

2025

LEADING JAPANESE LANGUAGE SCHOOL

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# School Manual

(For residents outside Japan)

**ISI Japanese Language School Education Center**



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## (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 an international society.

## (3) Diploma Policy

Those who have acquired the following abilities during their enrollment 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 diverse lessons by utilizing the latest teaching methods.
3. Classes to help prepare students for the Japanese language proficiency test (JLPT), as well as preparation towards examinations for Japanese University Admissions (EJU), etc.
4. Achievement testing with an aim to check outcomes of language acquisition.
5. Acquire the skills to function in an international environment (understanding of Japanese culture and multiculturalism) and become a more resourceful person (communication skills, initiative and the ability to achieve objectives in teams) through group work, active learning and out-of-school learning.
6. Providing support through academic guidance and career counseling so that students can make comprehensive progress.

### Teaching Method

1. Teaching with the goal of improving students' communication skills.
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 multicultural learning and understanding.
6. Academic and Career Counselling with multiple events such as job fairs and seminars.

### 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 Enrollment 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 not only interested in the 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. We will conduct classes focused on improving communication skills through the direct method. (Generally, we will not provide foreign language assistance during the class.)
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 have career guidance and career events planned throughout the year in accordance with our 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. Shibuya・Harajuku and Takadanobaba Campus will be using computers, so please prepare a computer/laptop in advance. Shinjuku, Ikebukuro, Osaka, 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 require a Student Visa (Long-Term Course)

### About the Student Visa

- Usually, those who wish to study for 6 months or more require a Student Visa.
- To receive a student visa, 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

- Those who have graduated with at least 12 years of education or equivalent by the course starting date.
  - \* 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, 2025
- Have motivation to study.
- Have financial support while studying in Japan, or ability to pay expenses during the study abroad period.
- Those who fully understand our educational philosophy and policy (page 3).
- At our Shibuya·Harajuku and Takadanobaba Campuses, students must meet the following requirements.
  - (1) Those who are looking to find work in Japan or in their home country after graduating from ISI.
  - (2) Those who have graduated from university, completed a post graduate course or have graduated from a junior college.
    - \* Exceptions are made for students seeking employment on the specified skilled worker visa.
- Those who enroll in January will typically start from an N4 level, so you must have the equivalent of JLPT N5 (beginner level) (except for Shibuya·Harajuku, Takadanobaba and Osaka Campuses).
  - If you do not meet these requirements, please contact our Education Center.

- \* If the school principal approves, admission may be granted to those who do not meet the above eligibility requirements.
- \* If you do not meet the requirements, please contact us.

### Admission Requirements and Time of Entry

Entrance Period (Length of Study)	2024			2025											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
April (2 years)	①	②	...		③	④	...	...	...	...	...	...	...	...	...
July (1 year 9 months)	...	...	...		①	②	...	③	④	...	...	...	...	...	...
October (1 year 6 months)	...	...	...		...	...	①	...	②	...	③	④	...	...	...
January (1 year 3 months*)	...	...	...		...	...	...	...	...	①	...	②	...	③	④

① Application submission period

② Submission of application at the Immigration Services Agency of Japan

③ Issuance of 'COE' and Payment

④ Visa application at Embassy/Consulate

\* The duration of study at the Shibuya·Harajuku and Takadanobaba Campus is 1 or 2 years.  
 \* The Osaka campus has no long-term courses starting in January.  
 \* Please note that we will stop accepting applications upon reaching full capacity at each school.

### Application Procedure

\* "Campusmate-J" is a portal site provided by ISI Japanese Language School to support students' student life. After applying for a COE, you will gain access to this site. 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 anytime, anywhere from their PC or smartphone when connected to the Internet.

<b>STEP 1</b>	Submit application documents and pay the application fee.	> Please pay the application fee by bank transfer, Flywire, or WeChat Pay. To begin the admission process, you must first submit the application form and pay the application fee.
<b>STEP 2</b>	ISI will apply for the COE at the Immigration Services Agency of Japan on your behalf.	> We will apply for the COE on your behalf. If the applicant is found to be eligible for admission, the school will issue a "Conditional Offer of Place". Those who have been accepted will be able to use our student portal site "Campusmate-J" * and will receive various information and documents through this site.
<b>STEP 3</b>	Issuance of COE from the Immigration Services Agency of Japan (received by the school).	> After the issuance, the school will issue an invoice for tuition and other fees, which will be sent to you via "Campusmate-J".
<b>STEP 4</b>	Payment of school fees	
<b>STEP 5</b>	Take the online placement test	> Please be sure to take the placement test, as your class will be assigned based on the results of the placement test provided on "Campusmate-J".
<b>STEP 6</b>	Issuance of COE and Letter of Admission from the school	> After confirming payment of tuition fees, we will send you the COE, Letter of Admission, Application for Permission to Engage in Activity other than that Permitted under the Status of Residence, and other documents, as well as information about the admission process and other important matters concerning entry into Japan via "Campusmate-J".
<b>STEP 7</b>	Visa application at a Japanese embassy or consulate abroad	
<b>STEP 8</b>	Visa issuance, Book your airline ticket	> After booking your ticket, please register your e-ticket with your arrival flight and arrival time using the form sent via "Campusmate-J".
<b>STEP 9</b>	Enrollment	> Please come to school on the enrollment day. (If you have arranged your accommodation, please make arrangements to enter the dormitory on the designated date.)



# Application Procedures

For applicants who do not require a Student Visa (Short-Term Course)

## Types of Visa

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

- This visa is issued by a Japanese Embassy or Consulate overseas.
- Holders of passports from visa-free countries/regions are allowed to enter Japan without a visa.
- With some countries, even if your country has a visa waiver agreement with Japan it is best to 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. If you would like to have an invitation letter prepared by our school, please contact us for more details. Please note that there are other conditions for applications of 8 weeks or longer when we prepare the invitation letter, so please contact us for details.

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

- You can enroll at the school with a visa issued for purposes other than studying.
- Visas included in this group are working holiday visas, spouse visas and dependent visas, permanent resident visas, long-term resident visas, etc.

\* Please check the school calendar to verify the enrollment dates. If your Japanese is a beginner level, please enroll on the enrollment days of each school.  
\* You can join on a 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 years old and above. (Please contact us if you are under 16 years old.)  
\*We do not provide 24-hour support for students under 18 years of age. We recommend that students live with a guardian residing in Japan, or stay in a student dormitory, guesthouse, weekly apartment, or homestay arranged by the school.
- Motivated to study. The elective "Job Finding Class" offered on the Academic Japanese course is not available for temporary visitor visa holders.
- 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 3).

## 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 found on the page linked by this QR code. Please fill out the form, download the required documents, and send them to our staff.

Apply here →→→



## Application Procedure

### Temporary Visitor Visa or other types of visa (without Invitation Letter From School)

STEP 1	Send the required documents to ISI by email.
STEP 2	ISI will send confirmation and an invoice for your application via e-mail.
STEP 3	After payment, ISI will send you an acceptance letter (PDF).
STEP 4	Apply for a "Temporary Visitor Visa" at a Japanese embassy or consulate abroad* (only for nationals of the required nationality and region)
STEP 5	Take the online placement test
STEP 6	Book your airline ticket (E-tickets must be submitted at least 2 weeks prior to arrival if the school arranges your stay)
STEP 7	Enrollment

### Temporary Visitor Visa (with Invitation Letter From School)

STEP 1	Send required documents to ISI by email.
STEP 2	ISI will send confirmation and an invoice of your application via email. (Invitation letter fee is 18,000 JPY.)
STEP 3	After payment, ISI will send you an acceptance letter (PDF).
STEP 4	Apply for a "Temporary Visitor Visa" at a Japanese embassy or consulate abroad* (issuance may take a few weeks).
STEP 5	Take the online placement test
STEP 6	Book your airline ticket (E-tickets must be submitted at least 2 weeks prior to arrival if the school arranges your stay)
STEP 7	Enrollment

\* Please consult the Japanese Embassy or Consulate for visa application procedures.  
\* If you are not from a visa-exempt country, please consult with our staff first.

## Fees

### Tuition

Course	Campus	Enrollment Period				
		Long-Term Course		Short-Term Course		
		6 months	1 year	4 weeks	8 weeks	10 weeks (3 months)
Academic Japanese	Shinjuku	552,000	994,000	—	—	—
	Ikebukuro, Osaka, Kyoto	526,000	942,000	—	—	—
	Nagano	472,000	834,000	—	—	—
Career Japanese	Shibuya・Harajuku, Takadanobaba	547,000	984,000	114,000	197,000	238,500
General Japanese	Shinjuku	—	—	115,000	199,000	241,000
	Ikebukuro, Osaka, Kyoto	—	—	109,800	188,600	228,000
	Shibuya・Harajuku, Takadanobaba	—	—	114,000	197,000	238,500
	Nagano	—	—	99,000	167,000	201,000
Evening Course	Shibuya・Harajuku	—	—	63,000	95,000	111,000

\* The short-term General Japanese course at Shibuya・Harajuku and Takadanobaba Campuses for beginners only.

\* The prices displayed above are our standard prices. For information on various campaigns and exemptions, please visit our website.

([www.isi-education.com/application/fee/](http://www.isi-education.com/application/fee/))

\* Students are responsible for the costs of various external examinations. (Obtaining a CEFR or higher Japanese language reference level while still in school is a requirement for graduation from our school and is also required by the Immigration Services Agency of Japan. )

### Private Japanese Lesson

Teacher arrangement fee	20,000
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\* 1 lesson = 45 minutes

\* Prices do not include the cost of teaching materials.

\* If you have any requests regarding days, times, or locations, please contact the respective schools.

\* The teacher arrangement fee needs to be paid by each applicant.

The prices indicated above are as follows.

Shinjuku, Shibuya・Harajuku, Takadanobaba, Osaka, Kyoto campuses: price including tax / Ikebukuro, Nagano campuses: price excluding tax.

The amount you pay before and after tax remains the same.

Availability: 9:00-18:00

Number of Lessons	1 student	2~5 students	6~10 students	11~15 students
1~20	8,000	7,500	5,000	3,500
21~50	7,000	6,000	4,000	2,500
51~	6,000	5,500	3,500	2,000

※Evening lessons are also available at our Shibuya・Harajuku campus. For more information, please contact us.

### Accommodation and airport pick-up fee(optional)

Type				2 weeks total (short-term)	4 weeks total (short-term)	1 term total (long-term)
Tokyo	Expenses	Student House	1 Person Room	From 86,000	From 142,000	From 315,000
			2 Person Room	From 63,400	From 106,800	245,000
		Guesthouse	1 Person Room	From 86,000	From 142,000	—
			2 Person Room	From 63,400	From 106,800	—
		Weekly apartment	1 Person Room	From 118,400	From 213,600	—
			2 Person Room	From 78,500	From 141,500	—
		Homestay	—	109,300	194,700	—
			—	—	—	—
	Airport Transfer Fee (one-way) Narita/Haneda Airport	Shared car	Student house residents (on the designated day and time of arrival)	From 23,000		
			Student house residents (outside the designated day and time of arrival)	From 41,000		
		Vehicle for pick-up	Homestay	From 41,000		
			Taxi	From 41,000		

Osaka	Expenses	Guesthouse	1 Person Room	—	From 136,400	—
			2 Person Room	—	From 106,800	—
		Weekly apartment	1 Person Room	From 118,400	From 213,600	—
			Homestay	109,300	194,700	—
	Airport Transfer Fee (one-way) Kansai International	Vehicle for pick-up	Homestay	From 41,000		
			Taxi	From 41,000		

Kyoto	Expenses	Student House	1 Person Room	From 77,600	From 125,200	From 291,000
			2 Person Room	From 56,400	From 92,800	From 237,000
		Homestay	—	109,300	194,700	—
	Airport Transfer Fee (one-way) Kansai International Airport	Vehicle for pick-up	Student house	From 40,000		
			Homestay	From 41,000		

Type				2 weeks total (short-term)	4 weeks total (short-term)	3 month total (long-term)
Nagano	Expenses	Student House	1 Person Room	60,600	101,200	255,000
			2 Person Room	48,000	76,000	From 177,000
			3 Person Room	—	—	156,000
			4 Person Room	—	—	156,000
		Homestay	—	109,300	194,700	—
			—	—	—	—
	Airport Transfer Fee (one-way) Narita Airport	Vehicle for pick-up	School/Student house residents	From 33,000		
			Shared Taxi	From 33,000		

\* Rates are for reference only. Additional fees may apply depending on vacation schedule and check-in and check-out dates.

