

Admission Guide to Japanese Language School of KIIS

for Entrance in April, 2019

for residents outside Japan



九州情報大学

Kyushu Institute of Information Sciences

Procedures from Application to Admission

★Your application begins after you made an entry.

Web Entry : <https://www.kiis.ac.jp/general/jlsk/entry/>

Have an access to this and submit the entry form after filling it out.



Notification of Examinee ID and Required Forms

KIIS informs eligible candidates of examinee ID and required form via email.

Payment of Test fee ; Please pay in JPY (with commission fee)

Submitting Application forms : Be very sure that your forms are perfect.

Selection : Evaluation of Application forms, and/or interviews on Skype, or email.

Notification of Result : KIIS lets candidates know their result by email, and sends passing candidates certificates and admission guides.

Payment of Admission Fee and Tuition : Please pay in JPY.

Proxy Application of the Certificate of Eligibility (CoE in short)

KIIS send the application forms for the CoE after confirming payments.

Visa Application : After your CoE is issued, apply for your visa in your home country.

Entering Japan : Ask for Landing Permit with your passport with visa and the CoE.

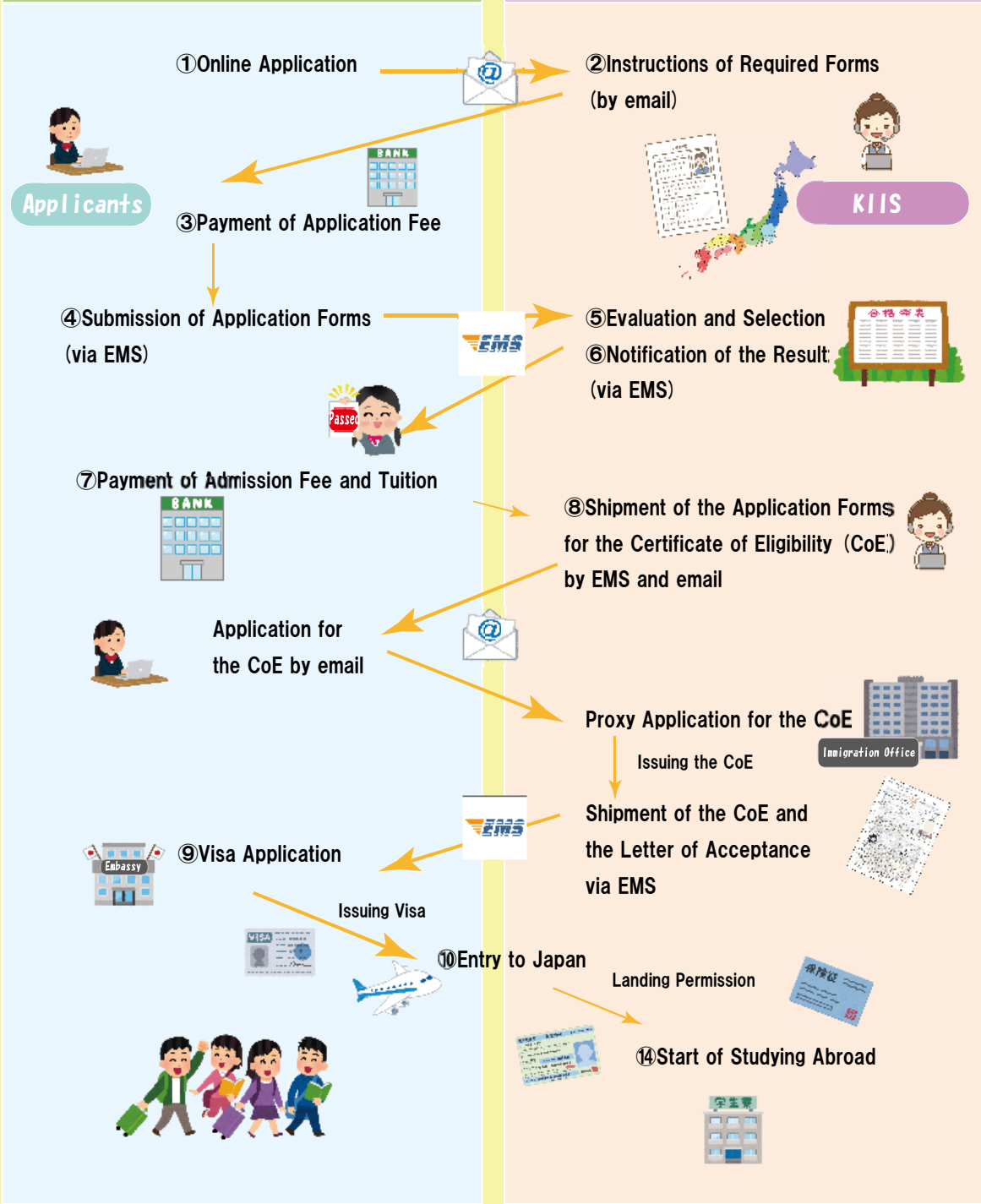
Starting studying abroad

Guidance for foreigner registration, national health insurance, and dormitory.

Flow Chart from Application to Admission

Situations in your country

Situations in Japan



◇Application Guide

1. Quota

Up to 20 students starting from April, 2019

2. Application Qualifications

Applicants have to satisfy the conditions below:

Having a foreign nationality,

Having proficiency in Japanese language as good as passing N5 level of JLPT held by JEES,

And satisfying either one of the conditions below:

1. Having completed 12 years of education outside Japan, or having an equivalent certificate acknowledged by the Ministry of Education, Culture, Science and Technology.
2. Expected to be 18 years old or older, and judged by KIIS's original testing program to have academic achievement equivalent to senior high school education.

Note: Those who have finished more than one-year long Japanese language education program at some other institute else cannot apply for this school.

3. Method of Selection

KIIS selects applicants by evaluating their application forms.

KIIS interviews the applicants, or the one responsible for their financial support through TV telecommunication or email when necessary.

4. Admission Guide

(1) Application Deadlines

Application period	Testing Date	Notification of Result
2018 from December 10th (Mon) to 20th(Thu)	2018 Dec. 26th (Wed)	2018 Dec. 27th (Thu)
