

School Manual 2018

ISI Japanese Language School / Education Center

9F 2-29-14 Minami Ikebukuro, Toshima-ku, Tokyo, 171-0022

TEL : +81-3-5960-1335 FAX : +81-5960-1336 E-Mail : info@isi-global.com URL : www.isi-education.com

Facebook : www.facebook.com/ISIJapan/ Instagram : www.instagram.com/isijapan/ Twitter : <https://twitter.com/ISIJapan>

CONTENTS

Index	Page
About Application	
Those who need a student visa (6 months onwards course)	1-2
About the Student Visa, Admission Criteria, Application Procedure, Required Documents	
Those who don't need a student visa (less than 6 months course)	3
Types of visa, Admission Criteria, Application Procedure, Required Documents	
School Information (Application Deadlines, Fees, Calendar)	
Tokyo-Takadanobaba Campus	4
Tokyo-Ikebukuro Campus	5
Kyoto Campus	6
Nagano Campus	7
Accommodation (types and fees) & Airport Pick-up Service	
Tokyo-Takadanobaba and Ikebukuro Campus	8
Kyoto Campus	9
Nagano Campus	10
Important Notice about Accommodation and Airport Pick-up Service	11
School Calendar 2018	
Tokyo-Takadanobaba and Ikebukuro Campus	12
Kyoto Campus	13
Nagano Campus	14
Refund Policy.....	15

About Application

Those who need a Student Visa (6 months onwards course)

About the Student Visa

- Usually, those who wish to study from 6 months onwards need a Student Visa.
- To get it, you must receive a Certificate of Eligibility (COE) issued by the Japanese Immigration Bureau.
- ISI will apply on your behalf for the COE at the Japanese Immigration Bureau.
- With this visa you will be allowed to work part time (max. 28 hours per week) if you apply for the "Permission to engage in activity other than that permitted under the status of residence previously granted" (work permit).

Admission Criteria

1. Those who want to go to University or Vocational School in Japan

- Graduated from high school and over 18 years old when you graduate from ISI.
- With motivation to study.
- Have a financial support while studying in Japan.
- Minimum period of application is 6 months.

2. Those who want to focus on studying Japanese

- 16 years old or older.
*At least 18 years old when applying to Nagano Campus and with at least 12 years of educational background or equivalent.
- With motivation to study.
- Have financial support while studying in Japan.
- Minimum period of application is 6 months.
- Bachelor or Associate Degree is mandatory for attending "Job Finding Class".

Enrollment date	January	April	July	October
Approximate Application Deadline	Early August	Late October	Early February	Late April
Application Submission at Immigration	Mid September	Late November	Late March	Late May
Residency Grant and Payment	Late November	Late February	Late May	Late August
Apply to Visa at Embassy/Consulate	Early December	Early March	Early June	Early September

Application Procedure

1	Applicants will send the application documents to ISI and wire the application fee.
2	ISI will apply on the applicant's behalf for the COE to the Japanese Immigration Bureau.
3	After approximately 2 months and a half, ISI will receive the result of the COE from the Immigration Bureau.
4	After COE is issued, ISI will send an invoice. Applicant should wire the payment to the school bank account stated on the invoice.
5	Once the payment is confirmed, the original COE, letter of acceptance and a guide for living in Japan will be sent to the applicants*.
6	When you receive the COE, please, apply for a Student Visa at the local Japanese Embassy/Consulate.
7	Book your flight and send the information (e-ticket) to ISI at least 10 business days before the arrival date.
8	Come to school on Orientation Day.

*We send the original COE by EMS. If you request it to be delivered by DHL or FedEX you will have to pay the extra shipping fee (7,000-10,000 JPY).

About Application

Those who need a Student Visa (6 months onwards course)

Student Visa: Required documents for Certificate of Eligibility

IMPORTANT NOTICE

- ① Each document must be original and issued within 6 months* (or 3 months in case of documents issued in Japan) when submitted, except for certificates that are only issued once (e.g. graduation diplomas, grades transcripts, etc.).
*Certificates than can be issued multiple times (e.g. bank balance certificate, graduation certificate, etc.).
- ② For those documents not written in Japanese, please, attach a Japanese translation and submit it together with the original. If you only submit the translation, it will not be accepted.
- ③ The documents submitted to the Japanese Immigration Bureau will not be returned. Please, let us know in advance if something needs to be returned.
- ④ The signatures must be genuine and hand-written. Please, sign the documents yourself and do not use correction fluid on the application form.
- ⑤ If the applicant has applied for a Certificate of Eligibility in the past, additional information will be needed. Please, contact us.

※Underlined documents are required for all nationalities. Requirements and documents to be submitted differ depending on nationality. Please, contact us.

