

Application Guidelines

神戸日語学院

KOBE NICHIGO JAPANESE ACADEMY

1-20-17, Minamitsukaguchi-cho, Amagasaki-shi, Hyogo 661-0012

06-4950-9748

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Version 2026.09.01

1. Courses

Course	Entry Month	Learning period	Application Period※	Capacity
Two-Year Higher Education Preparation Program	April	2 years	From Jul. 10 to around Sep. 30 of the previous year	140
One-and-a-Half-Year Higher Education Preparation Program	October	1yr.6mon ths	From Mar. 1 to around May. 10 of the same year	20

※Applications will be closed once the capacity limit is reached.

Morning class	Afternoon class
9:00～9:45	13:20～14:05
9:50～10:35	14:10～14:55
10:45～11:30	15:05～15:50
11:35～12:20	15:55～16:40

※Classes are held only in the morning or afternoon on a half-day basis.

2. Eligibility requirements

Applicants need to satisfy all of the following conditions.

1. In principle, those who have completed 12 years or more of school education or an equivalent curriculum.
2. In principle, those who are 18 years of age or older.
3. Those who have been permitted, or are expected to be permitted, to enter Japan through proper legal procedures.
4. Those who are able to cover their tuition and living expenses during their stay by themselves or through a financial sponsor.
5. Those who have the Japanese proficiency appropriate for the enrollment period, and

have taken and passed the entrance selection examination.

Japanese language proficiency for each course

[Two-Year Higher Education Preparation Program]

Those who have Japanese language proficiency equivalent to CEFR A1 and are judged to have the Japanese proficiency required for this course based on our school's Japanese proficiency test.

[One-and-a-Half-Year Higher Education Preparation Program]

Those who have Japanese language proficiency equivalent to CEFR A2 and are judged to have the Japanese proficiency required for this school based on our school's Japanese proficiency test.

3. Admission Procedure

Please submit the required documents during the application period for each course.

Selection will be made through document screening and an interview. Please note that the exam fee will not be refunded regardless of the result.

4. Required Documents

Applicant Documents
1. 4 color ID photographs (4 cm × 3 cm) ※Taken within the last 3 months, unedited.
2. "Application Form" ・ "Reason for study in Japan"(Form provided by the school)
3. Original graduation certificate or expected graduation certificate from the last school attended
4. Academic transcripts (all years) from the last school attended
5. April enrollment : Certificate of Japanese language study (150 hours or more) and Certificate of Japanese language proficiency (CEFR: A1 or higher)

October enrollment : Certificate of Japanese language study (350 hours or more) and Certificate Japanese language proficiency (CEFR: A2 or higher)
6. Certificate of employment (only if applicable)
7. Birth certificate
8. Copy of passport
9. Photocopy of identification(if you do not have a passport)
10. Signed translation certificate including the translator's name, affiliation, and signature. ※ Please write proper nouns in English, not in Katakana.
11. Certificate of non-active tuberculosis (Original) - Applicable countries only ※Applicants holding the nationality of a target country listed on the website of the Ministry of Health, Labour and Welfare are required to submit an original certificate issued by a designated medical institution approved by the Japanese government when applying for a Certificate of Eligibility (COE). (https://www.mhlw.go.jp/)
12. In addition, we may request additional documents other than those listed above. Example : Marriage Certificate(if you are married)
Financial Sponsor Documents
1. "Letter of Paying Expenses Form"(Form provided by the school)

2. Certificate to prove the relationship of an applicant and his/her financial sponsor such as a Certificate of Family Relationship(Certificates should be translated into English and issued by a public institution)
3. Certificate of Bank Balance
4. Proof of fund formation process (such as bank statements for the past year)
5. Certificate of employment (copy of business license in the case of sole proprietors)
6. Tax payment certificate (for the past 3 years)

【Please read below before sending the COE* application documents】

***COE means Certificate of Eligibility.**

- ① All documents, except for graduation certificate, need to be issued within the last 3 months to be valid.
- ② If any documents are written in a language other than Japanese, please attach a Japanese translation. All proper nouns will be translated using English spelling without any katakana notation.
- ③ Please submit all documents printed on single-sided in A4 size. Please do not use double-sided printing.
- ④ Please submit certificates that include the name and title of the issuer, as well as the issuing institution's address, telephone number, and fax number.
- ⑤ Documents submitted once cannot be returned.
- ⑥ If the required documents are not complete by the deadline, or if there is any false information in them, your admission will be canceled.

5. School Fee

If your COE is issued, please remit the first-year school fee to the designated bank account by the specified date. Upon confirmation of receipt, we will issue and send you the Letter of Acceptance and the COE.