2018 2019 From Dec. 21st (Fri) to Jan. 7th (Mon)	2019 Jan. 9th (Wed)	2019 Jan. 10th (Thu)
2019 From Jan. 8th (Tue) to Jan.17th (Thu)	2019 Jan. 23rd (Wed)	2019 Jan. 24th (Thu)
2019 From Jan. 18th (Fri) to Jan. 31st (Thu)	2019 Feb. 6th (Wed)	2019 Feb. 7th (Thu)

The application must be postal. KIIS cannot accept any direct application to the admissions office.

(2) Application Method

You are asked to send the entire set of application forms to the admissions office by EMS.

① Mailing Address

The Admissions Office, KIIS,

19-18,1 chome, Hakataekihigashi, Hakata Ward, Fukuoka city, 812-0013, Japan

② Application Forms

Application forms must be perfect since KIIS is required to hand them to the Immigration Office for applying the CoE.

If the application material contains papers written in non-Japanese languages, you are asked to provide translations in Japanese.

You can find which form needs Japanese translation in the index of forms below.

The entire documents must be in A4 size, or pasted to the blank A4 pasteboard.

◇Index of Forms

	Forms	Style
1	An Application form of Admission, KIIS original form 1	①-1 ①-2
2	A Certificate of Graduation (copy) (Japanese translation required) or a Certificate of Graduation (original) (Japanese translation required) (Undergraduate high school students : a Certificate of Expected Graduation or a Certificate of Enrollment) (original) (Japanese translation required)	
3	An academic transcript by year from school higher than high school (Japanese translation required)	
4	4 sheets of photograph of the applicants (4cm × 3cm, no older than 3 months before application) (with notes of nationality, the holder's name and the date of birth on the opposite side of the picture)	
5	A photocopy of the profile page of your passport if you have one (and all previous records of entry into and departure from Japan)	
6	A Certificate on Payment, KIIS original form no.2 (written by the sponsor) (Japanese translation required)	②
7	A Bank Statement of the sponsor (original) (Japanese translation required) and Certificate of annual income of the sponsor (original) or Certificate of income tax payment of the sponsor (Japanese translation required) ※Applicants from Nepal, Sri Lanka, Bangladesh, Myanmar, and Vietnam have to provide the history of asset management for 3 years and certificate on tax payment by the sponsor (original) (Japanese translation required)	
8	A family registry (the entire family) (Japanese translation required) or a family certificate (Japanese translation required) ※Chinese applicants are required to submit the doorway book (Japanese translation required)	