Applicant's Documentation		Details
<input type="checkbox"/>	<u>School Application Form</u> (form provided by ISI)	<ul style="list-style-type: none"> Fill in all the forms, including financial supporter's work position and address, and do not leave any blanks. The name must be the same as in the passport.
<input type="checkbox"/>	<u>Personal History Application</u> (form provided by ISI)	<ul style="list-style-type: none"> Write all your educational background and work experiences (do not count blank periods). If there have been periods of time without studying or working, please write down the reason on a different paper. If you have had irregular school or work records, please, submit the certificates to prove it.
<input type="checkbox"/>	<u>Health Status Declaration</u> (form provided by ISI)	<ul style="list-style-type: none"> Please, fill in the information regarding your current health status.
<input type="checkbox"/>	<u>4 ID photos</u> (size 4x3 cm)	<ul style="list-style-type: none"> Photos must be recent (within 3 months) and your name written in the back. They must be full face with a plain background and clear.
<input type="checkbox"/>	<u>Passport Copy</u>	<ul style="list-style-type: none"> If you do not have a passport, please, submit your ID copy. Submit all the pages with past entry and departure stamps to Japan.
<input type="checkbox"/>	<u>Graduation Certificate Copy</u>	<ul style="list-style-type: none"> Please, submit a graduation certificate copy. Some nationalities may have to submit the original ones, but they will be returned after verification If you are currently a student (or on leave or have withdrawn) at University or College, please, submit a certificate and high school graduation diploma.
<input type="checkbox"/>	Academic Transcript Copy	<ul style="list-style-type: none"> Depending on your nationality, you may have to submit the original copy.
<input type="checkbox"/>	Proof of Enrolment (if you are currently studying)	<ul style="list-style-type: none"> Document must state clearly the date of enrolment, major and planned graduation date.
<input type="checkbox"/>	JLPT Certificate Copy	<ul style="list-style-type: none"> Copy of the certificate proving that you have passed at least N5 level of JLPT or equivalent Japanese language certification. If you are waiting for the result, please, send copy of exam admission slip.
<input type="checkbox"/>	Japanese Language Study Certificate	<ul style="list-style-type: none"> Document must state actual number of hours you have studied Japanese.
<input type="checkbox"/>	Proof of Employment (if you are currently working)	<ul style="list-style-type: none"> If you have work experience, send any documents that will prove it.
Financial Supporter's Documentation		Details
<input type="checkbox"/>	<u>Written Proof of Supporter</u> (form provided by ISI)	<ul style="list-style-type: none"> Must be written and signed by the applicant's financial supporter.
<input type="checkbox"/>	<u>Bank Balance Certificate</u>	<ul style="list-style-type: none"> Bank account holder and supporter must be the same person, and the certificate, issued within 3 months before submission. The amount stated at the balance must be sufficient for the applicant's stay in Japan (no less than 1,500,000 JPY per year).
<input type="checkbox"/>	Relationship Certificate, Birth Certificate or Family Register	<ul style="list-style-type: none"> Please, send a document that will prove the relationship between applicant and supporter. Vietnam citizens must send copy of family register, ID and birth certificate.
<input type="checkbox"/>	Supporter's Proof of Employment	<ul style="list-style-type: none"> In case of self-employment, please, send a certified copy of the company register.
<input type="checkbox"/>	Income Certificate	<ul style="list-style-type: none"> Please, submit an income certificate issued by place of employment or public agency.

About Application

Those who don't need a student visa (less than 6 months course)

Types of Visa

1. Temporary Visitor Visa (Tourist Visa)
 - This visa is issued by Japanese Embassy or Consulate overseas.
 - If a visa waiver agreement exists between your country and Japan, this visa will be issued at the port of entry when coming to Japan.
 - Even if there is a visa waiver agreement, sometimes you should get the tourist visa at your local Japanese Embassy or Consulate in advance. Please, consult the Japanese Embassy website.
 - Some nationalities can extend a visitor visa up to 6 months in Japan.
 - If there is not a visa waiver agreement, you will need an invitation letter to obtain it.
2. Other Visas (Resident in Japan)
 - You can enrol at the school with a visa issued for purposes other than studying
 - Included visas in this group would be: working holiday visa, working visa, spouse visa and dependant visa.

