

# Kyoto Japanese Language Training Center

Kyoto Computer Gakuin Kamogawa Campus

April term 2013

October term 2013

*Guidelines for Applicants*



# kecg.edu

Kyoto Japanese Language Training Center

京都コンピュータ学院鴨川校  
京都日本語研修センター

***Greetings from Prof. Yumi Fujii***  
***Director of Kyoto Japanese Language Training Center***



**kcg.edu**  
Kyoto Japanese Language Training Center

Dear Sir/Madam:

Greetings from the **Kyoto Japanese Language Training Center (KJLTC)** in Kyoto, Japan. KJLTC is an institute whose parent organization is Kyoto Computer Gakuin (KCG), founded in 1963 as the first private computer institute in Japan. Our program is suitable for those who aim to acquire both Japanese language and computer skills. We are pleased to inform you regarding the KJLTC's Japanese Language Programs.

**Program Duration:**

- One-Year Preparatory Program (starts in April)
- One-and-Half-Year Preparatory Program (starts in October)

**Important features of KJLTC include:**

- The KJLTC's programs are authorized by the Ministry of Education, Culture, Sports, Science and Technology. Even if the students do not meet the requirement of 12-year term of their studies in primary and secondary education system in their home countries, they will become eligible to apply for higher education institutions in Japan after completing our programs.
- KJLTC is accredited by the Association for the Promotion of Japanese Language Education.
- Our programs are designed to prepare for the Japanese Language Proficiency Test Grade-N1 or N2.
- Each class is organized according to the student's Japanese proficiency level. Students can take a wide range of classes including Information Technology and Modern Japanese Culture.
- All the teaching staff teach Japanese with enthusiasm. They will maximize the students' comprehension in Japanese and will enhance their acquisition process by utilizing digital resources such as the Microsoft Power Point (PPT).
- All students have an e-mail account and free access to the internet.
- The graduates of KJLTC are entitled to apply for KCG and will be accepted by high priority. At KCG, you will be able to learn the latest computer technology.
- Students who meet a certain Japanese proficiency level are eligible to audit KCG's computer courses. Once the students are enrolled in KCG, the acquired credits will be counted toward the partial requirements for the courses at KCG.
- Kyoto is the center of academic activities and Japanese culture. Students will find it ideal to stay here in Kyoto in order not only to fulfill their academic goals but also to participate in various types of events and gain a lot of experience throughout our programs.

For further information, please refer to our Web site at <http://www.kcg.ac.jp/KJLTC>.  
If you have any questions about our program, please email us at [kjltc@kcg.ac.jp](mailto:kjltc@kcg.ac.jp).

Sincerely,

A handwritten signature in black ink that reads "Yumi Fujii". The signature is written in a cursive, flowing style.

Yumi Fujii  
Director of Kyoto Japanese Language Training Center (KJLTC)

# Program Summary & Application Procedure

## ●Programs offered (Content and Capacities)

Semester start	Course Programs	Content	Enrollment Capacities
April	One-year Preparatory Course Program	Japanese, English and Mathematics courses for students who intend to go to higher educational institutions in Japan.	40 students
October	One-and Half-Year Preparatory Course Program		40 students

※Preparatory program(Status of residence; A college student visa)

Even if the applicant does not meet the requirement of 12 years of schooling (from primary and secondary educational institutions) in his/her home country, s/he will be eligible to apply for admission into higher education institutions in Japan after completing our programs.

(Authorized by The Ministry of Education, Culture, Sports, Science and Technology 'Preparatory Course')

Japanese Language & Culture (24)	Basic Skills (8)
Grammar & Vocabulary (4)	Integrated Social Studies (2)*
Reading Comprehension (8)	* History, geography, and civil studies
Listening Comprehension (2)	English (2)
Writing Skills (2)	Mathematics(2)*
Conversational Skills (4)	Basic IT Skills (2)*
Japanese Culture (2)	*Word processing & spreadsheet software
Integrated Japanese Language (2)*	
*Preparatory class for Japanese Language Proficiency Test	

### Hours

- 1<sup>st</sup> Period (9:30~10:15)
- 2<sup>nd</sup> Period (10:15~11:00)
- 3<sup>rd</sup> Period (11:10~11:55)
- 4<sup>th</sup> Period (11:55~12:40)
- 5<sup>th</sup> Period (13:30~14:15)
- 6<sup>th</sup> Period (14:15~15:00)

45-minute/class

\*The above table describes the coursework offered in the spring semester of 2012. The number of hours per course is indicated in the parentheses.

