

A Guide to Admission for KFLA 2022.04/10 (Kumamoto Foreign Language Academy)

Japanese Language Department

2-year course for entering a university / One-and-a-half year course for university

*Admission open for October 2022 is planned.

I. Contents of the Department

1. Purpose

The course aims to provide knowledge of Japanese for the purpose of entering universities, graduate schools and vocational schools in Japan, as well as to contribute to mutual understanding between Japan and foreign countries.

2. Entry and Period of Study

There are two entry dates each year in April and October. The duration of each course is 24 months and 18 months.

3. Goal

1) Two – year course (April Admission)

This course is for passing N1~N2 and advancing to university or vocational school. Based on the levels of students this course is divided into class A or class B and class A aims mainly at advancing to university and class B aims mainly at advancing to vocational school. Each student is classified based on the placement test and interview and soon, but class change will be admitted on the way in the case of the change of aims of each student.

Class A class for advancing to university (aiming at passing N1)

Elementary class	About 570 class hours
Intermediate class	About 670 class hours
Advanced class	About 410 class hours

Class B Class for advancing to vocational school (aiming at passing N2)

Elementary class	About 830 class hours
Intermediate class	About 830 class hours

2) One-and-a-half year course for advanced to studies (October admission)

This course is for passing N3 and advancing to vocational school.

※If you want to advance to vocational schools which require N2 level, we recommend you should choose April admission.

Elementary class	About 800 class hours
Intermediate class	About 400 class hours

4 Requirements for Completion of the Program

More than 90% attendance rate and a passing mark of 60% on examinations for each subject to be held at the end of every semester will be required.

※Transfer to or from our school is not admitted.

II. Class Schedule

1 Class Schedule and Content

Classes will be held every day from Monday through Friday except for summer, fall, winter and spring vacations, Saturday, Sunday and National holidays.

All classes are given in Japanese (direct teaching method), using sub teaching materials, CD, and personal computer.

time \ period	1 st period	2 nd period	3 rd period	4 th period		5 th period
starting time	9:00	10:00	11:00	12:00	lunch	13:40
ending time	9:50	10:50	11:50	12:50		14:30

※Mon・Fri : 4 Periods

Tue・Wed・Thu : 5 Periods

23 periods(classes) a week

2 Main yearly program

April	Entrance Ceremony
May	Social Activity
June	Examination for Japanese University Admission for International Students①
July	Japanese Language Proficiency Test① Summer vacation
August	Field trip The first term test
September	Autumn vacation
October	Entrance Ceremony Athletic activities
November	Examination for Japanese University Admission for International Students②
December	Japanese Language Proficiency Test② Karashima Festival Winter vacation
January	Pay a visit to a shrine on New Year's Day
February	The second term test
March	Graduation Ceremony Spring vacation

Ⅲ. List of Examination Requirements

1. The number of enrollment

April admission: 25 students

October admission: 15 students *Admission open for October 2022 is planned.

※Maximum enrollment: 40 students/year

2. Admission Requirements

In principle, the department is established for students, who upon completion of the program, have the intention of proceeding to a university, graduate school or vocational school in Japan. Each applicant must fulfill the following criteria.

- (1) Graduate of high school or higher education (persons who have completed a minimum 12 years of study of primary and secondary education) in their native country or abroad.
- (2) Those considered eligible for admission by KFLA (Kumamoto Foreign Language Academy).
- (3) Those able to pay the necessary expenses including tuition fees and living expenses in Japan or those who have financial supporters who can pay the necessary expenses.
- (4) Those who have studied Japanese for more than 150 hours at a Japanese institution or have the Japanese language ability of N5 level or above for April Admission.
- (5) Those who have a clear purpose of studying abroad and a specific course to take after completion.
- (6) Those who are 18 years old or older.
- (7) Those who are healthy and obey Japanese laws and school regulations.
- (8) Students for April admission should have the ability of N5 or so when they apply and students for October admission should have the ability of N5 to N4 or above, except when the president of our school admits.

3. Application Periods

Admission time	Application Periods
April Admission	Toward the end of August, 2021 through mid-November, 2021
October Admission	Toward the end of March, 2022 through mid-April, 2022

4. How to apply

Necessary documents should be mailed.

Posted Address

The necessary forms should be sent to the following address:

Kumamoto Foreign Language Academy
 Japanese Language Department
 8-14 Karashima-cho Chuo-ku
 Kumamoto 860-0804
 Japan

5. Selection methods

Selection is made based on the documents submitted by the applicant, paper test and through an interview by our staff.

6. Notification of Results

April admission: November of the previous year

Those accepted for enrollment must, within one week of receiving notification of having been accepted, pay the initial admittance fee into the bank account as indicated. After receiving this payment, KFLA will then issue a Certificate of Admission.