\* Utilities (electricity, water, gas) and internet are included in the fee.

\* Airport transfer service is not available outside of the above accommodation locations.

\* It is possible to apply for 2 terms (6 months for Nagano School) with lump-sum payment depending on the month of admission. In this case, part of the fees will be waived.

\* For more information on room types, rates, and accommodations, please visit our website at ([www.isi-education.com/application/accommodation/](http://www.isi-education.com/application/accommodation/) )

\* The total price for the stay is per person.

\* Prices for accommodation and airport pick-ups are subject to change without notice.

\* The prices shown above are as follows. (The amount to be paid before and after tax remains the same).

\* Student dormitory accommodation: prices excluding tax / Guest house, weekly flat and homestay accommodation: prices including tax / airport pick-up: prices including tax.

## Long-Term Course

- Price for enrollment in a long-term course. (20 lessons per week, 20 students per class).
- The application fee must be paid at the time of application. Please note that the tuition fee for the following year may increase during your enrollment.
- "Facility and management fees" include student insurance.

### Academic Japanese [Held at ▷ Shinjuku, Ikebukuro, Osaka, Kyoto, Nagano]

Price

Shinjuku					
Type	6 months (2 terms)	1 year (4 terms)	Duration	enrollment Period	Application Deadline
Visa Application	33,000	33,000	2 Years	April Start	End of October 2024
Admission	77,000	77,000	1 Year 9 Months	July Start	End of February 2025
Tuition	370,000	740,000	1 Year 6 Months	October Start	End of May 2025
Materials	22,000	44,000	1 Year 3 Months	January Start	End of August 2025
Facility and management fees	50,000	100,000			
<b>Total</b>	<b>552,000</b>	<b>994,000</b>			

\* We will close registrations as soon as we reach maximum capacity.

Ikebukuro, Osaka, Kyoto					
Type	6 months (2 terms)	1 year (4 terms)	Duration	Enrollment Period	Application Deadline
Visa Application	33,000	33,000	2 Years	April Start	End of October 2024
Admission	77,000	77,000	1 Year 9 Months	July Start	End of February 2025
Tuition	354,000	708,000	1 Year 6 Months	October Start	End of May 2025
Materials	22,000	44,000	1 Year 3 Months	January Start	End of August 2025
Facility and management fees	40,000	80,000			
<b>Total</b>	<b>526,000</b>	<b>942,000</b>			

\* We will close registrations as soon as we reach maximum capacity.

\* The Osaka campus has no long-term courses starting in January.

Nagano					
Type	6 months (2 terms)	1 year (4 terms)	Duration	Enrollment Period	Application Deadline
Visa Application	33,000	33,000	2 Years	April Start	End of October 2024
Admission	77,000	77,000	1 Year 6 Months	October Start	End of May 2025
Tuition	310,000	620,000			
Materials	22,000	44,000			
Facility and management fees	30,000	60,000			
<b>Total</b>	<b>472,000</b>	<b>834,000</b>			

\* We will close registrations as soon as we reach maximum capacity.

### Career Japanese [Held at ▷ Shibuya・Harajuku, Takadanobaba]

Price

Type	6 months (2 terms)	1 year (4 terms)	Duration	Enrollment Period	Application Deadline
Visa Application	33,000	33,000	1 Year / 2 Years	April Start	End of October 2024
Admission	77,000	77,000	1 Year / 2 Years	July Start	End of February 2025
Tuition	375,000	750,000	1 Year / 2 Years	October Start	End of May 2025
Materials	22,000	44,000	2 Years	January Start	End of August 2025
Facility and management fees	40,000	80,000			
<b>Total</b>	<b>547,000</b>	<b>984,000</b>			

\* We will close registrations as soon as we reach maximum capacity.

### Specified Skilled Workers' Employment Support Program

[Held at ▷ Shinjuku, Ikebukuro, Shibuya・Harajuku, Takadanobaba, Osaka, Kyoto, Nagano]

- This program is aimed at those who wish to find employment in Japan on the Specified Skilled Worker visa. The program provides free assistance in improving Japanese language skills, obtaining a Specified Skilled Worker No.1 visa and finding employment in Japan.

#### Main support included in the program

1. Learning materials to prepare for the Specified skilled worker visa test will be supplied.
2. Support with applications for the Japanese Language Test and other specified skills tests.
3. Lectures of seeking employment with a Specified Skilled Worker Visa
4. Part-time work placements.
5. Job hunting support.
6. Support for visa acquisition.

#### Areas covered

1. Accommodation Industry
2. Food Service Industry

The prices indicated above are as follows.

Shinjuku, Shibuya・Harajuku, Takadanobaba, Osaka, Kyoto campuses: price including tax / Ikebukuro, Nagano campuses: price excluding tax.

The amount you pay before and after tax remains the same.

## Short-term Course

- Prices are for individuals who enroll in a short-term course, such as those who apply for a course duration of less than 3 months (6 months depending on nationality) or already have a visa to stay in Japan.
- Mid-term enrollment is possible based on the results of the level check test and class availability.
- In principle, the application deadline is 30 days prior to the enrollment date (or the course start date for mid-term enrollments).
- The Admission fee is only for the first payment, and other payments are based on the duration of the course.
- The materials fee is based on the number of terms you are enrolled in. (Students taking courses across terms will be charged for each term.)

### Short-Term General Japanese [Held at ▷ Shinjuku, Ikebukuro, Osaka, Kyoto, Nagano]

- The minimum course length is 2 weeks.

Price

#### Shinjuku

Type	1 term (10 weeks)	2 terms (20 weeks)	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Tuition	185,000	370,000	37,000	55,500	74,000	92,500	111,000	129,500	148,000	166,500
Materials	11,000	22,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Facility and management fees	25,000	50,000	5,000	7,500	10,000	12,500	15,000	17,500	20,000	22,500
<b>Total</b>	<b>241,000</b>	<b>462,000</b>	<b>73,000</b>	<b>94,000</b>	<b>115,000</b>	<b>136,000</b>	<b>157,000</b>	<b>178,000</b>	<b>199,000</b>	<b>220,000</b>

#### Ikebukuro, Osaka, Kyoto

Type	1 term (10 weeks)	2 terms (20 weeks)	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Tuition	177,000	354,000	35,400	53,100	70,800	88,500	106,200	123,900	141,600	159,300
Materials	11,000	22,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Facility and management fees	20,000	40,000	4,000	6,000	8,000	10,000	12,000	14,000	16,000	18,000
<b>Total</b>	<b>228,000</b>	<b>436,000</b>	<b>70,400</b>	<b>90,100</b>	<b>109,800</b>	<b>129,500</b>	<b>149,200</b>	<b>168,900</b>	<b>188,600</b>	<b>208,300</b>

#### Nagano

Type	1 term (10 weeks)	2 terms (20 weeks)	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Tuition	155,000	310,000	31,000	46,500	62,000	77,500	93,000	108,500	124,000	139,500
Materials	11,000	22,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Facility and management fees	15,000	30,000	3,000	4,500	6,000	7,500	9,000	10,500	12,000	13,500
<b>Total</b>	<b>201,000</b>	<b>382,000</b>	<b>65,000</b>	<b>82,000</b>	<b>99,000</b>	<b>116,000</b>	<b>133,000</b>	<b>150,000</b>	<b>167,000</b>	<b>184,000</b>

### Short-Term Career Japanese / Short-Term General Japanese [Held at ▷ Shibuya・Harajuku, Takadanobaba]

- The minimum course length is 2 weeks.
- Students who apply for the short-term Career Japanese course will have lessons in the same class as long-term students but will not receive internship or career support from a career advisor. If you wish to receive career support, please apply for the long-term course.
- The short-term General Japanese course at Shibuya・Harajuku and Takadanobaba Campuses for beginners only.

Price

Type	1 term (10 weeks)	2 terms (20 weeks)	2 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Tuition	187,500	375,000	37,500	75,000	93,750	112,500	131,250	150,000	168,750
Materials	11,000	22,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Facility and management fees	20,000	40,000	4,000	8,000	10,000	12,000	14,000	16,000	18,000
<b>Total</b>	<b>238,500</b>	<b>457,000</b>	<b>72,500</b>	<b>114,000</b>	<b>134,750</b>	<b>155,500</b>	<b>176,250</b>	<b>197,000</b>	<b>217,750</b>

### Career Japanese / Working Holiday VISA Support Programs

This program is ideal for individuals who aim to find a job or start a business in Japan, or for those who wish to improve their Japanese language and business skills at the same time to advance their careers. Students can learn from beginner level to practical "Japanese for Business" level according to their stage of study. Students will learn the Japanese communication skills necessary in business situations, business manners inside and outside the company, appropriate keigo expressions, as well as written and spoken Japanese. In the Career Japanese class, you will learn how to write business documents, etc. Please bring your own laptop computer\*.

Individuals who come to Japan under the Working Holiday visa or those who are mid- to long-term residents and take classes for 6 months (20 weeks) or longer can apply for the "Working Holiday Support Program" and receive free job-hunting assistance from a full-time career advisor.

\* Recommended browser: Google Chrome/Microsoft Edge/Safari

\* Although learning is possible using a tablet PC, we recommend the use of an external keyboard.

The prices indicated above are as follows.

Shinjuku, Shibuya・Harajuku, Takadanobaba, Osaka, Kyoto campuses: price including tax / Ikebukuro, Nagano campuses: price excluding tax.

The amount you pay before and after tax remains the same.



## Short-Term Course

### Evening Course [Held at ▷ Shibuya・Harajuku]

- The minimum course length is 4 weeks.
- Mid-term enrollment is possible based on the results of the level check test and class availability.
- As a rule, the application deadline is 30 days prior to the start of the term (or the start of the course for mid-term enrollments).
- The Admission fee is only for the first payment, and other payments are based on the duration of the course.
- The materials fee is based on the number of terms you are enrolled in. (Students taking courses across terms will be charged for each term.)

Purpose	Those who wish to improve their Japanese communication skills. (Including business Japanese.)
Course Level	Beginner (N5 level)~Intermediate (N3 level)
Class days/time	Every Tuesday - Thursday [3 days a week] 19:10 - 20:50 (45 minutes x 2 lessons)

\* If the number of students does not reach the minimum number (10 students per class), the course may be cancelled.

\* You can also take the course online. For more details, please contact us.

