class duration: 10 weeks)

January 2024							February 2024							March 2024						
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					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						

Kyoto Campus

* National Holidays may change.

	Closed (Holidays & National Holiday)		Dorm Entry Day		Orientation		Enrolment Day		First Day of Class		Mid-Term Entry Day		Term Examination
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Spring Term (Class duration: 10 weeks)																								
April 2023								May 2023								June 2023								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		
						1			1	2	3	4	5	6						1	2	3		
2	3	4	5	6	7	8		WK4	7	8	9	10	11	12		13	WK8	4	5	6	7	8	9	10
9	10	11	12	13	14	15		WK5	14	15	16	17	18	19		20	WK9	11	12	13	14	15	16	17
WK1	16	17	18	19	20	21	22	WK6	21	22	23	24	25	26	27	WK10	18	19	20	21	22	23	24	
WK2	23	24	25	26	27	28	29	WK7	28	29	30	31					25	26	27	28	29	30		
WK3	30																							

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

Autumn Term (Class duration: 10 weeks)																							
October 2023								November 2023								December 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					1	2	3	4							1	2	
8	9	10	11	12	13	14		5	6	7	8	9	10	11		3	4	5	6	7	8	9	
15	16	17	18	19	20	21		12	13	14	15	16	17	18		10	11	12	13	14	15	16	
WK1	22	23	24	25	26	27	WK5	19	20	21	22	23	24	25	WK9	17	18	19	20	21	22	23	
WK2	29	30	31				WK6	26	27	28	29	30			WK10	24	25	26	27	28	29	30	
WK3							WK7																
WK4							WK8																

Winter Term (Class duration: 10 weeks)																							
January 2024								February 2024							March 2024								
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						1	2	3							1	2	
WK1	7	8	9	10	11	12	WK5	4	5	6	7	8	9	10	WK9	3	4	5	6	7	8	9	
WK2	14	15	16	17	18	19	WK6	11	12	13	14	15	16	17	WK10	10	11	12	13	14	15	16	
WK3	21	22	23	24	25	26	WK7	18	19	20	21	22	23	24		17	18	19	20	21	22	23	
WK4	28	29	30	31			WK8	25	26	27	28	29				24	24	26	27	28	29	30	
																31						18	

Nagano Campus

* National Holidays may change.

	Closed (Holidays & National Holiday)		Dorm Entry Day		Orientation		Enrolment Day		First Day of Class		Mid-Term Entry Day		Term Examination
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Spring Term (Class duration: 10 weeks)																				
April 2023							May 2023							June 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

Summer Term (Class duration: 10 weeks)																				
July 2023							August 2023							September 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

Autumn Term (Class duration: 10 weeks)																				
October 2023							November 2023							December 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				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

Winter Term (Class duration: 10 weeks)																				
January 2024							February 2024							March 2024						
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					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						19

Payment Information

Payment method

- Payment for tuition and other fees can be made by bank transfer, Flywire, or WeChat Pay. (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.

Tokyo- Takadanobaba Campus https://www.flywire.com/pay/isi-takadanobaba 	Kyoto Campus https://www.flywire.com/pay/isi-kyoto 
Tokyo-Ikebukuro Campus https://www.flywire.com/pay/isi-ikebukuro 	Nagano Campus https://www.flywire.com/pay/nagano-business-language 
Tokyo-Harajuku Campus https://www.flywire.com/pay/isi-harajuku 	

About payment by WeChat Pay:

- Payment can be made using the cross-border tuition payment platform of the WeChat Mini Program "日本国家館 - Japan National Pavilion*", officially endorsed by WeChat Pay.
- Please access the dedicated page for the campus you are enrolling, and enter your information, amount, etc. as indicated on the payment notice. The page is in Simplified Chinese.

* It is a comprehensive platform for cross-border e-commerce and information dissemination in the WeChat ecosystem.

Tokyo- Takadanobaba Campus 	Tokyo-Ikebukuro Campus 	Tokyo-Harajuku Campus 	Kyoto Campus 	Nagano Campus 
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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 applicant.