Ⅲ. All processes from Application to Entrance

1. Applicant for the visa for studying abroad

			April Admission	October Admission
1	applicant ↓ school	<ul style="list-style-type: none"> • Submission of application documents • Application fee payment 	August to November	February to May
2	school ↓ applicant	<ul style="list-style-type: none"> • Admission Test (documents check, paper test, interview) • Admission decision, Notification 	August to November	February to May
3	applicant ↓ school	Entrance fee payment	late November	late May
4	school ↓ immigration office	Application for a "Certificate of Eligibility"	early December	early June
5	immigration office ↓ school	Information of the result of the examination of "Certificate of Eligibility"	early March	early September
6	school ↓ applicant	Delivery of the copy of "Certificate of Eligibility" and "Admission Certificate"	early March	early September
7	applicant ↓ school	Payment of Tuition Fee, Facilities Fee, Teaching Materials, School Trip Fee, Room expense	mid-March	mid-September
8	school ↓ applicant	After confirmation of the necessary payment, delivery of the original of "Certificate of Eligibility" and "Admission Certificate"	mid-March	mid-September
9	applicant ↓ Japanese Embassy or Consulate	Visa application	mid-March	mid-September
Coming to Japan		Please reserve your air ticket and let us know your flight number and arrival information	late March	late September

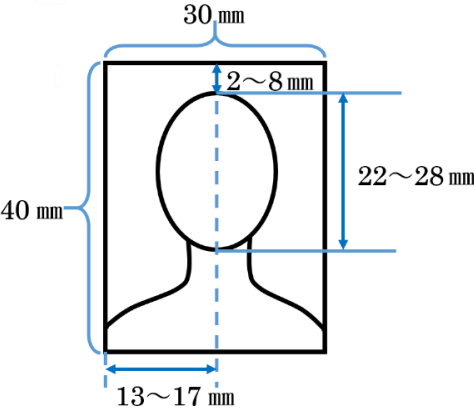
Ⅲ. All processes from Application to Entrance

2. Application Procedures

■ NOTICE ■

- 1) Documents should be what issued at home and abroad within the last three months.
- 2) Certificates should have the title and name of the issuer, location of issuing agencies, contact address and be signed and sealed by the issuer.
- 3) For the documents written in foreign languages, each should be accompanied by a Japanese translation. As for foreign languages other than English, the original as well as English translation and Japanese translations are necessary.
- 4) Signature must be genuine.
- 5) There are cases when documents besides mentioned above are required depending on the individual circumstance of the applicant's countries or districts.

✓	Documents	Remarks
1	Application form	Must be the same name that is written on the applicant's passport.
2	Personal history	In case a 6 months or longer gap exists in the applicant's academic background or career history, a written statement of the reasons should be attached. In case the applicant's academic background or career history is irregular, a certificate is necessary.
3	Statement of motivation	Describe clearly the purpose of studying Japanese in Japan.
4	Copy of Passport/ID	Submit all the pages described.
5	Original diploma of the last school attended / Graduation certificate / Graduation-expected certificate	excluding Japanese language schools.
6	Transcripts of grades issued by the last school attended	If the applicant is still a student, the latest transcript recording annual grades is necessary. (excluding Japanese language schools)
7	Student-Status Certificate	Applicable person only Original certificate is necessary.
8	Test results of Japanese Language Proficiency Test N5 level or above	Certificate of JLPT N5 level or above should be submitted. In the case of waiting for the test results have not been received, the admission ticket for the test should be submitted.
9	A Certificate of having learned Japanese Language	In case the certificate of the JLPT (N5 level or above) is unobtainable, a certification of 150 hours of Japanese language study should be submitted. ※ It should be inscribed by a teacher in charge or the person responsible person and approved by the president of the school.

10	Certificate of employment (only applicable persons)	If any occupational career. Submit a certificate which describes the period of employment and the duties.
11	Health certificate	MMR vaccination and diagnosis of tuberculosis are necessary.
12	A full copy of the applicant's family register	
13	Three Photographs(3 photos)	<p>These photographs should be current (taken within the last month), clear, from the front without a hat or background. No modified photographs. ※Picture size should be as follows.</p>  <p>Write the name of the applicant on the back of the photographs. Attach one of them to the entrance application form. No modified photographs.</p>
14	A certificate or explanation of previous entry to Japan, residence history, application history	<p>If you have applied or stayed in Japan, please be sure to let us know. If an applicant has worked in Japan before, employment periods and job description should be included in the explanation such as original certificate of employment or copy of monthly statement or pension book. ※If an applicant has visited Japan for skill training, they should submit an employment certificate after returning to their country.</p>

Ⅲ. All processes from Application to Entrance

3. Application Procedures

Documents either (A) or (B) or (C) to be submitted by the defrayer of the expenses (tuition fee, living expenses during stay in Japan).