\*For Japanese Language and Culture courses, students are divided into classes based on their Japanese language proficiency level at the time of entrance or at the end of each term.



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**●Qualifications for Application**

Applicants must satisfy all of the following conditions.

- ① The applicant must be a high school graduate or a holder of high school equivalency diploma or other similar qualifications certifying successful completion of tests and requirements of general education development (high school level).
- ② The applicant has abilities equivalent to Level N5 of the Japanese Language Proficiency Test (or the equivalent of 150 hours of rigorous Japanese language study or more than the level).
- ③ The applicant has basic academic abilities necessary in Japanese higher educational institutions (universities or technical colleges).
- ④ The applicant must be either 1) under 23 years of age (for high-school graduates), 2) under 25 years of age (for college graduates), or 3) under 27 years old (for university graduates).
- ⑤ The applicant will be able to finance tuition, other school fees and living expenses as a student in Japan.
- ⑥ The applicant must be physically and mentally fit to perform the duties of a student and capable of abiding by the rules of the school. The applicant must exhibit behavior and engage in activities that do not break Japanese laws and regulations at all times.

**●Application procedures**

①Application periods

Course Programs	Period
<b>April term 2013 (One-Year preparatory course program)</b>	September 1, 2012 (Sat) to November 30, 2012 (Fri)
<b>October term 2013 (One-and-Half Year preparatory course program)</b>	March 1, 2013 (Fri) to May 31, 2013 (Fri)

②Application for Admission

The applicant must submit all the required documents to the Admissions Office either by registered airmail or express mail service (EMS Post) to the address below:

Admissions Office  
 Kyoto Computer Gakuin  
 10-5 Teranomae-cho, Nishikujo, Minami-ku  
 Kyoto City, Kyoto, 601-8407 Japan  
 TEL +81-75-681-6333 FAX +81-75-681-6335

③Required Documents for Admission

<b>1</b>	Application form (Forms supplied by KJLTC)	The applicant must neatly fill in the blanks in his/her own handwriting. A completed application form, with an attached photograph (sized 4cm (length) x 3cm (width) taken in the past 3 months.) of the applicant
<b>2</b>	Curriculum vitae (Forms supplied by KJLTC)	The applicant must neatly fill in the blanks in his/her own handwriting.
<b>3</b>	Reasons for studying Japanese and plans after graduation (Forms supplied by KJLTC)	The applicant must neatly fill in the blanks in his/her own handwriting.  (Please attach a Japanese translation.)
<b>4</b>	1)Certificate of graduation	High school/college diploma. If none, a certificate of graduation(or of expected graduation), issued by the high school or the last school attended.  (Please attach a Japanese translation.)
	2)Notary statements of academic record	Notary statements of academic record issued by the senior high school and the last school attended.  (Please attach a Japanese translation.)