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
- Accommodation 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 method

Please keep in mind the following when making a remittance:

- Please use the invoice provided by the school when making the payment.
- 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.
- Please fill the student reference number and your formal name indicated on the passport in the message of payee statement/purpose of remittance section.
- 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.
- 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.
- Please contact your financial institution regarding the bank transfer procedure. School will not be held responsible for any losses or troubles due to transfer errors, etc. so please be careful.
- 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://help.flywire.com/hc/en-us>

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 Enrolment)

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 enrolment period before the application deadline (Will be notified separately), 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					COE Rejected
	Before Student Visa issuance	Student Visa refusal	After Student Visa issuance and before entry in Japan	After Student Visa issuance and entry in Japan but before course starting date	After Course Starting Date	
Visa Application Fee	No refund	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	100% refund	70% refund	See below. (1.2)	—
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY		—
Conditions	Return of COE and Acceptance Letter	Confirmation of visa refusal	Return of COE and Acceptance Letter also confirmation of student visa revocation	Confirmation of return to home country and residence card revocation		—

1.2. Long Term Course (After Enrolment)

For a student who is leaving the school halfway, the school fees (tuition, material fee, and facility fee) will be refunded 2 semesters (6 months), with 4 semesters per year starting from the semester of enrolment. 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 enrolment	Date of submission of Withdrawal Notice	Refundable period	Refund amount
April intake (First year)	Before August 31 st	October to March	Full amount
	September 1 st ~ September 30 th		20% off the full amount
	After October 1 st	N/A	No refund
April/October intake (Second year)	Before January 31 st	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 st ~ March 31 st		20% off the full amount
	April 1 st ~ August 31 st	October to March	Full amount
	September 1 st ~ September 30 th		20% off the full amount
	After October 1 st	N/A	No refund
July intake (First year)	Before November 30 th	January to June * For transferring students who are graduating in their first year: April to June	Full amount
	December 1 st ~ December 31 st		20% off the full amount
	After January 1 st	N/A	No refund
July/January intake (Second year) *Not applicable for the January intake (First year)	Before May 31 st	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 st ~ June 30 th		20% off the full amount
	July 1 st ~ November 30 th	January to March	Full amount
	December 1 st ~ December 31 st		20% off the full amount
	After January 1 st	N/A	No refund

* 1st year refers to the period from the date of enrolment 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.

* For Harajuku Campus students only, the first and second years are calculated from the date of enrolment.

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 cancelling within the following period, you will have to pay the cancellation fee separately.

In principle, ISI will not refund the tuition fee corresponding to a 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.

Cancellation Date	Before the course starts				After the course starts	Temporary Visitor Visa Refusal
	More than 1 month before the course starts	2 weeks ~ 1months before the course starts	Less than 2 weeks but more than 1week	Less than 1 week		
Admission Fee	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 *
Cancellation Fee	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, ISI 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	From the next day of application to 4 weeks prior to the check-in day *	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 prior to the check-in date *	Less than 4 weeks prior to the check-in date *	-
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 *
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

- 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.
 - If the Certificate of Eligibility is not issued, no cancellation fee will be charged.
- *For student housing, the scheduled check-in date will be the designated date for "Dorm Entry Day" on the school calendar.

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 *	-	-	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.
- *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, 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 an 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 enrolment dates shall be course starting dates set by the school (the first day of classes for those who join midterm)
- ISI office is closed during New Year Holidays. Those who wish to make any changes or cancellation for January intake, shall do so before 20th December.

*This manual is written in Japanese originally, (the Japanese version is the original copy), and the English version is translated for reference only. If there is a contradiction between these two language versions, the Japanese version will take precedence.