(A) In case the applicant pays him or herself.

✓	Documents	Remarks
1	Financial support statement (Self-support)	It must be written by the defrayer. If it is not written in Japanese or English, a translation in Japanese or English must be attached.
2	Certificate of employment	<ul style="list-style-type: none"> • In the case of an employee, certificate of employment issued by his or her company is necessary. • In the case of executives or a company run by a person, business permits or a copy of certified register is necessary.
3	Bank account certificate in the name of the defrayer	The certificate must include address, telephone and fax number of the bank. The certificate of a bank which can remit abroad must be submitted.
4	Annual income certificate and tax payment certificate	Must be an official tax payment certificate issued by tax office. Certificates of the last three years are necessary depending on country or district
5	Copy of a bankbook which shows the method to have made money for the expenses	The certificate must include address, telephone and fax number of the bank on an official form of the bank or copies of all pages described including the cover of the bankbook. Copies of all pages described including the cover must be submitted. Certificates of last three years are necessary depending on country or district

(B) In case the applicant is supported by remittance from his/her country.

✓	Documents	Remarks
1	Financial support statement (of person(s) supporting the student)	It must be written by the defrayer.
2	certificate of employment (in case of employee)	Submit official form exclusively used for the office with the name, address, phone/fax number, e-mail address, employment period, and duties clearly written. It must be certified by the head of the organization.
3	Copy of certified copy of register / business permit (in case of executives)	Submit official form exclusively used for the office with the name, address, phone/fax number, e-mail address, employment period, and duties clearly written. It must be certified by the head of the organization.
4	Annual income certificate and tax payment certificate	Must be an official tax payment certificate issued by tax office. Certificates of last three years are necessary depending on country or district
5	Bank account certificate	The certificate must include address, telephone and fax number of the bank on an official form of the bank or copies of all pages described including the cover of the bankbook. The certificate of a bank which can remit abroad must be submitted. Certificates of last three years are necessary depending on country or district

6	Copy of a bankbook which shows the method to have made money for the expense	Documents which show the financial history of the last three years to ensure expenses will be able to be met while in Japan (certificates of deposit and withdrawal copy of a bankbook). In case certificate of deposit and withdrawal during the past three years is unobtainable, the reasons and explanatory documents showing how the money for the deposit balance certificate has been made should be submitted.
7	Documents to prove the relationship between the applicant and the sender	If the sender is a relative of the applicant, it must be proved by official document like a full copy of his or her family register. 1) copy of ID of the defrayer 2) copy of birth certificate 3) copy of family register If the sender is not a relative of the applicant, he or she must submit a document which concretely proves the relationship.

(C) In case the applicant is supported by those who are living in Japan.

✓	Documents	Remarks
1	Financial support statement (of person(s) supporting the student)	It must be written by the defrayer.
2	Certificate of employment (in case of employee)	Submit official form exclusively used for the office with the name, address, phone/fax number, e-mail address, employment period, and duties clearly written. It must be certified by the head of the organization.
3	Copy of certified / copy of register / business permit (in case of executives)	Submit official form exclusively used for the office with the name, address, phone/fax number, e-mail address, employment period, and duties clearly written. It must be certified by the head of the organization.
4	Annual income certificate and tax payment certificate	Must be an official tax payment certificate issued by tax office. Certificates of last three years are necessary depending on country or district
5	Bank account certificate	The certificate must include address, telephone and fax number of the bank on an official form of the bank or copies of all pages described including the cover of the bankbook. The certificate of a bank which can remit abroad must be submitted.
6	Copy of a bankbook which shows the method to have made money for the expense	Documents which shows the method to have made the money for the expense during the past three years (certificates of deposit and withdrawal copy of a bankbook). In case certificate of deposit and withdrawal is unobtainable, the reasons and explanatory documents showing how the money for the deposit balance certificate has been made should be submitted.
7	Documents to prove the relationship between the applicant and the sender	If the sender is a relative of the applicant, it must be proved by official document like a full copy of his or her family register. 1) copy of ID of the defrayer 2) copy of birth certificate 3) copy of family register If the sender is not a relative of the applicant, he or she must submit a document which concretely proves the relationship.
8	Resident card	Resident cards of all the family
9	Residence card	A copy should be submitted.