	3)Certificate of graduation (the original)	(Please attach a Japanese translation.)
5	Documents certifying the applicant's learning history of Japanese	<ul style="list-style-type: none"> <li>■A copy of the certificate or the records of the results of the Japanese proficiency Test for Grade 4.</li> <li>■A copy of the certificate or the records of the results of the Japanese proficiency Test for Grade 3.</li> <li>■A copy of the certificate or the record of the results of the Japanese proficiency Test for Grade 1 or 2.(Or a copy of the examination card used for either of the above test.)</li> <li>■An officially issued document certifying more than 150 hours of formal Japanese training.</li> <li>■A copy of the certificate of J.TEST* for level E-F <ul style="list-style-type: none"> <li>*Test of Practical Japanese</li> <li>*Issued by a Japanese language educational institution, it should be filled out by a tutor or academic adviser.</li> </ul> </li> </ul>
6	Certificate of employment (if applicable)	A certificate of employment, if the applicant currently holds a job. The certificate must be issued by the current employer, written on the company letterhead, with an authorized signature. (Please attach a Japanese translation.)
7	Written oath (Forms supplied by KJLTC)	
8	Physical examination certificate (Forms supplied by KJLTC)	Physical examination certificate issued by a medical institution within 3 months from the date of application.
9	1)Letter of agreement regarding payment (Forms supplied by KJLTC)	The guarantor must fill in, sign and seal the letter. (Please attach a Japanese translation.)
	2)Official documents showing the relationship between the Guarantor and the Applicant	Document issued by the authorized official / public institution. (Please attach a Japanese translation.)
	3)Official financial/ income statement or document showing availability of funds or assets to cover tuition and living expenses	
	4)Copy of a bank statement showing current balance of sufficient funds	Full name of account owner, amount of money, a period of time in which the money was deposited, the rate of interest, bank branch name, issuance date and etc. Copies should be clear and readable.
	5)Other documents describing the sources of finances	<ol style="list-style-type: none"> <li>1.For those employed, please submit a certification of employment and (amount of) salary.</li> <li>2.For those who serve on the board of public companies, please submit a Certificate of Corporation Registration and the corresponding Financial / Income statement</li> <li>3.For the self-employment: Copy of business permit and Financial / Income statement.</li> </ol> <p>* In cases other than the abovementioned (No.1-3), please provide other documents showing the source of finances (Ex. Copy of the guarantor's entire bankbook)</p> (Please attach a Japanese translation.)
10	Income Statement and Tax return receipts for the past (most recent) three years.	(Please attach a Japanese translation.)
11	Birth Certificate or Family Registry document (the original)	(Please attach a Japanese translation.)
12	Photographs	Four color photographs (sized 4cm (length) x 3cm (width) taken in the past 6 months) with applicant's name and nationality written on the back of each the photographs.
13	Copy of the Passport	Page/pages showing the photo, name, nationality, date of Birth, and date of issue and validity of the passport.

● **Application fee**

An application fee of JPY30,000 must be paid to the following bank account:

**【Bank account information】**

Name of the bank: RISONA BANK Kyoto Branch

Type of account : Ordinary saving account

Branch code : 501

Account number : 2050181

Name of account holder : Kyoto Nihongo Kenshu Center Nounyukakari

● **Selection method**

① Selection method

A written examination and an interview will be held at main cities.

※Applicants are evaluated based on screening of documents, a written examination and interview.

※Examination subjects, time and points allotment

	Examination subjects	Examination time	Points allotment
1	Japanese	30minutes	100points
2	English	30minutes	100points
3	Mathematics	30minutes	100points
4	Interview		

※Financial supporter or Guardian will attend with the applicant on the day of examination.

※If the applicant fails to take any of the above tests, he or she loses the qualifications to pursue the application process.

② Details of a written examination and an interview.

Applicants will be sent details of an examination and an interview (about Time and Place) via express mail.

③ Notification of Results

The applicant must be informed of the notification of the selection result via express mail or from the KJLTC-designated institution.

● **School fees and other expenses.**

① School fees

	One-Year preparatory program	One-and-Half Year preparatory program
Admission fee	JPY50,000	JPY50,000
Tuition fee	JPY640,000	JPY960,000
Facilities fee	JPY20,000	JPY30,000
Instructional Material fee, extra-curricular activities fee	JPY30,000	JPY45,000
<b>Total</b>	<b>JPY740,000</b>	<b>JPY1,085,000</b>



② Contract costs of apartment

	fee	Notes
Contract costs (When you rent)	JPY140,000~JPY200,000	Deposit, Rent, Common service fee, Insurance, etc. included

③ Other charges

The above do not include the required 'Medical examination' and 'Student insurance' fees.

	One-Year preparatory program	One-and-Half Year preparatory program
Medical examination	(Annually) JPY 2,300	(Biannually) JPY 4,600
Student insurance (general type)	JPY15,800	JPY23,290
<b>Total</b>	JPY18,100	JPY27,890

※Medical examination fee

Students will take a medical examination once a year based on the school insurance law in Japan. ( X ray photograph, urine test etc.)

※Student insurance for foreign students of a Japanese Language School

All students must enroll in this insurance program. This comprehensive insurance covers injuries, death, disease benefit, disability and rescue operations in case of accidents and death.