- Please, check the school calendar to verify the available enrolment days.
- You can join in the middle of the term if there is any suitable class for your level.
- [We accept enrollment every month for General Japanese Course at Kyoto Campus . Contact us for more information.](#)

Admission Criteria

- 16 years or older (please contact us if you are under 16)
- With motivation to study
- Have financial support during enrollment
- Be able to come to Japan with visitor visa or reside in Japan
- Minimum course period is 2 weeks

Required Documents

- School application forms (provided by ISI)
- Health Status Declaration (provided by ISI)
- Passport Copy
- 2 ID photos (size: 3x4 cm)
- Homestay application form (if applicable)
- Invitation letter fee (if applicable): 6,000 JPY
- Copy of both sides of Residence Card (if applicable – residents in Japan)

Application Procedure

Temporary Visitor Visa or other types of visa (without invitation letter)

Temporary Visitor Visa with Invitation Letter

1	Send application forms to ISI.
2	ISI will send confirmation and an invoice of your application via e-mail.
3	After payment, ISI will send you an acceptance letter.
4	Apply for a Temporary Visitor Visa at your local Japanese Embassy/Consulate* (if required).
5	Book your flight and inform us about arrival date and time and flight number (e-ticket) at least 10 business days before your arrival.
6	Come to school on Orientation Day.

1	Send application forms to ISI.
2	ISI will send confirmation and an invoice of your application via e-mail.
3	After payment, ISI will send you an acceptance letter and an invitation letter.
4	Apply for a Temporary Visitor Visa at your local Japanese Embassy/Consulate* (issuance may take a few weeks).
5	Book your flight and inform us about arrival date and time and flight number (e-ticket) at least 10 business days before your arrival.
6	Come to school on Orientation Day.

*Please, consult the Japanese Embassy about the visa.

*Please, consult us before application.

*We send the original COE by EMS. If you request it to be delivered by DHL or FedEx you will have to pay the extra shipping fee (7,000-10,000 JPY).

School Information

Tokyo-Takadanobaba Campus

*The following prices include the consumption tax for the course learning period until 31st March, 2019.

With Student Visa: Fees & School Terms

Those who need a Student Visa

Here you can find the price list for those who would like to apply for a long-term course with a student visa (20 lessons per week and 20 students per class). Please, contact us if you want to apply for a 6 month course.

Prices in JPY

Duration	6 months (20 weeks)	9 months (30 weeks)	1 year (40 weeks)
Visa Application*	22,000	22,000	22,000
Admission	55,000	55,000	55,000
Tuition	330,000	495,000	660,000
Material	16,500	24,750	33,000
Facilities	16,500	24,750	33,000
Total	440,000	621,500	803,000

School term	Application deadline
April 2018	Late October (2017)
July 2018	Early February (2018)
October 2018	Late April (2018)
January 2019	Early August (2018)

* Visa application fee must be paid after submission.

With other types of Visa: Fees

Those who don't need a student visa

- Here you can find the prices for 3 months courses (6 months depending on nationality) and for those who are already in Japan and will not need a student visa.
- You may be able to enrol mid-term after taking a level check test.
- Application deadline is a month before the course starting date.

Prices in JPY

Duration	2 weeks	4 weeks	6 weeks	8 weeks	10 weeks (1 term)	12 weeks	14 weeks	16 weeks	18 weeks	20 weeks (2 terms)
Admission	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Tuition	33,000	66,000	99,000	132,000	165,000	198,000	231,000	264,000	297,000	330,000
Material	8,250	8,250	8,250	8,250	8,250	16,500	16,500	16,500	16,500	16,500
Facilities	1,650	3,300	4,950	6,600	8,250	9,900	11,550	13,200	14,850	16,500
Total	57,900	92,550	127,200	161,850	196,500	239,400	274,050	308,700	343,350	378,000

Private Course: Fees

Prices in JPY

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
1-20	6,800	6,400	4,200	3,100
21-50	6,400	5,700	3,500	2,400
51~	5,700	5,300	3,100	2,000

- 45 minutes per lesson.
- Material fee is not included in the price, it will be charged separately.
- 10 % discount will be applied if you book other course with ISI.
- Please, contact us for specific times and dates request.

School Information

Name: ISI Language School

Address: 2-14-19 Takadanobaba, Shinjuku-ku, Tokyo 169-0075

TEL : +81-3-5155-6886

FAX : +81-3-5155-6887

Admission inquires : +81-3-5960-1335
info@isi-global.com

4 minutes away from Takadanobaba Station on foot
Airports of arrival: Haneda (HND) or Narita (NRT)



Class Schedule

*Class level will be decided after the result of the placement test.

Intermediate & Advanced Levels	8:50~10:20 / 10:30~12:00
Beginner & Intermediate Levels	13:00~14:30 / 14:40~16:10

School Information

Tokyo-Ikebukuro Campus

*The following prices include the consumption tax for the course learning period until 31st March, 2019.

With Student Visa: Fees & School Terms

Those who need a Student Visa

Here you can find the price list for those who would like to apply for a long-term course with a student visa (20 lessons per week and 20 students per class). Please, contact us if you want to apply for a 6 month course.