IV. School payment

A. Tuition fee

	24 months course		18 months course ※2	
	2022 school year (April, 2022 ~March, 2023)	2023 school year (April, 2023 ~March, 2024)	2022 school year (October, 2022 ~March, 2023)	2023 school year (April, 2023 ~March, 2024)
1. Application Fee	15,000yen	—	15,000yen	—
2. Entrance Fee	50,000yen	—	50,000yen	—
3. Tuition Fee	490,000yen	490,000yen	490,000yen	2450,000yen
4. Facilities Fee	50,000yen	50,000yen	50,000yen	25,000yen
5. Teaching Materials	40,000yen	40,000yen	40,000yen	20,000yen
6. School Trip Fee ※1	40,000yen	—	30,000yen	—
subtotal	685,000yen	580,000yen	675,000yen	290,000yen

B. Initial expenses

1	Room rate for 6 months	120,000~162,000 yen	room rate for one month is about 20,000yen
2	Gratuity fee (for two months)	About 40,000~54,000 yen	
3	Fire insurance fee (for two years)	About 5,000 yen	
4	Miscellaneous expenses	About 15,000 yen	Room cleaning, furniture maintenance expense and so on
5	Student insurance (for two years)	About 15,000 yen	
6	National health insurance fee	About 20,000 yen	Obligatory to join. About 20,000yen for the first year.
7	X-ray (for two times)	2,000 yen	
8	Futon (A Japanese-style mattress)	About 13,000 yen	
9	Photos	400 yen	
10	Japanese Language Proficiency Test application fee	26,000 yen ※19,500 yen	Fee for the tests is collected 4 times for 2 years. ※Fee for the tests is collected 3 times for October admission.
	Subtotal	About 234,900 yen~	

◆ First year payment amount

24 months course	18 months course
About 941,400JPY	About 924,900JPY

- ※1 6) School trip is scheduled once a year for a night stay trip or a day trip.
 ※2 As to October admission, payment the cost for a year should be made in advance.

■ NOTICE ■

※Initial cost(A. Tuition fee 2. Room rate and so on) mentioned above should be transferred to our school account within receipt of the copy of COE.

※Each fee (expense) is an estimate. In case excessively collected, the amount will be refunded.

※In case our staff goes to meet you at an airport, the transportation expenses from the airport to our dormitory will be collected later.

■ NOTES CONCERNING PAYMENT ■

※Tuition fees can be paid in installments. For the first year students 245,000yen is to be paid. Within one week of receiving the “certificate of Eligibility” and by the end of September, 2022 and for the second years students, by the end of March and September 2023 respectively. Installments other than tuition fees are not permitted.

※Room rates for six months should be paid upon receipt of COE.

1 Payment Date

		April Admission	October Admission
Fee before entrance	1	Application Fee	At time of application
	2	Entrance Fee	Within one week of being notified of having been accepted
1st year	3	Tuition Fee	Within one week of receiving the “Certificate of Eligibility”
	4	Facilities Fee	
	5	Teaching Materials Fee	
	6	School Trip Fee	
	7	Initial expense	
2nd year	8	Tuition Fee	By the end of March, 2023
	9	Facilities Fee	
	10	Teaching Materials Fee	

■ notes concerning refund ■

Except for the following reasons, once made payment will not be refunded.

- ① In case a “Certificate of Eligibility for a Status of Residence” is not granted
 Payment except for application fee is refunded.
- ② In case a visa is not granted by the Japanese embassy or Consulate

If the document to prove that a visa was not issued is submitted, payment except for application fee is refunded.

③ In case an applicant declines entrance due to personal reasons

If the “Certificate of Eligibility for a Status of Residences” is returned, payment except for application fee and entrance fee is refunded. “Certificate of Eligibility for a Status of Residence” must be returned.

2 The application fee is to be paid into the stated bank account.

▽Bank and Remittance Account

HIGO BANK HEAD OFFICE Normal Account 1438666 KARASHIMA GAKUEN

Phone: 81-96-325-2111

Fax: 81-96-352-0508

Address: 860-0017 Kumamoto-shi Chuo-ku Renpeicho 1ban, Japan

Remittance is to be made in Japanese yen.

The applicant must bear the remittance charge.

V. School Life

1. Concerning part-time jobs ("activity outside the qualification")

Those who want to have part-time jobs must get a “permit of the activity outside the qualification” when entering Japan. If a student works part-time without permission or works part-time over the permitted range, it will violate the law and will be punished.

(1) Working hours are no more than 28 hours per week. (no more than eight hours a day in case of long leave).

(2) Violation of the law is prohibited. It is not permitted to work at a bar, snack, pachinko parlor, or similar establishments.

2. Dormitory

Students are to live in shared rooms in the apartment appointed by our school. The room charge and utility charges are to be paid by the occupants of each room. Students are to prepare their own bedding and necessities for living.

※If a student lives with his or her family, the above rules do not apply.

Detail		Amount/person
Initial expense	Commission to a real estate agent	About 40,000~50,000yen
	fire insurance (annually)	About 2,500yen
Monthly expenses	Room rate	About 20,000~27,000yen
	Utilities	About 7,000yen
	Internet	About 2,000yen