Price	Type	1 term (10 weeks)	2 terms (20 weeks)	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
	Admission	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
	Tuition	60,000	120,000	24,000	30,000	36,000	42,000	48,000	54,000
	Materials	11,000	22,000	11,000	11,000	11,000	11,000	11,000	11,000
	Facility and management fees	20,000	40,000	8,000	10,000	12,000	14,000	16,000	18,000
	<b>Total</b>	<b>111,000</b>	<b>202,000</b>	<b>63,000</b>	<b>71,000</b>	<b>79,000</b>	<b>87,000</b>	<b>95,000</b>	<b>103,000</b>

### Working Holiday VISA Support Programs

This program is ideal for those who aim to find a job or start a business in Japan, and for individuals that wish to improve their Japanese language and business skills at the same time as well as advance their careers.

Students who come to Japan under the Working Holiday visa and mid- to long-term residents who take classes for 6 months (20 weeks) or more, you can apply for the "Working Holiday Support Program" and receive free introductions to part-time jobs, special lectures outside of class and information sessions about companies in Japan.

## Other

### Private Japanese Lessons [Held at ▷Shinjuku, Ikebukuro, Shibuya・Harajuku, Takadanobaba, Osaka, Kyoto, Nagano]

- 1 lesson = 45 minutes
- Prices do not include the cost of teaching materials.
- If you have any requests regarding days, times, or locations, please contact us.
- The teacher arrangement fee needs to be paid by each applicant.

Teacher arrangement fee	20,000
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#### Shinjuku, Ikebukuro, Takadanobaba, Osaka, Kyoto, Nagano

Availability : 9:00-18:00

Price	Lesson Count	1 Student	2~5 Students	6~10 Students	11~15 Students
	1~20	8,000	7,500	5,000	3,500
	21~50	7,000	6,000	4,000	2,500
	51~	6,000	5,500	3,500	2,000

#### Shibuya・Harajuku

Availability : 9:00-18:00

Price	Lesson Count	1 Student	2~5 Students	6~10 Students	11~15 Students
	1~20	8,000	7,500	5,000	3,500
	21~50	7,000	6,000	4,000	2,500
	51~	6,000	5,500	3,500	2,000

Availability: 18:00-20:30

\*These times are only available on the days where the evening course is being held / Tuesday, Wednesday, Thursday

Lesson Count	1 Student	2~5 Students	6~10 Students	11~15 Students
1~20	9,600	9,000	6,000	4,000
21~50	9,000	7,500	5,000	3,000
51~	7,000	6,500	4,000	2,500

The prices indicated above are as follows.

Shinjuku, Shibuya・Harajuku, Takadanobaba, Osaka, Kyoto campuses: price including tax / Ikebukuro, Nagano campuses: price excluding tax.

The amount you pay before and after tax remains the same.

# An overview of our schools

(Japanese Language Institutions Notified by the Ministry of Justice)

Enrollment Inquiries : +81-3-5962-0405    info@isi-global.com

School Name	Established courses [Short-Term course]	Address	Access
<b>Tokyo - Shinjuku Campus</b>			
ISI Language School Shinjuku	<ul style="list-style-type: none"> <li>• University Prep. 2 Year Course</li> <li>• University Prep. 1 year 9 Months Course</li> <li>• University Prep. 1 year 6 Months Course</li> <li>• University Prep. 1 year 3 Months Course</li> <li>• [Short-Term Course: Short-Term General Japanese]</li> </ul>	8-15-1 Nishi Shinjuku, Shinjuku-ku, Tokyo 160-0023	3 minutes walk from Nishi-Shinjuku Station on Marunouchi line 10 minutes walk from Tochomae Station on Oedo line 13 minutes walk from Seibu Shinjuku Station on Shinjuku line 15 minutes walk from Shinjuku Station (West Exit) on JR and other lines  Nearest Airport: Haneda Airport (HND) and Narita Airport (NRT)
<b>Tokyo - Ikebukuro Campus</b>			
ISI Language College	<ul style="list-style-type: none"> <li>• University Prep. 2 Year Course</li> <li>• University Prep. 1 year 9 Months Course</li> <li>• University Prep. 1 year 6 Months Course</li> <li>• University Prep. 1 year 3 Months Course</li> <li>• [Short-Term course: Short-Term General Japanese]</li> </ul>	1-13-13 Minami Ikebukuro, Toshima-ku, Tokyo 171-0022	6 minutes walk from East Exit of Ikebukuro Station on JR and other lines  Nearest Airport: Haneda Airport (HND) and Narita Airport (NRT)
<b>Tokyo - Shibuya-Harajuku Campus</b>			
ISI Career and Language Academy, Shibuya-Harajuku	<ul style="list-style-type: none"> <li>• Japanese Language Career Course (2 Years)</li> <li>• Japanese Language Career Course (1 year)</li> <li>• [Short-Term Course: Short-Term Career Japanese]</li> <li>• [Short-Term Course: Short-Term General Japanese]</li> <li>• [Short-Term Course: Evening Course]</li> </ul>	(Shibuya Campus) 1F Huli Shibuya 1-Chome Bldg., 1-3-9 Shibuya, Shibuya-ku, Tokyo 150-0002 ..... (Harajuku Campus) 6F JRE Jingumae Media Square Bldg., 6-25-14 Jingumae, Shibuya-ku, Tokyo 150-0001	(Shibuya Campus) 7 minutes walk from Shibuya Station on JR and other lines  (Harajuku Campus) 5 minutes walk from Exit 7 of Meiji-jingumae Subway Station 9 minutes walk from Omotesando Exit of JR Harajuku Station / 11 min. walk from Shibuya Station  Nearest Airport: Haneda Airport (HND) and Narita Airport (NRT)
<b>Tokyo - Takadanobaba Campus</b>			
ISI Career and Language Academy, Takadanobaba	<ul style="list-style-type: none"> <li>• Japanese Language Career Course (2 years)</li> <li>• Japanese Language Career Course (1 year)</li> <li>• [Short-Term Course: Short-Term Career Japanese]</li> <li>• [Short-Term Course: Short-Term General Japanese]</li> </ul>	4-23-32 Takadanobaba, Shinjuku-ku, Tokyo 169-0075	1 minute walk from the Toyama exit of JR Takadanobaba station  Nearest Airport: Haneda Airport (HND) and Narita Airport (NRT)
<b>Osaka Campus</b>			
ISI Language School, Osaka	<ul style="list-style-type: none"> <li>• University Prep. 2 Year Course</li> <li>• University Prep. 1 year 9 Months Course</li> <li>• University Prep. 1 year 6 Months Course</li> <li>• [Short-Term Course: Short-Term General Japanese]</li> </ul>	Oak Shinsaibashi Bldg. 5F, 3-5-8 Minami-Senba, Chuo-ku, Osaka-shi, Osaka 542-0081	2 minutes walk from Shinsaibashi Station on Midosuji Line/Nagahori Tsurumi-ryokuchi Line 4 minutes walk from Nagahoribashi Station on Nagahori Tsurumi-ryokuchi Line/Sakaisuji Line  Nearest Airport: Kansai International Airport (KIX)
<b>Kyoto Campus</b>			
ISI Language School, Kyoto	<ul style="list-style-type: none"> <li>• University Prep. 2 Year Course</li> <li>• University Prep. 1 year 9 Months Course</li> <li>• University Prep. 1 year 6 Months Course</li> <li>• University Prep. 1 year 3 Months Course</li> <li>• [Short-Term Course: Short-Term General Japanese]</li> </ul>	6-6 Nishinokyo-Ryoumachi, Nakagyo-ku, Kyoto-shi, Kyoto 604-8497	7 minutes walk from JR Sagano Sanin Line Enmachi Station  Nearest Airport: Kansai International Airport (KIX)
<b>Nagano Campus</b>			
Nagano Business and Language College	<ul style="list-style-type: none"> <li>• Japanese Department Higher Education Course (2 years)</li> <li>• Japanese Department Higher Education Course (1.5 years)</li> <li>• [Short-Term Course: Short-Term General Japanese]</li> </ul>	3-5-18, Chuo 3-chome, Ueda-shi, Nagano 386-0012	12 minutes walk from JR Ueda Station  Nearest Airport: Haneda Airport (HND) and Narita Airport (NRT)

## Class Hours

Standard (Except for the Evening Course)	Morning	8:50~10:20 / 10:30~12:00
	Afternoon	13:00~14:30 / 14:40~16:10
(Tokyo - Shibuya) Evening Course	Time	19:10~20:50

\*You can not choose between morning or afternoon classes.

## Tokyo – Accommodation and Airport Transfers

### Accommodation Type and Pricing Information

- We will arrange for affiliated accommodation within commuting distance of the school. Long-term course students should apply according to the application instructions distributed on "Campusmate-J". Short-term course students should apply using the application form.
- The available check-in times vary depending on the place of stay. For details, please refer to Arrangements for Accommodation and Airport Transfers on page 15.
- Details of the facility in which you will live will be provided after arrangements are finalized. Please contact us for more details such as the date of arrival and departure.
- Please note that we may not be able to arrange the facility of your choice. In the case of student dormitories, a lottery will be held if the number of applicants exceeds the maximum number. The result of the lottery will be announced as soon as possible.

#### ① Student House

- A janitor is living on-site.
- Students will live together with students from countries around the world.
- Prices are reasonable compared to other types.
- Commuting time: 20 minutes on foot~60 minutes by train.
- Shared kitchen, bath and toilet. Meals are self-catering, rooms are furnished and bedding is provided.

#### ② Guest House

- You will live together in a diverse environment with people of different nationalities and professions.
- Living room, kitchen, bath and toilet are shared.
- Meals are self-catering, rooms are furnished and bedding is provided.
- Commuting time: 40-60 minutes by train.
- Double occupancy can only be arranged when two people apply at the same time.

#### ③ Weekly apartment

- Furnished with home appliances and bedding is included.
- Commuting time: approx. 30 minutes by train.
- Each room has a mini-kitchen, bath, and toilet.
- Double occupancy can only be arranged when two people apply at the same time.
- Meals are self-catering.
- The apartment is used mostly by business people, and there is not much interaction between residents in the building.

#### ④ Homestay (Breakfast and dinners provided)

- You will join a family in Japan for a short period of time and live with the family.
- Commuting time: Approximately 40-60 minutes by public transportation (maximum 90 minutes between April to August months)
- Maximum of 12 weeks (can be extended after arrival in Japan). If you wish to extend your stay, please let us know at the time of initial application.
- A surcharge of 2,500 JPY/night will be applied during the year-end and New Year holidays (12/23-1/4).
- After submitting the homestay application form, we will start the procedure (arrangement).

### Long-Term Stay Fees

- Utilities (electricity, water, gas) and internet are included in the price.
- Rent for long-term stays is charged on a per-term basis without proration. Extension is only possible if rooms are available.

Room Type	Room capacity	Type	Admission Fee	Facilities	Cleaning Fee	Rent/1 term	1 term Total
Student House	1 Person	S	40,000	30,000	20,000	327,000	<b>417,000</b>
		A				252,000	<b>342,000</b>
		B				225,000	<b>315,000</b>
	2 Persons	A			10,000	165,000	<b>245,000</b>

\* For October students only, it is possible to apply for two terms with a lump-sum payment. In this case, the facility fee (30,000 JPY) will be waived.

\* For details on room types and rates, please visit our website. ([www.isi-education.com/application/accommodation/](http://www.isi-education.com/application/accommodation/))

### Short-Term Stay Fees (those who are not on a student visa) (2 to 11 weeks)

- Minimum length of stay: 4 weeks for the guesthouse, 2 weeks for other types of accommodation.
- Utilities (electricity, water, gas) and internet are included in the price.
- Four weeks refers to a total stay of 27 nights and 28 days.