Prices in JPY

Duration	6 months (20 weeks)	9 months (30 weeks)	1 year (40 weeks)
Visa Application*	22,000	22,000	22,000
Admission	55,000	55,000	55,000
Tuition	330,000	495,000	660,000
Material	16,500	24,750	33,000
Facilities	16,500	24,750	33,000
Total	440,000	621,500	803,000

School term	Application deadline
April 2018	Late October (2017)
July 2018	Early February (2018)
October 2018	Late April (2018)
January 2019	Early August (2018)

* Visa application fee must be paid after submission.

With other types of Visa: Fees

Those who don't need a student visa

- Here you can find the prices for 3 months courses (6 months depending on nationality) and for those who are already in Japan and will not need a student visa.
- You may be able to enrol mid-term after taking a level check test.
- Application deadline is a month before the course starting month.

Prices in JPY

Duration	2 weeks	4 weeks	6 weeks	8 weeks	10 weeks (1 term)	12 weeks	14 weeks	16 weeks	18 weeks	20 weeks (2 terms)
Admission	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Tuition	33,000	66,000	99,000	132,000	165,000	198,000	231,000	264,000	297,000	330,000
Material	8,250	8,250	8,250	8,250	8,250	16,500	16,500	16,500	16,500	16,500
Facilities	1,650	3,300	4,950	6,600	8,250	9,900	11,550	13,200	14,850	16,500
Total	57,900	92,550	127,200	161,850	196,500	239,400	274,050	308,700	343,350	378,000

Private Course: Fees

Prices in JPY

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
1-20	6,800	6,400	4,200	3,100
21-50	6,400	5,700	3,500	2,400
51~	5,700	5,300	3,100	2,000

- 45 minutes per lesson.
- Material fee is not included in the price, it will be charged separately.
- 10 % discount will be applied if you book other course with ISI.
- Please, contact us for specific times and dates request.

School Information

Name: ISI Language College

Address: 1-13-13 Minami Ikebukuro, Toshima-ku, Tokyo 171-0022

TEL : +81-3-5957-2410

FAX : +81-3-5957-2420

Admission inquires : +81-3-5960-1335
info@isi-global.com

6 minutes away from Ikebukuro Station on foot
Airports of arrival: Haneda (HND) or Narita (NRT)



Class Schedule

*Class level will be decided after the result of the placement test.

Intermediate & Advanced Levels	8:50~10:20 / 10:30~12:00
Beginner & Intermediate Levels	13:00~14:30 / 14:40~16:10

School Information

Kyoto Campus

*School terms are the same as Tokyo Campuses.

*The following prices include the consumption tax for the course learning period until 31st March, 2019.

Academic Japanese Course: Fees

For those who want to go to higher education schools in Japan.

This course is aimed to develop Japanese language skills required for passing the higher education admission tests in Japan. Full support for EJU, admission test, interview preparation and personal counseling is provided (20 lessons a week, 20 students per class).

With a Student Visa (Prices in JPY)			
Duration	6 months (20 weeks)	9 months (30 weeks)	1 year (40 weeks)
Visa application*	22,000	22,000	22,000
Admission	55,000	55,000	55,000
Tuition	330,000	495,000	660,000
Material	16,500	24,750	33,000
Facilities	16,500	24,750	33,000
Total	440,000	621,500	803,000

With other types of visa (Prices in JPY)					
Duration	1 week	2 weeks	4 weeks	10 weeks (1 term)	20 weeks (2 terms)
Admission		15,000	15,000	15,000	15,000
Tuition	16,500	33,000	66,000	165,000	330,000
Material	8,250 (1 term)	8,250	8,250	8,250	16,500
Facilities	825	1,650	3,300	8,250	16,500
Total	—	57,900	92,550	196,500	378,000

General Japanese Course: Fees

(Cultural experience, Practical conversation, JLPT preparation & Reading Comprehension/Writing)

For those who wish to enhance their Japanese skills. A variety of elective lessons are offered from beginner level.

- You can choose the elective lesson according to your purposes: conversation, cultural experience, JLPT preparation, etc.
- Smaller class sizes (max. 15 students per class) will allow students to participate more actively.
- Those who have never studied Japanese **can join beginner level class every month** (refer to Kyoto Campus calendar).
- This course is for beginners up to JLPT N3 level and it takes approximately 9 months to reach N3 level from total beginner.

With a Student Visa (Prices in JPY)		
Duration	6 months (20 weeks)	9 months (30 weeks)
Visa application*	22,000	22,000
Admission	55,000	55,000
Tuition	390,000	585,000
Material	16,500	24,750
Facilities	16,500	24,750
Total	500,000	711,500

With other types of visa (Prices in JPY)					
Duration	1 week	2 weeks	4 weeks	10 weeks (1 term)	20 weeks (2 terms)
Admission		15,000	15,000	15,000	15,000
Tuition	19,500	39,000	78,000	195,000	390,000
Material	8,250 (1 term)	8,250	8,250	8,250	16,500
Facilities	825	1,650	3,300	8,250	16,500
Total	—	63,900	104,550	226,500	438,000

Private Course: Fees

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
1-20	6,800	6,400	4,200	3,100
21-50	6,400	5,700	3,500	2,400
51~	5,700	5,300	3,100	2,000

- 45 minutes per lesson.
- Material fee is not included in the price, it will be charged separately.
- 10 % discount will be applied if you book other course with ISI.
- Please, contact us for specific times and dates request.