Courses	2 Year	1 Year and 6 months
	April Entry	October Entry
First Year		
Exam Fee	30,000	
Entering Fee	50,000	
Tuition Fee	700,000	
Insurance and Health care Fee	25,000	
Facility and Equipment Costs	35,000	
Textbook Expenses	35,000	
Miscellaneous Expenses	15,000	
Total	890,000	
Second Year		
Tuition Fee	700,000	350,000
Insurance and Health care Fee	25,000	12,500
Facility Equipment Costs	35,000	17,500

Textbook Expenses	35,000	17,500
Miscellaneous Expenses	15,000	7,500
Total	810,000	405,000
Total school fee during the period of enrollment	1,700,000	1,295,000

※All prices include 10% consumption tax.

6. Refund Policy

①If the Certificate of Eligibility (COE) is denied:

The exam fee that has already been paid will **not** be refunded for any reason.

②Regarding student payments made prior to enrollment:

1. If you decline enrollment due to reasons such as visa denial occurring **before the designated enrollment date** which prevents you from coming to Japan, student payments excluding the exam fee and remittance fees will be refunded.
2. If you decline enrollment due to reasons such as visa denial occurring **on or after the designated enrollment date** which prevents you from coming to Japan, student payments excluding the exam fee, entering fee, insurance and health care fee, miscellaneous expenses, and remittance fee will be refunded. However, based on the Act on Specified Commercial Transactions, a 20% deduction (including tax) of the refundable amount will be charged.

3. If you withdraw midway after enrollment due to unavoidable reasons, it shall be handled in accordance with Item ③.

③Regarding student payments made after enrollment:

If you withdraw midway due to unavoidable reasons (limited to advancement to another institution, change of residence status, and returning to your home country), tuition fees for uncompleted months will be refunded on a monthly basis. However, based on the Act on Specified Commercial Transactions, a 20% deduction (including tax) of the refundable amount will be charged. Bank wire transfer fees shall be borne by the student.

④Disciplinary dismissal:

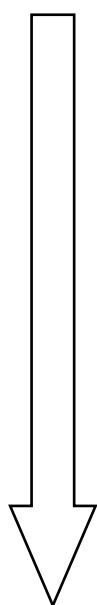
If a student is subjected to disciplinary action for violating laws, regulations, or school rules, student payments will **not** be refunded.

⑤Suspension of classes due to unavoidable circumstances:

If classes are suspended due to unavoidable circumstances such as natural disasters, accidents, or infectious diseases, the handling will be determined based on the Act on Specified Commercial Transactions, taking into consideration the status of class implementation, the suspension period, and other relevant circumstances.

7. Schedule Flow until Entry

1 Submit application documents



Send application documents to school via Email or TEAMS.

Please download an “Application Form” · a “Letter of Paying Expenses Form” · a “Reason for studying in Japan” from website at <http://kobe-nichigo.jp/>

① For April enrollment: A copy of a test passing certificate equivalent to the CEFR: A1 level (JLPT N5 level)

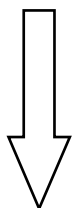
For October enrollment: A copy of a test passing certificate equivalent to the CEFR: A2 level (JLPT N4 level)

② Copies of the graduation certificate and academic transcripts from the last school attended.

③ A copy of the passport

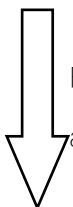
E-mail: kobenichigo@kobe-nichigo.jp

2 Interview



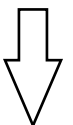
We will interview with student and financial guarantor. We will ask you the purpose of coming to Japan, and also check Japanese language ability, we will let you know the result later.

3 Exam Fee



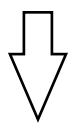
Applicants who pass the interview must pay the exam fee by the designated due date. For details on the Exam fee and payment method, please refer to page 6 of the application guidelines.

4 Application for Certificate of Eligibility (COE)



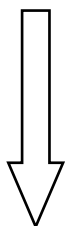
Those who pass the interview will apply for your COE.

5 COE application result



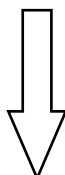
The Immigration Services Agency will notify our school of the screening results for the application for your COE. We will notify the applicant of the results along with information regarding school fee.

6 School Fee Payment



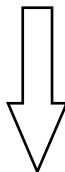
Applicants who have been issued your COE must transfer the remaining school fee to our school's designated bank account. Once the payment has been confirmed, we will send electronic copies of your COE and the Letter of Acceptance by email.

7 Applying for a visa at the Japanese Embassy or Consulate in your home country



After receiving your COE, please apply for a visa at the Japanese Embassy or Consulate in your home country. While waiting for your visa to be issued, please look for accommodation in Japan.

8 Coming to Japan



Once your visa has been issued, please book your flight to Japan.

Please inform our school of your flight number.

9 Entry to School

After arriving in Japan, we will support you with procedures such as registering your address at the city office and opening a bank account.