●Completion of school enrollment procedures

As soon as KJLTC gets the notice of approval of the Certificate of Eligibility from the Immigration Bureau of Japan in Osaka, we will send the applicant a copy of the Certificate of Eligibility to reside in Japan and other related documents; as well as information about payment of school fees.

To complete enrollment procedures, all tuition fees and other school fees must be paid via electronic bank transfer to the account below by a certain date or deadline set by the Admissions Office. Please note that failure to do so will lead to the cancellation or will be treated as withdrawal by default from the application and enrollment process.

\*Submitted documents will not be returned to the applicant nor will the application fee be refunded.

●Payment of school fees

Please pay via electronic bank transfer to KJLTC's account. As a proof, you should attach a copy of the "APPLICATION FOR REMITTANCE" to your documents.

**【Bank account information】**

Name of the bank: RISONA BANK Kyoto Branch

Type of account : Ordinary saving account

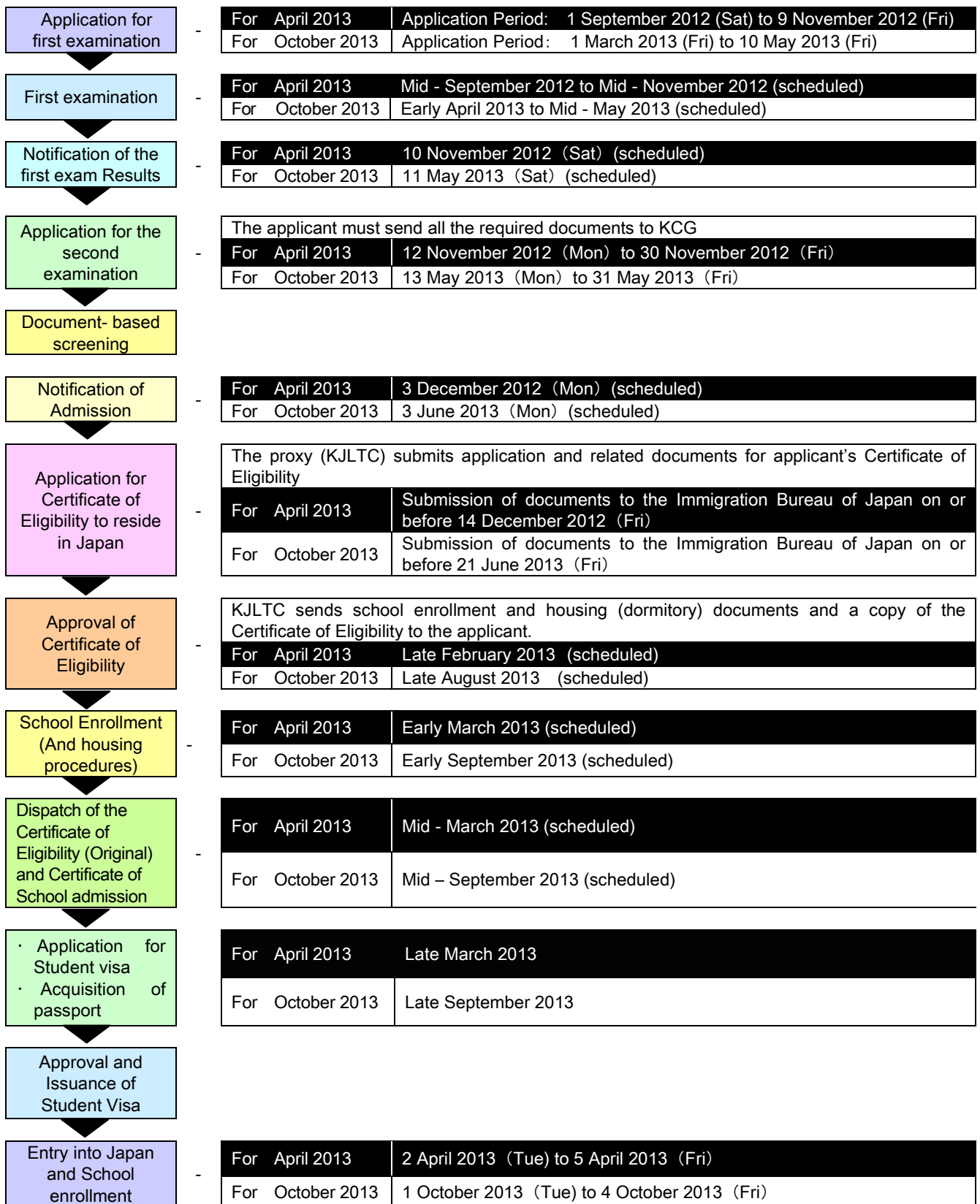
Branch code : 501

Account number : 2050181

Name of account holder : Kyoto Nihongo Kenshu Center Nounyukakari

After the preliminary formalities are completed, we will send the successful applicant the Permit of Enrollment and the original Certificate of Eligibility to reside in Japan. Alternatively, the successful applicant may also receive these documents via KJLTC-designated institution.

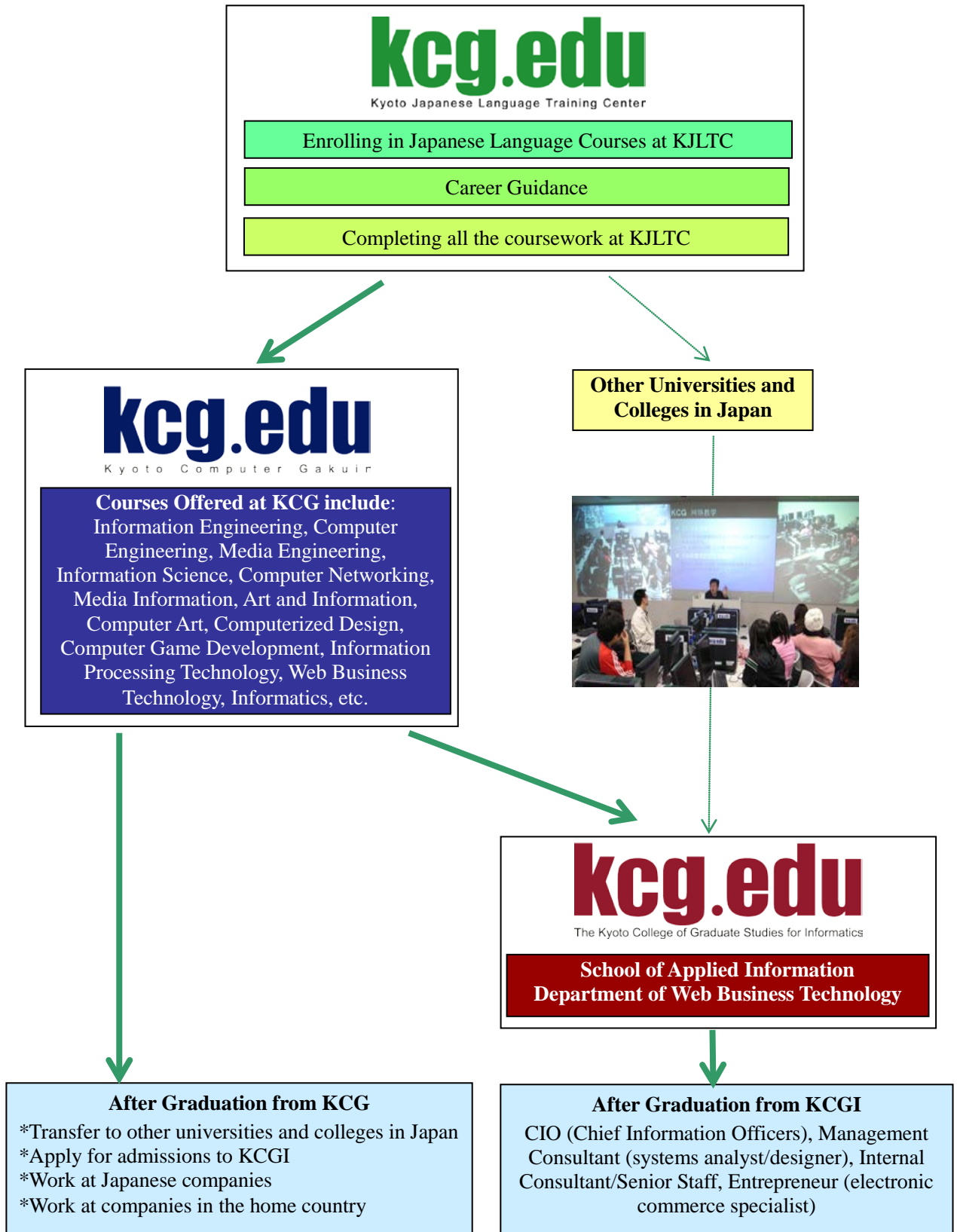
●Admissions Application Procedures and Schedule