School Information

Name: ISI Language School, Kyoto

Address: 6-6 Nishinokyo-Ryomachi, Nakagyo-ku, Kyoto 604-8497
 TEL : +81-75-803-6120
 FAX : +81-75-803-6130



Admission inquires : +81-3-5960-1335
 info@isi-global.com

7 minutes away from Enmachi Station (JR Sagano Sanin line) on foot
 Airports of arrival: Kansai (KIX)

Academic Japanese Course Schedule

*Class level will be decided after the result of the placement test.

Intermediate & Advanced Levels	8:50~10:20 / 10:30~12:00
--------------------------------	--------------------------

Beginner & Intermediate Levels	13:00~14:30 / 14:40~16:10
--------------------------------	---------------------------

General Japanese Course Schedule

All levels	8:50~10:20 / 10:30~12:00
------------	--------------------------

Afternoon (optional)	Join several activities!
----------------------	--------------------------

School Information

Nagano Campus

*The following prices include the consumption tax for the course learning period until 31st March, 2019.

With Student Visa: Fees & School Terms

Those who need a Student Visa

Here you can find the price list for those who would like to apply for a long-term course with a student visa (20 lessons per week and 20 students per class). Please, contact us if you want to apply for a 6 month course.

Prices in JPY

Duration	6 months (20 weeks)	9 months (30 weeks)	1 year (40 weeks)
Visa Application*	20,000	20,000	20,000
Admission	50,000	50,000	50,000
Tuition	290,000	435,000	580,000
Material	15,000	22,500	30,000
Facilities	10,000	15,000	20,000
Student Association	10,000	15,000	20,000
Total	395,000	557,500	720,000

School term	Application deadline
April 2018	Late November (2017)
October 2018	Late May (2018)

* Visa application fee must be paid after submission.

With other types of Visa: Fees

Those who don't need a student visa

- Here you can find the prices for 3 months courses (6 months depending on nationality) and for those who are already in Japan and will not need a student visa.
- You may be able to enrol mid-term after taking a level check test.
- Application deadline is a month before the course starting date.

Prices in JPY

Duration	2 weeks	4 weeks	6 weeks	8 weeks	10 weeks (1 term)	12 weeks	14 weeks	16 weeks	18 weeks	20 weeks (2 terms)
Admission	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Tuition	29,000	58,000	87,000	116,000	145,000	174,000	203,000	232,000	261,000	290,000
Material	7,500	7,500	7,500	7,500	7,500	15,000	15,000	15,000	15,000	15,000
Facilities	1,000	2,000	3,000	4,000	5,000	6,000	7,000	8,000	9,000	10,000
Total	52,500	82,500	112,500	142,500	172,500	210,000	240,000	270,000	300,000	330,000

Private Course: Fees

Prices in JPY

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
1-20	6,800	6,400	4,200	3,100
21-50	6,400	5,700	3,500	2,400
51~	5,700	5,300	3,100	2,000

- 45 minutes per lesson.
- Material fee is not included in the price, it will be charged separately.
- 10 % discount will be applied if you book other course with ISI.
- Please, contact us for specific times and dates request.

School Information

School Name: Nagano Business and Language College

Address: 3-5-18 Chuo, Ueda, Nagano 386-0012

TEL : +81-268-23-7220

FAX : +81-268-22-4977

Admission inquires : +81-3-5960-1335
info@isi-global.com

12 minutes away from JR Ueda Station on foot
Airports of arrival: Haneda (HND) or Narita (NRT)



Class Schedule

*Class level will be decided after the result of the placement test.

Intermediate & Advanced Levels	8:50~10:20 / 10:30~12:00
Beginner & Intermediate Levels	13:00~14:30 / 14:40~16:10

Tokyo - Accommodation & Airport Pick-up Service

Accommodation: Types & Fees

There are several types of accommodation available for your stay in Japan. Please, inquire about the one you like. After checking its availability, we will contact you.

Check-in time will differ depending on accommodation, verify it at "Important Notice about Accommodation & Airport Pick-up Service".

Accommodation details will be provided after final arrangement.