9	Motive of Application, KIIS original form no.3 (written by the applicant) (Japanese translation required)	③-1 ③-2
10	A Certificate of employment of the sponsor (Japanese translation required) or a certified copy of corporate registration of the sponsor (Japanese translation required)	
11	A Certificate of Employment in case the applicant is currently under employment (Japanese translation required)	
12	A Certificate of Japanese Proficiency Either the passing certificate of JPLT or KIIS original form no.4 equivalent to the academic transcript of the Japanese language institute	④
13	A pasteboard of the receipt of the test fee, KIIS original form no.5	⑤
14	A health report, KIIS original form no.6 (Japanese translation required)	⑥
15	A recommendation of the applicant, KIIS original form no.7, (for those under educational program) (Japanese translation required) (elective)	⑦

5. Test fee and method of payment

(1) Test Fee 10,000 JPY

Pay with commission fee in JPY

Please instruct KIIS by email when the payment would be made.

◇E-mail : jlsk@kiis.ac.jp

(2) Method of Payment

Method of payment is instructed as follows:

Transfer Type : Telegraphic Transfer

Method of Payment : Advise and pay

Paying Bank's Charges, if any : Remitter's Account

Please instruct your bank that the payment of commission fee is on the payer.

Acceptable Currency : (JPY)

Bank Account

Bank Name : THE NISHI-NIPPON CITY BANK, LTD. Ijiri Branch

4-5 Ijiri 5-chome, Minami-ku, Fukuoka City, 811-1302, Japan

092-591-3838 +81-92-591-3838

SWIFT CODE : NISIJPJT

Account Type : Savings Account

Account Number : 1242696

Gakko Hojin Asokyoiku Gakuen

Be very sure that the payment is made with your name and your local address.

The entire commission fee must be on the payer.

Remember that the commission fee is charged at every bank that is involved in remittance, the local bank, the transit bank, and the destination bank in Japan. Be very sure that you have included the expected entire commission fee in your payment in JPY. (The payment must be worth 10,000 JPY after it is dealt at the banks sited above.)

Submit the certificate of payment with the government's official seal, or the transaction details from the ATM, or the request of remittance pasted on the Pasteboard of Receipt (KIIS original form).

6. Notice on Applications

- (1) If you have any mistakes or incomplete notations in your application forms, KIIS cannot accept them. You have to make sure that your application forms are perfect and to start applications way before the deadline.
- (2) KIIS could delete your admission when KIIS finds deliberately falsified notations in your application forms.
- (3) KIIS could ask you to submit the original copy of the forms above.
- (4) KIIS could ask you to submit extra forms if necessary.
- (5) After accepted, your forms cannot be amended.
- (6) If you have a previous record that application of your CoE has been denied, you cannot start applications.
- (7) Your forms cannot be no older than 3 months after issued.
- (8) After remitted, your admission fee cannot be reimbursed for any reasons.
- (9) If you intend to enroll in Japanese universities or graduate schools, including KIIS, after finishing JLSK, **you have to take the entrance examination of those schools and pass them first.** The universities have their own qualifications and conditions. You have to make sure of them in advance by yourself.
- (10) KIIS does not return any documents of your application forms unless they cannot be reissued to you, such as the original Certificate of Bachelor's Degree.

7. Notification of Result

KIIS sends the notification of results to the entire applicants by email. The passing applicants will also receive the Certification of Admission and the Application Guide.

KIIS cannot accept inquiries of admission by telephone, or other way else.

If any passing applicant cannot receive the Certification of Admission and the Application Guide by two weeks after the notification of the result, the applicant himself or herself is advised to inquire the Admissions Office. KIIS does not accept any proxy inquiries.

8. Admission Process

(1) Admission Process

① Payment of admission fee and tuition.