Room Type	Room Capacity	Admission Fee	Price	4 Week Total
Student House	1 Person	30,000	From 4,000/day	<b>From 142,000</b>
	2 Persons	20,000	From 3,100/day	<b>From 106,800</b>
Guest House	1 Person	30,000	From 4,000/day	<b>From 142,000</b>
	2 Persons	20,000	From 3,100/day	<b>From 106,800</b>
Weekly Apartment	1 Person	30,000	From 6,800/night	<b>From 213,600</b>
	2 Persons	20,000	From 4,500/night	<b>From 141,500</b>
Homestay	1 Person	30,000	6,100/night	<b>194,700</b>

### Information on airport transfer service and fees for those who have made arrangements for their stay (Narita/Haneda Airport)

- Pick-up and drop-off arrangements will be made after payment is confirmed. Student house: 2 weeks prior to arrival date; others: 1 month prior to arrival date, please provide flight information (arrival date, time, and flight number). (Please submit your e-ticket). A transfer representative will meet you at the arrival gate.
- For information on pick-up service hours, please refer to Arrangements for Accommodation and Airport Transfers on page 15.

Destination	One-way Price	Method	Additional Info
Student House (designated day and time of admission)	From 23,000	Shared car	This fee is applicable for the designated student house entry date and time only. Due to the special fee, you may be required to wait at the airport, especially if you arrive in Haneda Airport. Please check the school calendar for these designated days to enter the student house. One suitcase and one piece of hand-luggage are included in the transportation fee, for additional baggage, an additional fee of 1,000 JPY per piece will be charged on the day of pickup. (Only one piece of additional baggage is allowed.)
Student House (Other than the designated date and time to enter the student house)	From 41,000	Shared car	-
Homestay		Private shuttle	Please note that only an outbound service is provided, not a return service.
Guest house/Weekly apartment		Taxi	-

\* If your flight changes, please contact us at least one week prior to arrival. Please note that we may not be able to make arrangements and no refunds will be made if we are notified after that time.

Prices for accommodation and transfers are subject to change without notice.

The prices indicated above are as follows.

Student dormitory accommodation: prices excluding tax / Guest house, weekly flat and homestay accommodation: prices including tax / airport pick-up: prices including tax.

The amount you pay before and after tax remains the same.

## Osaka – Accommodation and Airport Transfers

### Accommodation Type and Pricing Information

- We will arrange accommodation in our affiliated accommodation within commuting distance of the school. Long-term course students should apply according to the application instructions distributed on "Campusmate-J". Short-term course students should apply using the application form.
- Available check-in procedure times vary depending on the type of stay. For details, please refer to Arrangements for Accommodation and Airport Transfers on page 15.
- Details of the facility in which you will live will be provided after arrangements are finalized. Please contact us for more details such as the date of arrival and departure.

#### ① Guest House

- You will live together in a diverse environment with people of different nationalities and professions.
- Living room, kitchen, bath and toilet are shared.
- Meals are self-catering, rooms are furnished and bedding is provided.
- Commuting time: 40-60 minutes by train.
- Double occupancy can only be arranged when two people apply at the same time.

#### ② Weekly apartment

- Furnished with home appliances and bedding is included.
- Commuting time: approx. 30 minutes by train.
- Each room has a mini-kitchen, bath, and toilet
- Meals are self-catering
- The apartment is used mostly by business people, and there is not much interaction between residents in the building.

#### ③ Homestay (Breakfast and dinners provided)

- You will join a family in Japan for a short period of time and live with the family.
- Commuting time: Approximately 40-60 minutes by public transportation (maximum 90 minutes between April to August months)
- Maximum of 12 weeks (can be extended after arrival in Japan). If you wish to extend your stay, please let us know at the time of initial application.
- A surcharge of 2,500 JPY/night will be applied during the year-end and New Year holidays (12/23-1/4).
- After submitting the homestay application form, we will start the procedure (arrangement).

### Short-Term Stay Fees (for those who are not on a student visa) (2 to 11 weeks)

- Minimum length of stay: 4 weeks for the guesthouse, 2 weeks for other types of accommodation.
- Utilities (electricity, water, gas) and internet are included in the price.
- Four weeks refers to a total stay of 27 nights and 28 days.

Room Type	Room Capacity	Entrance Fee	Price	4 Week Total
Guesthouse	1 Person	30,000	From 3,800/day	<b>From 136,400</b>
	2 Persons	20,000	From 3,100/day	<b>From 106,800</b>
Weekly apartment	1 Person	30,000	From 6,800/night	<b>From 213,600</b>
Homestay	1 Person	30,000	6,100/night	<b>194,700</b>

### Information on airport transfers and fees for those who have made arrangements for their stay (Kansai International Airport)

- Pick-up and drop-off arrangements will be made only after payment is confirmed. Please provide us with your flight information (arrival date, time, and flight number) at least 2 weeks prior to your arrival date. (Please submit your e-ticket). A transfer representative will meet you at the meeting point indicated on the confirmation of dormitory you will receive after your application.
- For information on pick-up service hours, please refer to Arrangements for Accommodation and Airport Transfers on page 15.

Destination	One-way Price	Method	Additional Information
Homestay	From 41,000	Private shuttle	Please note that only an outbound service is provided, not a return service.
Guesthouse / Weekly apartment		Taxi	—

\* Pick-up and drop-off arrangements may not be possible on days other than those designated for dormitory entry. Please contact us in advance.

\* If your flight changes, please contact us at least one week prior to arrival. Please note that we may not be able to make arrangements and no refunds will be made if we are notified after that time.

Prices for accommodation and transfers are subject to change without notice.

The prices indicated above are as follows.

Student dormitory accommodation: prices excluding tax / Guest house, weekly flat and homestay accommodation: prices including tax / airport pick-up: prices including tax.

The amount you pay before and after tax remains the same.

## Kyoto — Accommodation and Airport Transfers

### Accommodation Type and Pricing Information

- We will arrange accommodation in our affiliated accommodation within commuting distance of the school. Long-term course students should apply according to the application instructions distributed on "Campusmate-J". Short-term course students should apply using the application form.
- Available check-in procedure times vary depending on the type of stay. For details, please refer to Arrangements for Accommodation and Airport Transfers on page 15.
- Details of the facility in which you will live will be provided after arrangements are finalized. Please contact us for more details such as the date of arrival and departure.

#### ① Student House

- A janitor is living on-site.
- Students will live together with students from countries around the world.
- Prices are reasonable compared to other types.
- Commuting time: 13 minutes on foot to around 40 minutes on foot + train.
- Shared kitchen, bath and toilet. Meals are self-catering, rooms are furnished and bedding is provided.

#### ② Homestay (Breakfast and dinners provided)

- You will join a family in Japan for a short period of time and live with the family
- Commuting time: Approximately 40-60 minutes by public transportation (maximum 90 minutes from April to August)
- Maximum of 12 weeks (can be extended after arrival in Japan). If you wish to extend your stay, please let us know at the time of initial application.
- A surcharge of 2,500 JPY/night will be applied during the year-end and New Year holidays (12/23-1/4)
- After submitting the homestay application form, we will start the procedure (arrangement).

### Long-Term Stay Fees

- Utilities (electricity, water, gas) and internet are included in the price.
- Rent for long-term stays is charged on a per-term basis without proration. A monthly billing fee may be charged in addition to the rent.
- Additional cleaning fees may be charged depending on the condition of the room when moving out.

Room Type	Room Capacity	Type	Entrance Fee	Facilities	Cleaning Fee	Rent/1 Term	1 term Total
Student House	1 Person	A	40,000	30,000	20,000	237,000	327,000
		B				201,000	291,000
	2 Persons	A				159,000	249,000
		B				147,000	237,000

\* For October students only, it is possible to apply for two terms with a lump-sum payment. In this case, the facility fee (30,000 JPY) will be waived.

### Short-Term Stay Fees (for those who are not on a student visa) (2 to 11 weeks)

- Minimum stay period is 2 weeks.
- Utilities (electricity, water, gas) and internet are included in the price.
- Four weeks refers to a total stay of 27 nights and 28 days.

Room Type	Room Capacity	Type	Entrance Fee	Price	4 Week Total
Student House	1 Person	A	30,000	3,600/day	130,800
		B		3,400/day	125,200
	2 Persons	A	20,000	2,800/day	98,400
		B		2,600/day	92,800
Homestay	1 Person		30,000	6,100/night	194,700

\* Student House Room capacity 1 person Type A: Enmachi①, Saga Arashiyama Type B: Enmachi② (Room size is different for Enmachi① and ②.)

\* Student House Room capacity 2 people Type A: Enmachi①, Type B: Saga Arashiyama

### Information on airport transfers and fees for those who have made arrangements for their stay (Kansai International Airport)

- Pick-up and drop-off arrangements will be made only after payment is confirmed. Please provide us with your flight information (arrival date, time, and flight number) at least 2 weeks prior to your arrival date. (Please submit your e-ticket). A transfer representative will meet you at the meeting point indicated on the confirmation of dormitory you will receive after your application.
- For information on pick-up service hours, please refer to Arrangements for Accommodation and Airport Transfers on page 15.

Destination	One-way Price	Method	Additional Information
Student House	From 40,000	Private shuttle	One suitcase is included in the price. If you bring more than 1, you will be charged 1,000 JPY. (Only one additional piece of luggage is allowed.) Please note that if the waiting time exceeds 90 minutes after the specified meeting time, an additional fee of 2,500 yen will be charged for every 30 minutes. (In the case of flight delays or cancellations, there will be no additional charges.)
Homestay	From 41,000	Private shuttle	Please note that only an outbound service is provided, not a return service.

\* Pick-up and drop-off arrangements may not be possible on days other than those designated for dormitory entry. Please contact us in advance.

\* If your flight changes, please contact us at least one week prior to arrival. Please note that we may not be able to make arrangements and no refunds will be made if we are notified after that time.

Prices for accommodation and transfers are subject to change without notice.

The prices indicated above are as follows.

Student dormitory accommodation: prices excluding tax / Guest house, weekly flat and homestay accommodation: prices including tax / airport pick-up:

prices including tax

The amount you pay before and after tax remains the same.



## Nagano – Accommodation and Airport Transfers

### Accommodation Type and Pricing Information

- We will arrange accommodation in our affiliated accommodation within commuting distance of the school. Long-term course students should apply according to the application instructions distributed on "Campusmate-J". Short-term course students should apply using the application form or the enrollment application form.
- Available check-in procedure times vary depending on the type of stay. For details, please refer to Arrangements for Accommodation and Airport Transfers on page 15.
- Details of the facility in which you will live will be provided after arrangements are finalized. Please contact us for more details such as the date of arrival and departure.

#### ① Student House

- Less than 10 minutes walk from the school, very convenient.
- Students will live together with students from countries around the world.
- Prices are reasonable compared to other types.
- Shared kitchen, bath and toilet. Meals are self-catering, rooms are furnished and bedding is provided.
- A janitor is living on-site.

#### ② Homestay (Breakfast and dinners provided)

- You will join a family in Japan for a short period of time and live with the family.
- Commuting time: Approximately 40 to 60 minutes by public transportation (you may have to ride a bicycle from your homestay to the nearest train station).
- Maximum of 12 weeks (can be extended after arrival in Japan). If you wish to extend your stay, please let us know at the time of initial application.
- A surcharge of 2,500 JPY/night will be applied during the year-end and New Year holidays (12/23-1/4).
- After submitting the homestay application form, we will start the procedure (arrangement).

### Long-Term Stay Fees

- Long-Term stays are available in 3-month increments. Utilities (electricity, water, gas) and internet are included in the price.
- Rent for long-term stays is charged on a per-term basis without proration.