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 of Japan 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 both the translation and the original.
(If you only submit the translation, it will not be accepted.)
- ③ The documents submitted to the Immigration Services Agency of Japan 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 for student, technical intern or any other visa type (including cancellation history), 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 of Japan as of May 31, 2022. 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"> Applicants must fill in all the necessary information required in the forms. Do not leave any blanks, especially supporter's occupation or workplace information. The name must be the same as shown in the applicant's passport.
<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"> It must be completed by the applicant. It must be dated and signed by the applicant. (Stamp is acceptable) 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. For the location of the local Japanese language institution, please enter the lot number (No. XX). If there have been periods of time without studying or working, please write down the reason on a <u>different paper</u>. If you have had irregular school or work records, please, submit the certificates to prove it.
<input type="checkbox"/>	<u>Health Status Declaration</u> (form provided by ISI)	<ul style="list-style-type: none"> Please, fill in the information regarding your current health status.
<input type="checkbox"/>	<u>2 ID photos</u> (size 4x3 cm) *Certificate photos can be submitted as data	<ul style="list-style-type: none"> Photos must be recent (within 3 months) and your name written in the back. Photos must be clear, no cap, no background, facing front *Color copies are not acceptable
<input type="checkbox"/>	<u>Passport [Copy]</u> * Other ID cards for those who have not obtained it	<ul style="list-style-type: none"> If you do not have a passport, please, submit the copy of a document issued by a public institution such as ID. Submit all the pages with past entry and departure stamps to Japan. If you have a resident card, please submit a front and back side copy of your resident card as well.
<input type="checkbox"/>	<u>Graduation Diploma or Certificate of final academic background [Copy]</u>	<ul style="list-style-type: none"> If you are currently enrolled in your last school at the time of application, you do not need to submit this form. A copy of the diploma must be the primary copy. 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.
<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"> Document must state clearly the date of enrolment, major and planned graduation date.
<input type="checkbox"/>	JLPT Certificate [Copy](Only if applicable)	<ul style="list-style-type: none"> Applicants who have passed the following applicable Japanese Language Proficiency Tests must submit a copy of the certificate. 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
<input type="checkbox"/>	Japanese Language Study Certificate (Only if applicable)	<ul style="list-style-type: none"> If you have attended a Japanese language school before, please submit a certificate of attendance and grades from the school. Please submit a certificate of Japanese language study with at least 150 hours of class time. 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.
CHK	Financial Supporter's Documentation	Details
<input type="checkbox"/>	<u>Written Proof of Supporter</u> (form provided ISI)	<ul style="list-style-type: none"> Must be written or signed by the applicant's financial supporter. 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.
<input type="checkbox"/>	<u>Income Certificate</u>	<ul style="list-style-type: none"> Please submit a certificate from your employer or a public institution that verifies your annual income for the most recent year. 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.

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

Application Documents (Part2)