① Student House

- Resident staff on site
- Living together with multinational students
- Reasonable fees
- Commuting time: about 20-40 minutes.
- Shared bathrooms and kitchen. Meals not included
- Bedding included

② Guesthouse

- Students from all nationalities live together
- Shared living room, kitchen and bathrooms
- Meals not included. Rental bedding included
- Commuting time: 40-50 minutes
- Double rooms available for two people who apply together for it

③ Weekly Mansion

- Fully equipped with furniture and home appliances
- Commuting time: 10-30 minutes
- Private mini-kitchen and bathroom in each room
- Rental bedding included
- Double apartments available for two people who apply together for it

④ Homestay

- Live with Japanese families. 2 meals a day included
- Learn Japanese customs and lifestyle
- Commuting time: 40-60 minutes
- Maximum period of stay of 12 weeks
- Extra fee will be charged for New Year's break (23/12-4/1)
- It is necessary to submit "Homestay Application Form"

Long Stay Discount Price (from 12 weeks)

Special price will be applied for those who book a long stay (from 3 months) at a Student House.

Price includes utility fees.

Prices in JPY

Room	Type	Admission fee	Facility fee	Cleaning fee	Monthly rent	Total 12 weeks (3 months)
Single	A	40,000	30,000	10,000	81,000	323,000
	B				72,000	296,000
Twin	A				53,000	239,000
	B				52,000	236,000
Triple					45,000	215,000
Dormitory					40,000	200,000

Short Stay Fees (from 2 to 12 weeks)

Fees showed by type of accommodation and room. Minimum booking should be of 2 weeks (14 days and 13 nights). 4 weeks is equivalent to 28 days and 27 nights. Utilities are included on the rent.

Prices in JPY

Accommodation	Room	Admission fee	Rate per day/night	Total 2 weeks	Total 4 weeks (1 month)
Student House	Single	30,000	3,600 /day	80,400	130,800
	Twin	20,000	2,900 /day	60,600	101,200
Guesthouse	Single	30,000	3,600 /day	80,400	130,800
	Twin	20,000	2,900 /day	60,600	101,200
Weekly Mansion	Single	22,000	6,600 /night	107,800	200,200
	Twin	22,000	4,500 /night	80,500	143,500
Homestay	Single	22,000	5,300 /night	90,900	165,100

Airport Pick-up Service (Haneda & Narita Airports)

Send us the e-ticket or flight information at least **10 business days before arrival**. Pick up staff will be waiting at the arrival gate. [Service is available from 8 am to 6 pm. Consult us for other arrival times.](#)

Destination	Pick-up method	One way	Details
School	Car (pick-up by staff)	6,000 JPY	This is a special rate designated dormitory entry days. If you arrive other day, you will have to pay the regular rate (18,000 JPY). Please, check the school calendar for designated dates.
Student House			
Homestay	Public transportation	18,000 JPY	Public transportation fee included.
Guesthouse/Weekly Mansion	Taxi	31,000 JPY	

Kyoto - Accommodation & Airport Pick-up Service

Accommodation: Types & Fees

There are several types of accommodation available for your stay in Japan. Please, inquire about the one you like. After checking its availability, we will contact you.

Check-in time will differ depending on accommodation, verify it at "Important Notice about Accommodation & Airport Pick-up Service". Accommodation details will be provided after final arrangement.

① Student House

- Resident staff on site
- Living together with multinational students
- Reasonable fees
- Commuting time: about 20-40 minutes
- Shared bathrooms and kitchen. Meals not included
- Bedding included

② Homestay

- Live with Japanese families. 2 meals a day included
- Learn Japanese customs and lifestyle
- Commuting time: 40-60 minutes
- Maximum period of stay of 12 weeks
- Extra fee will be charged for New Year's break (23/12-4/1)
- It is necessary to submit "Homestay Application Form"

Long Stay Discount Price (from 12 weeks)

Special price will be applied for those who book a long stay (from 3 months) at a Student House. Price includes utility fees.

Prices in JPY

Room	Type	Admission fee	Facility fee	Cleaning fee	Monthly rent	Total 12 weeks (3 months)
Single	A	40,000	30,000	10,000	72,000	296,000
	C				60,000	260,000
Twin	A				50,000	230,000
	B				46,000	218,000
	C				40,000	200,000
	D				32,000	176,000

Short Stay Fees (from 2 to 12 weeks)

Fees showed by type of accommodation and room. Minimum booking should be of 2 weeks (14 days and 13 nights). 4 weeks is equivalent to 28 days and 27 nights. Utilities are included on the rent.