Room Type	Room Capacity	Type	Entrance Fee	Facilities	Cleaning Fee	Rent (3 months)	3 Month Total
Student House	1 Person	A	30,000	20,000	10,000	195,000	<b>255,000</b>
	2 Persons	A				129,000	<b>189,000</b>
		B				117,000	<b>177,000</b>
	3 Persons	A				96,000	<b>156,000</b>
	4 Persons	B				96,000	<b>156,000</b>

- If you make a lump-sum payment for 6 months at the time of entering the dormitory, the entrance fee and facility fee (50,000 JPY) will be waived.
- Type A: Konyamachi International House Main building / Type B: Konyamachi International House Annex building (Men only)

### Short-Term Stay Fees (for those who are not on a student visa) (2 to 23 weeks)

- Minimum stay period is 2 weeks.
- Utilities (electricity, water, gas) and internet are included in the price.
- Four weeks refers to a total stay of 27 nights and 28 days.

Room Type	Room Capacity	Entrance Fee	Price	4 Week Total
Student House	1 Person	20,000	2,900/day	<b>101,200</b>
	2 Persons		2,000/day	<b>76,000</b>
Homestay	1 Person	30,000	6,100/night	<b>194,700</b>

### Information on airport transfer service and fees for those who have made arrangements for their stay (Narita/Haneda Airport)

- Pick-up and drop-off arrangements will be made only after payment is confirmed. Please inform us of your flight information (arrival date, time, and flight number) at least 2 weeks prior to your arrival date. (Please submit your e-ticket). A transfer representative will meet you at the arrival gate.
- Pick-up arrangements are available only for those whose flights arrive between 5:00 and 15:00.
- For information on pick-up service hours, please refer to Arrangements for Accommodation and Airport Transfers on page 15.

Destination	One-way Price	Method	Additional Information
[Narita Airport] School/ Student House	<b>From 33,000</b>	Private shuttle	One suitcase is included in the price. If you bring more than 1, you will be charged 1,000 JPY. (Only one additional piece of luggage is allowed.)
[Haneda Airport] School/ Student House		Shared Taxi	

\* Depending on the number of bookings, we may arrange taxis with not only ISI students, but also other passengers. (The price will remain unchanged.)

\* Due to infectious disease countermeasures etc. It may not be possible to arrange a shared taxi.

\* Pick-up and drop-off arrangements may not be possible on days other than those designated for dormitory entry.

\* If there are a very low number of bookings, we may not be able to provide the pick-up service. **Please wait for final confirmation from the Nagano Campus about availability.**

\* If your flight changes, please contact us at least one week prior to arrival. Please note that we may not be able to make arrangements and no refunds will be made if we are notified after that time.

\* Arrangements for transportation to the homestay will be provided separately.

Prices for accommodation and transfers are subject to change without notice.

The prices indicated above are as follows.

Student dormitory accommodation: prices excluding tax / Guest house, weekly flat and homestay accommodation: prices including tax / airport pick-up: prices including tax.

The amount you pay before and after tax remains the same.

# Arrangements for Accommodation and Airport Transfers

## Flow chart of Application and Arrangement

	Student House	Guest House/Weekly Apartment/Homestay
STEP 1	Please apply according to the application instructions found on "Campusmate-J". *Short-term students should apply using the application form.	
STEP 2	Based on the type of accommodation you apply for, we will arrange accommodation for you in ISI's own dormitories or in affiliated accommodations which are located in commuting range of the schools.	
STEP 3	We will make arrangements after confirming the availability of the dormitory. *If the number of applicants exceeds the maximum capacity, a lottery will be held. The result of the lottery will be announced as soon as possible.	The school will book your accommodation for you. *If you wish to stay with a homestay family, please submit the "Homestay Application Form" at least two months in advance. Arrangements (reservations) will be made after submission of the form.
STEP 4	Student Visa holders: After the COE is issued, the school will issue an invoice together with the tuition fee, and payment should be made to the designated bank account written on the invoice. Non-Student Visa holders: After application, we will send you an invoice for tuition and accommodation fees.	Student Visa holders: After the arrangements are completed, you will be invoiced for the accommodation fee. Tuition fees will be invoiced after the COE is issued, and payment should be made to the designated account indicated on the invoice. Non-Student Visa holders: After application, we will send you an invoice for tuition and accommodation fees.
STEP 5	After the payment is received, the school will send you information regarding accommodation and transportation (Confirmation of Residence) approximately 2 weeks prior to the start of classes. *If the payment is not received by the due date, the accommodation reservation may be automatically cancelled. Cancellation fees will be in accordance with the "Cancellation and Refund Policy".	After the payment is received, the school will send you information about your accommodation (entrance guide, host family information, etc.) and transportation information. *If the payment is not received by the due date, your reservation may be automatically cancelled. Cancellation fees will be in accordance with the "Cancellation and Refund Policy".
STEP 6	Please book your flight ticket and inform the school of your arrival date, time, and flight information (e-ticket) at least 2 weeks prior to your arrival date via "Campusmate-J". *Please submit this information regardless of whether or not you are requesting airport pick-up arrangement or not. Please try to arrive in Japan on the designated arrival date if possible.	Once you have applied for your stay, please book your airline ticket and submit your arrival date, time, and flight number (e-ticket). If you are requesting airport transfer arrangements, you must submit your E-ticket at least one month prior to your arrival date.

## Notes

- "Long-term stay" in student houses is applied for and contracted on a term (3-month) basis in Tokyo, Osaka and Kyoto, and on a 3-month basis in Nagano.
- If accommodation cannot be guaranteed at the time of application, we will charge the highest price for the type of accommodation and refund the difference after enrollment.
- If the student house reaches its full capacity, a lottery will be held. If you are not selected, we are happy to provide referral to other accommodation for you.
- Please contact us if you have any questions about the dormitory entrance and leaving dates for each term.
- Please be sure to contact us in advance if you wish to enter the student house on a Saturday, Sunday, a national holiday holiday, or a day other than the day of your arrival or after check-in time.
- If you send your luggage before entering the student house, please delivered after the check-in date.
- 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 only if there are vacancies.
- If ISI student house cannot be arranged or extended, we will provide an access to an external housing service company.
- No refunds will be given after moving in.
- Please take a look at the following check-in times at your accommodation and flight arrival times listed below. If you need to check in outside of the times listed below, or if your flight arrival time is outside of the times listed below, please contact our staff about your flight arrangements before purchasing your ticket.
- Those staying in the student house or with a host family may have to wait at the airport for a certain amount of time.

## Check-in time / Flight arrival time by type of stay

Location	Nearest Airport	Accommodation Type	Check-in time	Flight Arrival Time
Tokyo	Narita Airport or Haneda Airport	Student House	9:00-20:00 *1	8:00-17:00
		Weekly Apartment	14:00-18:00	8:00-15:00
		Guest House	9:00-18:00	8:00-15:00
		Homestay *2	9:00-20:00	8:00-18:00
Osaka	Kansai International Airport	Weekly Apartment	14:00-18:00	8:00-15:00
		Guest House	9:00-18:00	8:00-15:00
		Homestay *2	9:00-20:00	8:00-18:00
Kyoto	Kansai International Airport	Student House	9:00-20:00	10:00-17:00
		Homestay *2	9:00-20:00	8:00-18:00
Nagano	Narita Airport or Haneda Airport	Student House	9:00-20:00	5:00-15:00

\* 1 Tokyo student houses are open until 22:00 on designated days only.

\* 2 Meeting time may be late depending on the host family's schedule.

## Tokyo - Shinjuku, Ikebukuro, Shibuya・Harajuku, Takadanoababa / Osaka / Kyoto

	Holiday		Designated day of entry (Dorm)		Orientation*		Enrollment Day		First Day of Class		Mid-Term Entry Day		Term Examination
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### Spring Term (10 weeks of classes)

2025 April							2025 May							2025 June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

### Summer Term (10 weeks of classes)

2025 July							2025 August							2025 September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

### Fall Term (10 weeks of classes)

2025 October							2025 November							2025 December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

### Winter Term (10 weeks of classes)

2026 January							2026 February							2026 March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

## Tokyo-Shibuya・Harajuku Evening Course

 Holiday
  Orientation Enrollment Day
  First Day of Class
  Mid-Term Entry Day

### Spring Term (10 weeks of classes)

2025 April								2025 May								2025 June									
S	M	T	W	T	F	S		S	M	T	W	T	F	土		S	M	T	W	T	F	S			
		1	2	3	4	5						1	2	3		WK8	1	2	3	4	5	6	7		
WK1	6	7	8	9	10	11		12	WK4	4	5	6	7	8		9	10	WK9	8	9	10	11	12	13	14
WK2	13	14	15	16	17	18		19	WK5	11	12	13	14	15		16	17	WK10	15	16	17	18	19	20	21
WK3	20	21	22	23	24	25		26	WK6	18	19	20	21	22		23	24		22	23	24	25	26	27	28
	27	28	29	30					WK7	25	26	27	28	29		30	31		29	30					

### Summer Term (10 weeks of classes)

2025 July							2025 August							2025 September									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
		1	2	3	4	5						1	2	WK8		1	2	3	4	5	6		
WK1	6	7	8	9	10	11	12	WK5	3	4	5	6	7	8	9	WK9	7	8	9	10	11	12	13
WK2	13	14	15	16	17	18	19		10	11	12	13	14	15	16	WK10	14	15	16	17	18	19	20
WK3	20	21	22	23	24	25	26	WK6	17	18	19	20	21	22	23		21	22	23	24	25	26	27
WK4	27	28	29	30	31			WK7	24	25	26	27	28	29	30		28	29	30				
									31														

### Fall Term (10 weeks of classes)

2025 October								2025 November								2025 December						
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S
			1	2	3	4								1	WK8		1	2	3	4	5	6
5	6	7	8	9	10	11	WK4	2	3	4	5	6	7	8	WK9	7	8	9	10	11	12	13
WK1	12	13	14	15	16	17	WK5	9	10	11	12	13	14	15	WK10	14	15	16	17	18	19	20
WK2	19	20	21	22	23	24	WK6	16	17	18	19	20	21	22		21	22	23	24	25	26	27
WK3	26	27	28	29	30	31	WK7	23	24	25	26	27	28	29		28	29	30	31			
								30														

### Winter Term (10 weeks of classes)

2026 January								2026 February								2026 March								
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		
				1	2	3		WK4	1	2	3	4	5	6		7	WK8	1	2	3	4	5	6	7
4	5	6	7	8	9	10		WK5	8	9	10	11	12	13		14	WK9	8	9	10	11	12	13	14
WK1	11	12	13	14	15	16		WK6	15	16	17	18	19	20		21	WK10	15	16	17	18	19	20	21
WK2	18	19	20	21	22	23		WK7	22	23	24	25	26	27		28		22	23	24	25	26	27	28
WK3	25	26	27	28	29	30												29	30	31				

## Nagano

	Holiday		Designated day of entry (Dorm)		Orientation		Enrollment Day		First Day of Class		Mid-Term Entry Day		Term Examination
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### Spring Term (10 weeks of classes)

2025 April								2025 May								2025 June									
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S			
		1	2	3	4	5						1	2	3		WK8	1	2	3	4	5	6	7		
WK1	6	7	8	9	10	11		12	WK4	4	5	6	7	8		9	10	WK9	8	9	10	11	12	13	14
WK2	13	14	15	16	17	18		19	WK5	11	12	13	14	15		16	17	WK10	15	16	17	18	19	20	21
WK3	20	21	22	23	24	25		26	WK6	18	19	20	21	22		23	24	WK1	22	23	24	25	26	27	28
	27	28	29	30					WK7	25	26	27	28	29		30	31		29	30					