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 of Japan 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.) *The certificate should include the issuer's title and name, address of the issuing institution and contact information (telephone and fax numbers), and be signed or stamped by the issuer.
- ② For those documents NOT written in Japanese, please, attach a Japanese translation, and submit both the translation and the original.
(If you only submit the translation, it will not be accepted.)
- ③ The documents submitted to the Immigration Services Agency of Japan 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 like student, technical intern or any other (including cancellation history), 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 of Japan as of May 31, 2022. 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"> Applicants must fill in all the necessary information required in the forms. Do not leave any blanks, especially supporter's occupation or workplace information. The name must be the same as shown in the applicant's passport.
<input type="checkbox"/>	<u>Personal History Form Statement of reasons for studying</u> ・ <u>Post-Completion Career Statement</u> (form provided by ISI)	<ul style="list-style-type: none"> It must be completed by the applicant. It must be dated and signed by the applicant. (Stamp is acceptable) 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. For the location of the local Japanese language institution, please enter the lot number (No. XX). If there have been periods of time without studying or working, please write down the reason on a <u>different paper</u>. If you have had irregular school or work records, please, submit the certificates to prove it.
<input type="checkbox"/>	<u>Health Status Declaration</u> (form provided by ISI)	<ul style="list-style-type: none"> Please, fill in the information regarding your current health status.
<input type="checkbox"/>	<u>2 ID photos</u> (size 4x3 cm) *Digital formats are acceptable	<ul style="list-style-type: none"> Photos must be recent (within 3 months) and your name written in the back. Photos must be clear, no cap, no background, facing front *Color copies are not acceptable
<input type="checkbox"/>	<u>Passport</u> 【Copy】 *Other ID cards for those who have not obtained it	<ul style="list-style-type: none"> If you do not have a passport, please, submit the copy of a document issued by a public institution such as ID. Submit all the pages with past entry and departure stamps to Japan. If you have a resident card, please submit a front and back side copy of your resident card as well.
<input type="checkbox"/>	<u>Graduation Diploma or Certificate of final academic background</u> 【Original】	<ul style="list-style-type: none"> If you are currently enrolled in your last school at the time of application, you do not need to submit this form. Please submit the original diploma (graduation certificate) of your final academic background. The original diploma will be returned after examination by the Immigration Services Agency of Japan. 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.
<input type="checkbox"/>	Proof of Enrolment or Certificate of expected graduation 【Original】 (Only for applicants who are currently enrolled in their last school at the time of application)	<ul style="list-style-type: none"> Document must state clearly the date of enrolment, major and planned graduation date.
<input type="checkbox"/>	JLPT Certificate 【Copy】 (Only if applicable)	<ul style="list-style-type: none"> Applicants who have passed the following applicable Japanese Language Proficiency Tests must submit a copy of the certificate. 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 If the results are not known until the date of application, please submit a copy of the examination voucher and the transcript document by the specified deadline. Printed of test result screens on the website of the test administration organization are not acceptable. It will not be accepted as a document.
<input type="checkbox"/>	Japanese Language Study Certificate (Only if applicable) (If you have graduated from a higher education institution such as a foreign university, junior college, or vocational school, you do not need to submit your diploma)	<ul style="list-style-type: none"> If you have attended a Japanese language school before, please submit a certificate of attendance and grades from the school. Please submit a certificate of Japanese language study with at least 150 hours of class time. 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.
CHK	Financial Supporter's Documentation	Details
<input type="checkbox"/>	<u>Written Proof of Supporter</u> (form provided by ISI)	<ul style="list-style-type: none"> Must be written or signed by the applicant's financial supporter. 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.
<input type="checkbox"/>	<u>Documents proving the relationship between applicant and the financial supporter</u>	<ul style="list-style-type: none"> Original certificates of parent-child relationship, kinship, etc., certified by a public institution (e.g., birth certificate or notarized certificate of kinship) In the case of a family register, please submit a copy of the page that contains the household address, status and occupational information of all household members. (Only the primary copy is acceptable.)
<input type="checkbox"/>	<u>Bank Balance Certificate</u> 【Original】	<ul style="list-style-type: none"> Must be in the name of the financial supporter and issued within the last 3 months. The amount stated at the balance must be sufficient for the period of study
<input type="checkbox"/>	<u>Supporter's Proof of Employment</u> 【Original】	<ul style="list-style-type: none"> If you are a company employee, please submit an original copy of your proof of employment issued by your employer or a public institution. If you operate a business, please submit a copy of your business license or business registration certificate. (Self-employed, agricultural workers, etc.) Please make sure the proof of employment includes the name and contact information, period of employment, job description, position in the company, and any other noteworthy information.

Application Documents (Part2)

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

Student Visa: Required documents for application of Certificate of Eligibility

CHK	Financial Supporter's Documentation	Details
<input type="checkbox"/>	Proof of fund formation process for the past 1 year	<ul style="list-style-type: none"> Please submit a copy of your passbook or deposit / withdrawal statement as a document to prove the process of forming funds described in the bank balance certificate. Please make sure that the passbook is a primary copy and contains the details of the transaction (transaction date, amount and balance), the name of the depositor, the name of the financial institution, and the savings account number. Please submit the original withdrawal statement, and if there is a noteworthy history or supplementary items, please explain in the reason statement (optional formula). If the deposit / withdrawal statement is less than one year, it may not be treated as screening documents.
<input type="checkbox"/>	Income certificate for the past 1 year [Original] Taxation payment (taxation certificate) for the past 1 year [Original]	<ul style="list-style-type: none"> Please submit the documents issued by the agency having jurisdiction over personal income tax. If you are unable to issue the document, please provide an explanation from a public institution. (Please also explain why the agency with jurisdiction over personal income tax cannot issue the document.) If the certificate issued by the institution that has jurisdiction over personal income tax shows the amount of income and personal income tax, you do not need to submit a tax payment certificate.

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

CHK	Other documents	Details
<input type="checkbox"/>	Statement of reasons (optional form)	<ul style="list-style-type: none"> Please submit a statement of reasons or substantiating documents that dispel the reasons for the rejection or denial. Please explain the reasons why you withdrew your application in the past and the circumstances under which those reasons have been resolved in this application.
<input type="checkbox"/>	Applicant's certificate of employment (document proving the applicant's occupation)	<ul style="list-style-type: none"> Please submit this form if you have completed "Technical Intern Training" and have been employed in your home country since returning from Japan.