Make payment of the admission fee and tuition to the bank account designated by KIIS by the application deadline. Follow the instructions in the Admission Guide telling you the forms and process necessary for admission. After KIIS confirms your complete payment, KIIS sends the Letter of Acceptance to your local address.

Your admission goes void if your payment is out of due.

After remitted, your admission fee cannot be reimbursed for any reasons.

You will also be instructed to pay the tuition for the second semester later. The deadline is set on the 20th of September.

② Visa Application

KIIS makes proxy applications of the CoE to the immigration office for admitted applicants. KIIS send the application form of CoE to each applicant who has finished the applications for KIIS. Fill in the form and send it back to KIIS by email. KIIS transfers the forms in the proxy application. KIIS send you the issued CoE with the Letter of Acceptance to your local address by EMS.

After receiving the CoE, you are advised to apply for your visa at Japanese embassy or consulate in your home country.

In order for you to successfully arrive on the 5th of April, 2019, you are advised to start visa application earlier.

(2) Declining of Admission

If you intend to decline the admission to JLSK, please instruct the admissions office for instructions to follow. (The deadline is the 22nd of March, 2019. This is the deadline of not the shipment but the arrival of your notice to the admissions office.) If you submit the letter of declining the admission (whose format is open) to the admissions office by the deadline, KIIS reimburse the prepaid tuition. If you cannot finish the process by the deadline, the prepaid fee cannot be reimbursed.

(3) Notice on the Application Process

① If your application of the CoE is denied by the immigration office, KIIS deletes the admission and reimburses the tuition only to you.

※ After remitted, your admission fee cannot be reimbursed for any reasons.

② You are asked to instruct the admissions office by the 22nd of March, 2019 when your visa application is taking extra time and going behind schedule for unexpected reasons.

③ KIIS deletes your admission when KIIS finds deliberately falsified notations in your application forms. In that case, KIIS refuses to reimburse any prepaid payments.

9. Applications of the CoE

Those who are admitted to JLSK, they will need visa status of “Studying Abroad”. They have to obtain the CoE before applying for your visa.

◇Those living outside Japan

①KIIS makes proxy applications of the CoE. You are asked to submit the Request of the Proxy Application (KIIS original form) when you apply for admission.

②If your application of application cannot be finished in time, your application forms of the CoE and the Letter of Acceptance should also be late, affecting the date when you come to Japan. You have to have this in mind.

③You should also be aware of three notices below:

1) After the CoE is issued, KIIS sends it to your local address. Upon receiving it, you are advised to apply for your visa at Japanese embassy or consulate in your home country.

2) The permission of your CoE is in charge of the Ministry of Justice, and the permission of your visa is in charge of the Ministry of Foreign Affairs. KIIS is not responsible in any way. KIIS also cannot accept any inquiries about their decisions.

3) In case you are denied your CoE before, you cannot have one issued again later unless the reasons of denial has been cleared.

In case KIIS learns that your CoE has been denied, KIIS terminates your selection. KIIS refuses to reimburse your payment in this case.

10. The Policy of Protecting Personal Information by KIIS

(1) The usage of personal information.

KIIS refers to your personal information when needed to process your applications to admissions, to provide information to you about dormitories, national health insurance program, and social welfare service needed to proceed studies and researches at university, and to calculate the data.

(2) KIIS will never let your personal information open to any third parties unless required by the national laws and local regulations.

(3) Miscellaneous

When any one of your personal information is changed after application, or when you are in doubt about how KIIS deals with your personal information, please instruct the admissions office.

1 1. The index of Payment

	Amount	Deadline
Test Fee	10,000 JPY	By the application deadline
Admission Fee	100,000 JPY	By the admission deadline
Tuition	First Semester: 270,000 JPY	By the admission deadline
	Second Semester:270,000 JPY	By the 20th of September
Deposit: Student Social Welfare insurance 1,000 JPY, and issuing ID card 1,700 JPY	2,700 JPY	By the admission deadline

- 1) You have also to register to the national health insurance program, and to pay the insurance premium.
- 2) You are informed of the amount and the method of payment when you receive the Certificate of Acceptance.
- 3) The payment should be made by the bank transfer in JPY.
- 4) The tuition does not include the price of the textbooks.