### Summer Term (10 weeks of classes)

2025 July								2025 August								2025 September								
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		
WK2			1	2	3	4		5						1		2	WK9		1	2	3	4	5	6
WK3	6	7	8	9	10	11		12	3	4	5	6	7	8		9	WK10	7	8	9	10	11	12	13
WK4	13	14	15	16	17	18		19	10	11	12	13	14	15		16		14	15	16	17	18	19	20
WK5	20	21	22	23	24	25		26	17	18	19	20	21	22		23		21	22	23	24	25	26	27
WK6	27	28	29	30	31				24	25	26	27	28	29		30		28	29	30				
								31																

### Fall Term (10 weeks of classes)

2025 October								2025 November								2025 December							
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S	
			1	2	3	4								1	WK9		1	2	3	4	5	6	
WK1	5	6	7	8	9	10	11	WK5	2	3	4	5	6	7	8	WK10	7	8	9	10	11	12	13
WK2	12	13	14	15	16	17	18	WK6	9	10	11	12	13	14	15		14	15	16	17	18	19	20
WK3	19	20	21	22	23	24	25	WK7	16	17	18	19	20	21	22		21	22	23	24	25	26	27
WK4	26	27	28	29	30	31		WK8	23	24	25	26	27	28	29		28	29	30	31			
									30														

### Winter Term (10 weeks of classes)

2026 January								2026 February								2026 March								
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		
				1	2	3		WK4	1	2	3	4	5	6		7	WK8	1	2	3	4	5	6	7
4	5	6	7	8	9	10		WK5	8	9	10	11	12	13		14	WK9	8	9	10	11	12	13	14
WK1	11	12	13	14	15	16		WK6	15	16	17	18	19	20		21	WK10	15	16	17	18	19	20	21
WK2	18	19	20	21	22	23		WK7	22	23	24	25	26	27		28		22	23	24	25	26	27	28
WK3	25	26	27	28	29	30												29	30	31				



## Payment Method

Payment for tuition and other fees can be made by bank transfer, Flywire, or WeChat Pay. (The application fee must be paid at the time of application.)

### Regarding payment by Flywire:

- Flywire is an international money transfer service for educational institutions that allows you to transfer funds from your home bank to our bank account or pay by credit card.
- Please visit the dedicated Flywire page for the school you are enrolling in at ISI Japanese Language School and create your own account before using the site. The website is also available in English, Simplified Chinese, Korean, Spanish, French, Japanese, and Portuguese.
- Please confirm the payment details on the invoice for your payment.

### Regarding payment by WeChat Pay:

- Payment can be made using the cross-border tuition payment platform of the WeChat Mini Program "Japan National Building\*", officially endorsed by WeChat Pay.
- Please access the dedicated page for the school you are enrolling in at ISI Japanese Language School and enter the information, amount, etc. as indicated on the tuition payment notice. The page is in Simplified Chinese.
- Please confirm the payment details on the invoice for your payment.

## About Fees and Commissions

- For bank remittance, a separate remittance fee will be charged.
- Please note that all fees related to the remittance are the responsibility of the client.

## Payment timings

- Payments made before enrollment: for students with a student visa / within 10 days after the COE is issued.  
Non-student visa holders / 1 to 2 months before the month of enrollment.
- Payment timing after enrollment: The payment is made 2-3 months after the start of the term (2-3 months before the start of the next term).

## Payment Due Date

- For various payments, please check the invoice delivered from "Campusmate-J" or notified by our staff and pay by the payment deadline indicated on the invoice.
- Estimated due date: For student visa holders; within about 10 days from the date of issuance of the COE.  
For those who do not have a student visa; If you have completed your application 2 months prior to enrollment, you have 30 days to pay your fees. If you have applied within 2 months from enrollment, you have 1 week to pay your fees.  
For those who do not have a student visa and need an invitation letter; The fees must be paid up to 30 days prior to the date of enrollment.  
However, the deadline for payment of the accommodation fee is 30 days prior to the move-in date.
- If we are unable to confirm payment by the due date without prior notice, we will consider your application to be declined and will cancel your enrollment.
- If you are unable to send your payment by the deadline, please be sure to contact us in advance.

## General Remittance

Please read the following precautions when remitting funds.

1. Please have the invoice from ISI ready when you send the money.
2. Please confirm the bank information (bank name, branch name, account number, account name, etc.) on the invoice before proceeding. If there is any discrepancy in the bank information, we will not be able to confirm the payment.
3. Please enter the reference number shown on the invoice and the Romanized name on the passport in the "Client" or "Contact" field.
4. The above information is important to identify the payer. Please note that remittances made in a name other than the student's name (e.g., the person who pays the student's tuition, a family member's name, etc.) will make it impossible to identify the sender and may cause delays in the admission process.
5. Please submit the receipt of payment issued after the remittance is completed via "Campusmate-J" or send it to the person in charge as an email attachment. This receipt will be your "proof of payment", so please keep it in a safe place and do not lose it. Please note that only long-term students can submit the remittance receipt from "Campusmate-J".
6. Please ask your financial institution about the procedures for remittance. Please note that the school is not responsible for any losses or problems that may occur during the remittance process.
7. If you wish to send money through Flywire, please visit the Flywire homepage and contact the support desk if you have any questions.  
Flywire homepage: <https://www.flywire.com> Flywire Support Desk: <https://help.flywire.com/>

# Cancellation and Refund Policy

## 1 Long-Term course fees

We will refund the remaining balance after deducting the refund/transfer fees mentioned below. If the amount already paid is less than the refund/transfer fee, the student will be required to pay the amount in shortfall. In principle, no refund will be made in the case of a delay in the issuance of a "Certificate of Eligibility(COE)" or "Student Visa", or in the case of a delay in the arrival of a student due to reasons beyond the control of the school, or in the case of a shortening of the period of study.

### 1.1 Long-term course (pre-entry)

The Application Fee and Admission fee are non-refundable for any reason. In the case of an admission fee reduction, the amount equivalent to the admission fee will not be refunded. If you wish to cancel the course you have applied for and change the enrollment period, we will transfer the remaining balance to the desired enrollment period based on the date of your cancellation request below. The second change of enrollment date will be refunded in principle (Those who change their period of enrollment to a term that is more than one year after the term in which they initially applied for, will not be able to transfer their fees.). In the case of a refund after a transfer, the refund amount will be calculated based on the date of cancellation of the first transfer, and the refund/transfer fee will be charged for each transfer and refund (for two transfers). Please note that if you re-enroll within one year after cancelling a course, the Admission fee will be waived. The application fee will be charged each time you apply for the COE. The following refund/transfer fees will be charged starting from the date of cancellation request. Please understand this in advance.

Cancellation Request Date	Up to the day before the date of issuance of the COE	After delivery of the COE up to 15 days prior to the date of enrollment	From 14 days before the admission date up to the day before the enrollment date	After the enrollment date		COE Not delivered	Student visa not granted
Status	Before the COE is delivered	Before or after obtaining a student visa		Before entering the country	After entering the country		
Application fee	No refunds	No refunds		No refunds		No refunds	
Admission fee	No refund (if paid in advance)	No refunds		No refunds		No refund (if paid in advance)	No refunds
Tuition, materials, and Facility and management fees	100% refund (if paid in advance)	Refunded after deducting one month's worth*.	Refunded after deducting 3 months*.	Refund after deducting 3 months of school fees*.	See (1.2) below.	100% refund (if paid in advance)	100% refund
Cancellation fee	6,000 JPY (if paid in advance)	6,000 JPY		6,000 JPY		6,000 JPY (if paid in advance)	6,000 JPY
Required Confirmation*	—	Before obtaining a student visa: Return the Letter of Admission and COE After obtaining a student visa: Confirmation of expiration of status of residence (visa) and confirmation of return to Japan				—	Confirmation of visa denial

\* Important notice: The verification requirements for the COE are subject to change in accordance with the policies of the Immigration Office. Please bear this in mind.

\* Any amounts less than one JPY will be rounded down.

### 1.2 Long-Term Course (after enrollment)

In the case of a mid-term withdrawal, the tuition fees, course material fees, and facility fees will be refunded on a term basis. One year consists of four academic terms, and refunds will be provided in half-year (2-term) increments. Refunds will not be made in units of one term. However, for students who graduate in the first year of the July term and transfer in after the first year, refunds will be made for April through June of the following school year. Please note that the following amounts will be refunded depending on the date of withdrawal procedures, and a separate cancellation fee of 6,000 JPY will be charged. In the case of withdrawal from school after entering a school in Japan, the refund procedure will be carried out upon submission of the "Letter of Acceptance" from the school and the "Student ID Card" of the school. In the case of returning to your home country, we will confirm your departure from Japan before the expiration date of your return to your home country and the expiration of your residence card.

Target Group	Date of withdrawal procedure	Refund Period	Amount of refund
April Start (1st Year)	By August 31	October to March	100% of the school fees for the refundable period.
	September 1 ~ September 30		80% of the school fees for the refundable period.
	After October 1		No refunds
April/October Start (2nd Year)	By January 31	For students who have paid for 1 year: April to March For students who have paid for 6 months: April to September	100% of the school fees for the refundable period.
	Feb. 1 ~ Mar. 31		80% of the school fees for the refundable period.
	April 1 ~ August 31	October to March	100% of the school fees for the refundable period.
	September 1 ~ September 30		80% of the school fees for the refundable period.
	After October 1		No refunds
July Start (1st Year) *Not applicable for Nagano Campus	By November 30	January to June	100% of the school fees for the refundable period.
	Dec. 1 ~ Dec. 31		80% of the school fees for the refundable period.
	After January 1		No refunds
July/January Start (2nd Year) *Not applicable for first-year January students *Not applicable for Nagano Campus	By May 31	For students who have paid for 1 year: July to March For students who have paid for 6 months: July to December	100% of the school fees for the refundable period.
	June 1 ~ June 30		80% of the school fees for the refundable period.
	July 1 ~ November 30	January-March	100% of the school fees for the refundable period.
	Dec. 1 ~ Dec. 31		80% of the school fees for the refundable period.
	After January 1		No refunds

\* The first year is from the date of enrollment to March 31 of the current year, and the second year is from April 1 to March 31 of the following year. At the Shibuya-Harajuku and Takadanobaba Campuses, the first and second years are calculated from the date of enrollment.

\*In the case of a student starting in July who pays for a full year of tuition but graduates in March(after 9 months of studying), the tuition fees for April-June will be refunded(not applicable to students who have not submitted a transfer application).

## 2 Short-Term course fees

The admission fee and the invitation letter fee is non-refundable for any reason. In the case of admission fee reduction, the amount equivalent to the admission fee will not be refunded. The remaining amount will be refunded after deducting the following cancellation fee. If the amount already paid is less than the cancellation fee, the student will be required to pay the amount in shortfall. Even if you have not paid in full by the payment due date after applying for the course, you will be required to pay a separate cancellation fee if you cancel within the time period below. In the event of a change in the period of study or a shortening of the period of study due to a delay in visa issuance, unavoidable circumstances of the student, or other reasons, the tuition fee will be transferred or refunded based on the cancellation date below. In case of a change of period of study (including postponement), we will refund the full amount, minus the bank transfer fee and cancellation fee according to our cancellation policy, if the request is made at least one business day prior to the start of the original course start date. In case of a postponement, it is only possible to defer the tuition fees until the next term (3 months). Please note that the tuition and Admission fee after the enrollment date will not be refunded regardless of the reason.