Prices in JPY

Accommodation	Room	Type	Admission fee	Rate per day/night	Total 2 weeks	Total 4 weeks (1 month)
Student House	Single	C	30,000	3,200 /day	74,800	119,600
	Twin	B	20,000	2,600 /day	56,400	92,800
		C		2,400 /day	53,600	87,200
Homestay	Single		22,000	5,300 /night	90,900	165,100

Airport Pick-up Service (Kansai Airport)

Send us the e-ticket or flight information at least **10 business days before arrival**. Pick up staff will be waiting at the arrival gate. [Service is available from 8 am to 3 pm. \(for Homestay from 8am to 6pm\)](#). [Consult us for other arrival times.](#)

Destination	Pick-up method	One way	Details
School/Student House	Shared taxi or public transportation (advance reservation is necessary). Depending on location we may not be able to proceed with your request.	From 6,000 JPY	In the case of shared taxi, one suitcase is included in the price. If you bring more than 1, you will be charged 1,000 JPY per extra suitcase.
Homestay		18,000 JPY	

Nagano - Accommodation & Airport Pick-up Service

Accommodation: Types & Fees

There are several types of accommodation available for your stay in Japan. Please, inquire about the one you like. After checking its availability, we will contact you.

Check-in time will differ depending on accommodation, verify it at "Important Notice about Accommodation & Airport Pick-up Service". Accommodation details will be provided after final arrangement.

① Student House

- Distance from school: conveniently 10 to 15 mins on foot
- Living together with multinational students
- Reasonable fees
- Shared bathrooms and kitchen. Meals not included
- Bedding included
- Maximum period of stay of 6 months
- Student House type may not meet your requirements.

② Homestay

- Live with Japanese families. 2 meals a day included
- Learn Japanese customs and lifestyle
- Commuting time: 40-60 minutes
- Maximum period of stay of 12 weeks
- Extra fee will be charged for New Year's break (23/12-4/1)
- It is necessary to submit "Homestay Application Form"

Long Stay Discount Price (from 12 weeks)

Special price will be applied for those who book a long stay (from 3 months) at a Student House. Price includes utility fees.

						Prices in JPY
Room	Type	Admission fee	Facility fee	Cleaning fee	Monthly rent	Total 12 weeks (3 months)
Single	A	20,000	30,000	10,000	48,000	204,000
	B	20,000	20,000	10,000	40,000	170,000
	C	30,000	20,000	10,000	55,000	225,000
Twin	A	20,000	30,000	10,000	31,000	153,000
	B	20,000	20,000	10,000	25,000	125,000
	C	30,000	20,000	10,000	35,000	165,000
Triple	A	20,000	30,000	10,000	26,000	138,000

Short Stay Fees (from 2 to 12 weeks)

Fees showed by type of accommodation and room. Minimum booking should be of 2 weeks (14 days and 13 nights). 4 weeks is equivalent to 28 days and 27 nights. Utilities are included on the rent.

							Prices in JPY
Accommodation	Room	Type	Admission fee	Rate per day/night	Total 2 weeks	Total 4 weeks (1 month)	
Student House	Single	A	20,000	2,200 /day	50,800	81,600	
		B		1,800 /day	45,200	70,400	
	Twin	A		1,700 /day	43,800	67,600	
		B		1,400 /day	39,600	59,200	
Homestay	Single		22,000	5,300 /night	90,900	165,100	

Airport Pick-up Service (Haneda & Narita Airport)

Send us the e-ticket or flight information at least **10 business days before arrival**. Pick up staff will be waiting at the arrival gate. [Service is available from 5 am to 3 pm. Consult us for other arrival times.](#)

Destination	Pick-up method	One way	Details
School	Shared taxi (advanced reservation is necessary)	18,000 JPY	One suitcase included in the price. If you bring more than 1, you will be charged 1,000 JPY per extra suitcase.
Student House			
Homestay			

Important Notice about Accommodation & Airport Pick-up Service

- Please, contact us if you have any inquiries about prices from April 2019 onwards.
- Make sure to check the availability of courses and accommodations at least 8 weeks before the course starts.
- Please, arrive in the accommodation at the check-in times stated below.
- If you want to check-in on weekends, others than dormitory entry day, we may not be able to proceed with your inquire. Please, contact us in advance.


Location	Airports of Arrival	Accommodation Types	Check-in Times	Airport Arrival Times
Tokyo	Narita or Haneda	Student House	8:00-20:00*	6:00-18:00
		Weekly Mansion	14:00-18:00	8:00-15:00
		Guesthouse	9:00-18:00	8:00-15:00
		Homestay	9:00-20:00	8:00-18:00
Kyoto	Kansai	Student House	9:00-18:00	8:00-15:00
		Homestay	9:00-20:00	8:00-18:00
Nagano	Narita or Haneda	Student House	9:00-20:00	5:00-15:00
		Homestay	9:00-20:00	5:00-15:00

*Check-in time for Tokyo's Student Houses on entrance day will be available until 22:00 hours.


- For other check-in times, please, check the availability with us before booking the flight.
- ISI will assign the student house depending on availability.
- We cannot confirm the assigned accommodation earlier than 2 weeks before check-in date.
- We strongly recommend that you book the accommodation for a maximum of 3 months and extend the stay on site since there is no refund after check-in.
- For those who choose Homestay, please, make sure to submit the "Homestay Application Form" 2 months prior to your check-in date.