# Future Paths after Graduation

KJLTC graduates are entitled to apply for Kyoto Computer Gakuin (KCG) and will be accepted by high priority. At KCG, students will be able to learn the latest information technology. KJLTC pledges full support for students' future career.





## 京都日本語研修センター

Kyoto Japanese Language Training Center

Accredited by the Association for the Promotion of Japanese Language Education and authorized by the Ministry of Education as a preparatory school (presently there are only 21 approved schools in Japan).



## 京都コンピュータ学院

Kyoto Computer Gakuin

Founded in 1963 as the first private computer institute in Japan. We have had an impressive record of achievement over 48 years. More than 40,000 graduates from our school are the center of information industry in Japan.



## 京都情報大学院大学

The Kyoto College of Graduate Studies for Informatics

The objective of our school is to train information technology professionals with strong practical knowledge of the current real business practices, a solid theoretical background, and a creative and innovative spirit which will enable them to meet the demands of society and to be responsible for the current and future generations. Students can obtain a Master of Science degree in the field of Information Technology (M.S. in IT).



## KCG Beijing Office

Kyoto Computer Gakuin - Beijing

This branch office was established in the Parliament Library Building of Beijing in 2002, as base of deeper academic exchange with Chinese universities. Presently it is scaling up its efforts to support IT education in China.



## KCG New York Office

Kyoto Computer Gakuin - New York

The office was established in WTC in 2000 as a base of overseas projects of the KCG group.. The office was moved to the Rockefeller Center in 2004 and resumed operations after the terrorist attacks in NYC.

●For inquiries, please contact:

The Admissions Office  
Kyoto Computer Gakuin  
10-5 Teranomae-cho, Nishikujo, Minami-ku  
Kyoto City, Kyoto 601-8407, Japan  
TEL +81-(0)75-681-6333  
FAX +81-(0)75-681-6335

Kyoto Japanese Language Training Center,  
Kyoto Computer Gakuin Kamogawa Campus  
11 Simoyanagi-cho Tanaka, Sakyo-ku  
Kyoto City, Kyoto 606-8204, Japan  
TEL +81-(0)75-751-1121  
FAX +81-(0)75-751-8839  
<http://www.kcg.ac.jp/KJLTC/>  
E-mail:kjltc@kcg.ac.jp



1. At JR Kyoto Station, take a subway train, and get off at Imadegawa Station. Get on a city bus (No.201 or 203) and get off at Demachiyanagi eki-mae.
3. At Kyoto Station, take a city bus(No.4 or 17)

### Privacy Policy

The KCG group is comprised of the Kyoto College of Graduate Studies for Informatics, the Kyoto Computer Gakuin (Rakuhoku Campus, Kamogawa Campus, Kyoto-Ekimae Campus), the Kyoto Japanese Language Training Center, KCG Career, Inc. and KCG Co., Ltd.--- all globally-oriented educational institutions.

We, at KCG, respect your privacy. The KCG group is committed to protecting your privacy. The following points outline the essence of our Privacy Policy and how we handle the information we collect from you.

1. The KCG group collects and handles your personal information based on respect.
2. The KCG Group collects personal information through legal means and methods.
3. The KCG Group manages with utmost care the collected personal information for the more effective implementation of education and instructional methods.
4. The KCG Group is concerned about your privacy and is committed to protect your personal information from all kinds of infringements or potential risks.
5. The KCG Group endeavors to heighten the awareness about the protection of privacy among its faculty, staff and students by establishing and observing a strict regulatory environment and continually reviewing and improving the structures involved in the implementation of all related measures.
6. The KCG Group is committed to observe the laws and ordinances stipulating the access and use personal information.

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URL: <http://www.keg.ac.jp/KJLTC/>

E-mail: [kjltc@keg.ac.jp](mailto:kjltc@keg.ac.jp)