Cancellation Date	Before enrollment day		After the enrollment day	Temporary visitor visa not granted
	More than 14 days before the enrollment day	Less than 14 days before the enrollment day		
Admission fee	No refunds	No refunds	No refunds	No refunds
Tuition, materials, and Facility and management fees	100% refund	Refund after deducting 4 weeks of school fees *	No refunds	100% refund*
Cancellation fee	6,000 JPY	6,000 JPY	—	6,000 JPY
Note	In the case of obtaining a temporary visitor visa by our invitation, it is necessary to confirm whether the visa has expired and then return the invitation letter.			—

\* If the duration is less than 4 weeks, no refund will be given.

\* In the case of a shortened period of study, the amount of the shortened period will be refunded according to the above table.

\* If your temporary visitor visa has not been issued at least one week before you plan to enter the country, please be sure to contact the school. Failure to do so will void the refund policy.

\* Please contact us if you are denied a temporary visitor visa due to immigration restrictions.

# Cancellation and Refund Policy

## 3 Private Japanese Lesson fee

If you cancel after registering for lessons, the remaining amount will be refunded after deducting the following cancellation and refund charges. After lessons have begun, if you cannot complete all lessons, the fees for the lessons that you cannot attend will be refunded after deducting the amount in the table below. The date and time of the lesson can be changed if you contact your teacher and rearrange lesson date/time by 17:00 two working days prior to the scheduled lesson date. Please note that changes cannot be made after 17:00 two working days prior to the lesson.

Cancellation Date	Before the lesson start date				After the enrollment date
	Within 8 days from the date of payment	9 days after payment			
	More than 1 business day before the lesson day	More than 30 days before the lesson day	More than 15 days but less than 29 days	More than 14 days but less than 1 day	
Cancellation Charge Amount	—	—	10% of tuition fee up to a maximum of 20,000 JPY	20% of tuition fee up to a maximum of 20,000 JPY	20% of unused tuition fees, up to a maximum of 50,000 JPY
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY

## 4 Accommodation fees

Even if you have not paid in full, if you cancel within the following period, you will be charged for the relevant items in accordance with the cancellation policy. No refunds will be made for cancellations after entering the accommodation. The same cancellation policy applies to those who extend their stay. In the event that you change your enrollment date, the accommodation fees that have already been paid cannot be used for the new period of stay, the accommodation fees will be in part returned according to the refund Policy below.

Cancellation Date	In case of cancellation				In case of change of tenancy period after application is confirmed		In case of visa denial
	At least four weeks before the planned move-in date.	At least 4 weeks to 2 weeks prior to the scheduled move-in date*.	At least 2 weeks to 1 week prior to the scheduled move-in date*.	Less than 1 week from the scheduled move-in date*.	More than 4 weeks prior to the scheduled move-in date*.	Less than 4 weeks from the scheduled move-in date*.	-
Entrance fee	No refunds	No refunds	No refunds	No refunds	-	-	-
Dormitory fees (rent, facilities, cleaning fees)	100% refund	First month (4 weeks) 70% of dormitory fee minus the remainder refunded	Refund the remainder after deducting one month (4 weeks) dormitory fee	No refunds	The difference will be refunded	No refund in case of difference	100% refund*
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	-	6,000 JPY	-	-
Notes	-	-	No refund if the application period is less than one month.	-	If additional accommodation fees are incurred due to a longer period of time after the change, they will be invoiced separately.		Confirmation of visa denial

\* Refunds due to visa rejections will only be given to students who contact the school before the end of the dormitory entry month. Please note that we will not be able to respond to any requests made after the month you enter the dormitory.

\* If the COE is not issued, no cancellation fee will be charged.

\* For the student house, the scheduled move-in date is the designated day of entry on the calendar.

This applies to long-term students who cancel in a period between the day after the accommodation application period ends up until four weeks before the planned move-in date. Whereas for short-term students, this applies to the period between the day after the student has received their payment invoice, up until four weeks before the planned move-in date.

## 5 Airport transfer fees

If you cancel within the following period, even if you have not paid in full by the payment due date after the invoice from the school has been sent, you will be charged a separate cancellation fee. In the event that you change your arrival date, the transfer fees that have already been paid cannot be used for the new transfer date, the transfer fees will be in part returned according to the refund Policy below.

Cancellation Date	In case of cancellation		In case of change of pick-up and drop-off dates and times	In case of visa denial
	More than 2 weeks prior to scheduled arrival date	Within 2 weeks of the arrival date	Within 1 week from estimated arrival date	-
Airport pick-up fee	100% refund	No refunds	No refunds	100% refund
Cancellation Fee	3,000 JPY*	-	-	-
Notes	-		Please make a new application with a new arrival date and time. Additional fees will be charged separately.	Confirmation of visa denial

\* If the pick-up and drop-off times are changed on the day of the pick-up due to a missed ride or other reasons due to carelessness on the part of the applicant, a new application will be made.

\* In the case of changes or cancellations of transportation requests due to strikes or airline circumstances, if a car has already been dispatched, it will be treated as a new application, so we recommend that you purchase insurance for overseas students.

\* If the cancellation is made at the same time as the cancellation of the accommodation arrangement, a cancellation fee of 6,000 JPY will be charged for the cancellation of the accommodation arrangement, and the cancellation fee related to transportation will be waived.

## 6 Disclaimer

In the event that a school is closed, cancelled, or absent due to any of the following reasons, no refunds will be made for the tuition, materials, or facilities fees for the cancelled, cancelled, or absent portion of the school day.

(1) In the event of natural disasters, natural calamities, war, riots, strikes, terrorism, epidemics, orders from Japanese or foreign government authorities, unforeseen accidents on land, sea or air, cancellation of travel services by transportation or lodging agencies, provision of transportation services not in accordance with the original operation plan, measures necessary to ensure the safety of students, or other reasons beyond the control of the school. In the event that class schedules are changed or classes are cancelled due to reasons beyond the control of the school.

(2) Failure to re-enter Japan when the student has temporarily returned to his/her home country at his/her own discretion.

(3) Absence from class due to personal risk management, safety precautions, health or other considerations.

## 7 Other general information

(1) Any cancellation will only be accepted on written request. The date of cancellation will be the date of receipt of the written request.

(2) The customer is responsible for bank transfer charges for refunds.

(3) If you cancel your course and accommodation stay at the same time, you will be charged a cancellation fee for each.

(4) If a refund is processed due to an overpayment caused by a customer's procedural irregularity, the refund will be made after deducting an administrative fee (1,000 JPY). 1,000 JPY or less will not be refunded for overpayments.

(5) Refunds will be made within 40 days after the cancellation process is completed.

(6) The enrollment date is the date set by the school for each term. Please refer to the school calendar. (The first day of class for students enrolling in the middle of the term)

(7) Since the office will be closed for a long vacation during the year-end and New Year holidays, the deadline for receiving cancellations and changes regarding January enrollment students is December 20.

\* The Japanese version of this application guideline was prepared in Japanese, and the Japanese version is the original version of this document. If there is any conflict or discrepancy between the Japanese version and the translated version, the Japanese version shall prevail.

## Enrollment with a Student Visa (Long-Term Course) Part 1

### Application for a Certificate of Eligibility for a Student Visa List of documents to be submitted

#### [Caution]

- ① With the exception of certificates, documents must be issued within 3 months of the date of application to the immigration and visa office, both in Japan and abroad, and only original documents are valid.
- \* A certificate is a diploma or other certificates that have only been issued once.
- \* A certificate is a document that can be issued as many times as you apply for it. (e.g., graduation certificates, notarized certificates, balance certificates, etc.)
- ② If the document is written in a language other than Japanese, please be sure to attach a Japanese translation. (Include the wording on the bank deposit/withdrawal certificate.)  
(In that case, please submit both the translation and the original. Submission of only a translation will not be accepted.)
- ③ Please note that documents submitted to the Immigration and Residence Office will not be returned except for certificates. If you wish to have your documents returned, please inform the school at the time of application.
- ④ Signatures must be handwritten in ballpoint pen by the applicant. No correction fluid may be used on any application documents.
- ⑤ Additional information is required if you have previously applied for (or withdrawn) a COE for study abroad, employment, technical internship, etc. Please be sure to inform us at the time of application.
- ⑥ The following documents must be submitted by the application deadline for each school.

Documents in red are required documents. Other documents and requirements may vary depending on the applicant's nationality, region, and history of application to the Immigration Control and Refugee Recognition Agency. Please use international courier services such as FEDEX/DHL/OCS/EMS to send the original documents and inform us of the tracking number. Application documents are based on the policies of the Immigration and Residency Office as of May 31, 2024. The contents may be subject to change due to policy changes. In such cases, the school will contact you. Those seeking employment in Japan are required to submit separate documents for employment assistance.

Check	Documents to be prepared by the applicant	Details
<input type="checkbox"/>	School Application Form (form provided by ISI)	<ul style="list-style-type: none"> <li>Applicants must fill in all the necessary information required in the forms.</li> <li>Do not leave any blanks, especially supporter's occupation or workplace information.</li> <li>The name must be the same as shown in the applicant's passport.</li> </ul>
<input type="checkbox"/>	Personal history, Objectives for studying, Plans after graduation. (form provided by ISI)	<ul style="list-style-type: none"> <li>It must be completed by the applicant. It must be dated and signed by the applicant. (Stamp is acceptable)</li> <li>Please list everything that can be considered as your educational background from the time you entered elementary school to the time you graduated from your most recent school/university.</li> <li>For the location of the local Japanese language institution, please enter the lot number (No. XX).</li> <li>If there have been periods of time without studying or working, please write down the reason on a different paper.</li> <li>If you have had irregular school or work records, please, submit the certificates to prove it.</li> </ul>
<input type="checkbox"/>	Health Status Declaration (form provided by ISI)	<ul style="list-style-type: none"> <li>Please, fill in the information regarding your current health</li> </ul>
<input type="checkbox"/>	2 ID photos (size 4x3 cm) *Certificate photos can be submitted as data	<ul style="list-style-type: none"> <li>The photograph must have been taken within the last six months.</li> <li>Clear, no hat, no background, facing front *Color copies not acceptable</li> </ul>
<input type="checkbox"/>	Passport [Copy] * Other ID cards for those who have not obtained it *If you are in the process of renewing your passport, you can use a photo of your old passport.	<ul style="list-style-type: none"> <li>Those who have not yet obtained the certificate must submit an ID card or other documents issued by a public institution.</li> <li>If you have a history of entering and leaving Japan, please also prepare a copy of all pages containing your immigration record.</li> <li>If you have a resident card, please also submit a copy of your resident card (both sides).</li> </ul>
<input type="checkbox"/>	Graduation Diploma or Certificate of final academic background [Copy]	<ul style="list-style-type: none"> <li>If you are currently enrolled in your last school at the time of application, you are not required to submit this form.</li> <li>Only copies of the original diploma are accepted.</li> <li>If you are currently enrolled (on leave of absence) in a university, junior college, or vocational school, or if you have dropped out of school, please submit a high school diploma in addition to proof of enrollment in the school.</li> </ul>
<input type="checkbox"/>	Proof of Enrollment or Certificate of expected graduation [Copy] (Only for applicants who are currently enrolled in their last school at the time of application)	<ul style="list-style-type: none"> <li>Please ask your current school to issue a document specifying the date of admission, major, and expected graduation date.</li> </ul>
<input type="checkbox"/>	JLPT Certificate [Copy] (Only if applicable)	<ul style="list-style-type: none"> <li>Applicants who have passed the following applicable Japanese language tests are required to submit a copy of the certificate.</li> <li>JLPT, BJT Business Japanese Proficiency Test, J.TEST, NAT-TEST, Standard Test of Business Japanese, TOPJ Practical Japanese Proficiency Test, J-cert Seikatsu, JLCT Japanese Language Proficiency Test for Foreigners, Practical Japanese Communication Test, JPT Japanese Proficiency Test, JPT Elementary</li> </ul>
<input type="checkbox"/>	Japanese Language Study Certificate (Only if applicable)	<ul style="list-style-type: none"> <li>If you have attended a Japanese language school before, please submit a certificate of attendance and grades from that time.</li> <li>Please submit a certificate of Japanese language study with a minimum of 150 hours of class time.</li> <li>In addition to the address and contact information of the educational institution, please submit a certificate that clearly states (1) length of study, (2) weekly study hours, (3) daily study hours, (4) days off, including holidays, (5) hours and days of previous study to date, (6) attendance rate, (7) course content, (8) course title, (9) target level of completion for the course, and (10) names of course materials used.</li> </ul>

Check	Documents to be prepared by the financial sponsor	Details
<input type="checkbox"/>	Written Proof of Supporter (form provided ISI)	<ul style="list-style-type: none"> <li>Please submit a copy personally handwritten or signed by the person responsible for paying the expenses.</li> <li>If the sponsor is not the applicant or the applicant's parents, please explain how the applicant's parents accepted the sponsorship on behalf of the applicant and why the applicant's parents are unable to cover the expenses.</li> </ul>
<input type="checkbox"/>	Income Certificate	<ul style="list-style-type: none"> <li>Please submit a certificate from your employer or a public institution confirming your annual income for the last year.</li> <li>In the case of a certificate of bank balance, please make sure that it is in the name of the financial sponsor, issued within the last three months, and that the bank balance is sufficient to cover the period of study.</li> </ul>

Check	If the sponsor resides in Japan	Details
<input type="checkbox"/>	Documents that prove the relationship between the sponsor and the applicant	<ul style="list-style-type: none"> <li>Please submit a copy of your residence certificate (for all household members).</li> <li>If you are preparing a certificate of residence, an original copy of the certificate of residence (as it was issued at the city hall, etc.) is required.</li> </ul>
<input type="checkbox"/>	Certificate of bank balance	<ul style="list-style-type: none"> <li>Must be in the name of the person paying the expenses and issued within the last three months.</li> <li>Please make sure that your deposit balance is sufficient for the duration of your study.</li> </ul>
<input type="checkbox"/>	Certificate of Occupation	<ul style="list-style-type: none"> <li>If you are a company employee, please submit the original proof of employment issued by your employer or a public institution.</li> </ul>
<input type="checkbox"/>	Taxation certificate (tax exemption certificate)	<ul style="list-style-type: none"> <li>Please apply at the city (ward) office of the municipality where you live as of January 1 of the year of application.</li> </ul>
<input type="checkbox"/>	Residence card [copies of both sides].	

## Enrollment with a Student Visa (Long-term course) Part2

### Application for a Certificate of Eligibility for a Student Visa List of documents to be submitted

#### [Caution]

- ① With the exception of certificates, documents must be issued within 3 months of the date of application to the immigration and visa office, both in Japan and abroad, and only original documents are valid.
- \* A certificate is a diploma or other certificates that are issued only once.
- \* A certificate is a document that can be issued as many times as you apply for it. (e.g., graduation certificates, notarized certificates, balance certificates, etc.)
- \* The certificate must include the issuer's title and name, the location of the issuing institution and contact information (telephone and fax numbers), and be signed or stamped by the issuer.
- ② If the document is written in a language other than Japanese, please be sure to attach a Japanese translation. (Include the wording on the bank deposit/withdrawal certificate.)  
(In that case, please submit both the translation and the original. Submission of only a translation will not be accepted.)
- ③ Please note that documents submitted to the Immigration and Residence Office will not be returned except for certificates. If you wish to have your documents returned, please inform the school at the time of application.
- ④ Signatures must be handwritten in ballpoint pen by the applicant. No correction fluid may be used on any application documents.
- ⑤ Additional information is required if you have previously applied for (or withdrawn) a COE for study abroad, employment, technical internship, etc. Please be sure to inform us at the time of application.
- ⑥ The following documents must be submitted by the application deadline for each school.

Documents in red are required documents. Other documents and requirements may vary depending on the applicant's nationality, region, and history of application to the Immigration Control and Refugee Recognition Agency. Please use international courier services such as FEDEX/DHL/OCS/EMS to send the original documents and inform us of the tracking number. Application documents are based on the policies of the Immigration and Residency Office as of May 31, 2024. The contents may be subject to change due to policy changes. In such cases, the school will contact you. Those seeking employment in Japan are required to submit separate documents for employment assistance.

Check	Documents to be prepared by the applicant	Details
<input type="checkbox"/>	<b>School Application Form</b> (form provided by ISI)	<ul style="list-style-type: none"> <li>Please fill out all the required information in full by the applicant himself/herself.</li> <li>Please make sure that there are no blanks, such as the occupation of the financial supporter or information on the employer.</li> <li>Please enter your name as it appears on your passport.</li> </ul>
<input type="checkbox"/>	<b>Personal history, Objectives for studying, Plans after graduation.</b> (form provided by ISI)	<ul style="list-style-type: none"> <li>The document must be filled by the applicant. It must also be dated and signed by the applicant. (Seal stamps are acceptable).</li> <li>Please list all education from the start of elementary school up to the last school graduation that can be considered education.</li> <li>In the educational background and location of the local Japanese language institution, please list up to the lot number (XX).</li> <li>If there is a gap of more than 6 months in your education or employment history, please specify the reason on a separate sheet of paper.</li> <li>*If your education or employment history is irregular, you will also need to provide documentation of this.</li> </ul>
<input type="checkbox"/>	<b>Health Status Declaration</b> (form provided by ISI)	<ul style="list-style-type: none"> <li>Please provide as much detail as possible about your health situation.</li> </ul>
<input type="checkbox"/>	<b>2 ID photos (size 4x3 cm)</b> *Digital formats are acceptable	<ul style="list-style-type: none"> <li>The photograph must have been taken within the last six months.</li> <li>Clear, no hat, no background, facing front *Color copies not acceptable</li> </ul>
<input type="checkbox"/>	<b>Passport [Copy]</b> *Other ID cards for those who have not obtained it *If you are in the process of renewing your passport, you can use a photo of your old passport.	<ul style="list-style-type: none"> <li>Those who have not yet obtained the certificate must submit an ID card or other documents issued by a public institution.</li> <li>If you have a history of entering and leaving Japan, please also prepare a copy of all pages containing your immigration record.</li> <li>If you have a resident card, please also submit a copy of your resident card (both sides).</li> </ul>
<input type="checkbox"/>	<b>Graduation Diploma or Certificate of final academic background [Original]</b>	<ul style="list-style-type: none"> <li>If you are currently enrolled in school at the time of application, you are not required to submit this form.</li> <li>Please submit the original diploma (certificate of graduation) of the last school attended.</li> <li>The original diploma will be returned after examination by the Immigration and Immigration Control Agency.</li> <li>If you are currently enrolled (on leave of absence) in a university, junior college, or vocational school, or if you have dropped out of school, please submit a high school diploma in addition to proof of enrollment in the school.</li> </ul>
<input type="checkbox"/>	<b>Proof of Enrollment or Certificate of expected graduation [Original]</b> (Only for applicants who are currently enrolled in their last school at the time of application)	<ul style="list-style-type: none"> <li>Please ask your current school to issue a document specifying the date of admission, major, and expected graduation date.</li> </ul>
<input type="checkbox"/>	<b>JLPT Certificate [Copy]</b> (Only if applicable)	<ul style="list-style-type: none"> <li>Applicants who have passed the following applicable Japanese language tests must submit a copy of the certificate.</li> <li>JLPT, BJT Business Japanese Proficiency Test, J.TEST, NAT-TEST, Standard Test of Business Japanese, TOPJ Practical Japanese Proficiency Test, J-cert Seikatsu, JLCT Japanese Language Proficiency Test for Foreigners, Practical Japanese Communication Test, JPT Japanese Proficiency Test, JPT Elementary.</li> <li>If the results are not known until the application date, a copy of the examination voucher and transcript documents must be submitted by the specified deadline.</li> <li>Documents printed from the screen of the test results on the website of the test management organization are not acceptable. It is not acceptable as a document.</li> </ul>
<input type="checkbox"/>	<b>Japanese Language Study Certificate</b> (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"> <li>If you have attended a Japanese language school before, please submit a certificate of attendance and grades from the school.</li> <li>Please submit a certificate of Japanese language study with a minimum of 150 hours of class time.</li> <li>In addition to the address and contact information of the educational institution, please submit a certificate that clearly states (1) length of study, (2) weekly study hours, (3) daily study hours, (4) days off, including holidays, (5) hours and days of previous study to date, (6) attendance rate, (7) course content, (8) course title, (9) target level of completion for the course, and (10) names of course materials used.</li> </ul>

Check	Documents to be prepared by the financial sponsor	Details
<input type="checkbox"/>	<b>Reimbursement form (form designated by the school)</b>	<ul style="list-style-type: none"> <li>Please submit a copy personally handwritten or signed by the person responsible for paying the expenses.</li> <li>If the sponsor is not the applicant or the applicant's parents, please explain why the applicant's parents accepted the sponsorship on behalf of the applicant and why the applicant's parents are unable to cover the expenses.</li> </ul>
<input type="checkbox"/>	<b>Documents that prove the relationship between the sponsor and the applicant</b>	<ul style="list-style-type: none"> <li>Original certificates of parent-child relationship, kinship, etc., as verified by a public institution (e.g., birth certificate or notarized certificate of kinship)</li> <li>In the case of a family register, please submit a photocopy of the page containing the household address and the identity and occupation of all members of the household. (This must be a primary copy only.)</li> </ul>
<input type="checkbox"/>	<b>Certificate of bank balance [original].</b>	<ul style="list-style-type: none"> <li>Must be in the name of the person paying the expenses and issued within the last three months.</li> <li>Please make sure that your deposit balance is sufficient for the duration of your study.</li> </ul>
<input type="checkbox"/>	<b>Certificate of Occupation [original].</b>	<ul style="list-style-type: none"> <li>If you are a company employee, please submit the original proof of employment issued by your employer or a public institution.</li> <li>If you operate a business, please submit a copy of your business license or business registration certificate. (e.g., self-employed, farmer, etc.)</li> <li>Please make sure that the certificate of employment includes the name and contact information, length of employment, job description, position held, and any other noteworthy information.</li> </ul>



# Application Documents

## Enrollment with a Student Visa (Long-term course) Part2

### Application for a Certificate of Eligibility for a Student Visa

#### List of documents to be submitted

Check	Documents to be prepared by the sponsor	Details
<input type="checkbox"/>	Proof of earnings for the past 1 year	<ul style="list-style-type: none"> <li>Please submit a copy of your passbook or deposit / withdrawal statement as a document</li> <li>to prove the process of forming funds described in the bank balance certificate.</li> <li>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.</li> <li>Please submit the original withdrawal statement, and if there is a noteworthy history or supplementary items, please explain in the reason statement (optional formula).</li> <li>If the deposit / withdrawal statement is less than one year, it may not be accepted</li> </ul>
<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"> <li>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.)</li> <li>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.</li> </ul>

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

#### Other

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