Takadanobaba and Ikebukuro Campus


 Closed (Holidays and National Holidays)

 Entry Day Orientation (no classes)

 Welcome Party (no classes)

 Dorm Entry Day

 First Day of Class

 Mid-term Entry Day (depends on level)

April 2018 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019 (Winter Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019 (Winter Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019 (Winter Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Kyoto Campus

Closed (Holidays and National Holidays)

Entry Day Orientation (no classes)

Welcome Party (no classes)

Dorm Entry Day

First Day of Class

Mid-term Entry Day (depends on level)

April 2018 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					


January 2019 (Winter Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019 (Winter Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		


March 2019 (Winter Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Nagano Campus


 Closed
(Holidays and National Holidays)

 Entry Day
Level Check
Orientation
(no classes)

 Welcome Party
(no classes)

 Dorm Entry Day

 First Day of Class

 Mid-term Entry Day
(depends on level)

April 2018 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019 (Winter Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019 (Winter Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019 (Winter Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Refund Policy

1. School Fees

In case of cancellation, ISI will refund the school fees deducting the amounts stated below. If the paid amount is not enough, ISI will charge the difference. If the stay is shortened due to late arrival, the difference will not be refunded.

1.1. With a Student Visa

If you cancel after applying for "Certificate of Eligibility", regardless of the result, visa application fee will not be refunded.

If the enrollment period is changed due to unavoidable circumstances and these are recognized by the school's principal, it is possible to slide the payment for another period within the same year (except the visa application fee).

Cancellation Date	After COE result is issued			After the course starts
	Before Student Visa is issued	After Student Visa is issued but before course starting date	Student Visa refusal	After course starting date
Visa Application Fee	No refund	No refund	No refund	No refund
Admission Fee	No refund	No refund	No refund	No refund
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	-
Conditions	Return of COE and Acceptance Letter	Return of Student Visa and confirmation of unused	Confirmation of visa refusal	According to Campus rules

1.2. With other types of visa

If you have not completed the payment by due date, ISI will charge the cancellation fee stated below.

In case of late arrival, the tuition and facilities fees for the missed period may be slid if the schedule allows you to start later in the same year.

Cancellation Date	Before the course starts			After the course starts	Those who need to apply for visa*	
	At least 2 weeks before the course starts	Less than 2 weeks but more than 1	Less than 1 week	After course starting date	Before starting date	After starting date
Admission Fee	No refund	No refund	No refund	No refund	No refund	No refund
Course Fees (tuition, material and facilities fees)	70% refund	50% refund	20% refund	-	100% refund	50% refund
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	-	6,000 JPY	6,000 JPY
Conditions	Return of Temporary Visitor Visa or confirmation of unused visa is required if you got the visa with an invitation letter by ISI			According to Campus rules	Confirmation of visa refusal	

*If your Temporary Visitor Visa is not issued 1 week prior your scheduled arrival date, please, inform ISI immediately; otherwise, refund policy will not be applied.

2. Accommodation fees

If you have not completed the payment by due date, ISI will charge the cancellation fee stated below.

If you cancel after checking in, we will not refund. Same cancellation policies apply even if you extend your stay.

Cancellation Date	Cancellation			Change of period of stay after booking confirmation		Visa Refusal
	At least 3 weeks before check-in date	Less than 3 weeks but more than 1	Less than 1 week	At least 1 week before check-in date	Less than 1 week	
Admission Fee	No refund	No refund	No refund	-	-	No refund
Rent	100% refund	Refund after deducting 70% of first month rent	Refund after deducting one month rent	Refund of difference	No refund	100% refund*
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY	-	6,000 JPY
Conditions			No refund if booked period is less than 1 month	Additional fee is charged if the period of stay is extended.		Confirmation of visa refusal

* It must be informed by the end of the school admission month. Please note that we cannot respond to inquiries after the admission month.

3. Airport Pick-up Service

Cancellation Date	Cancellation		Change of pick-up date or time		Visa Refusal
	At least 2 weeks before pick-up date	Less than 2 weeks	Less than 1 week from pick-up date		
Pick-up Fee	100% refund	No refund	No refund		100% refund
Cancellation Fee	3,000 JPY	-	-		-
Conditions	If you cancel the return pick-up service, days will be counted from departing date.		New booking must be made.		Confirmation of visa refusal

- No compensation for change or cancellation on the day due to personal reasons (e.g. missed flight, etc.). Please, make a new reservation.
- Even though cancellation or change may be done due to strike or airline, you need to make a new pick-up service reservation without any compensation if the pick-up car has already departed. We recommend you buy travel insurance.

4. Other policies

- (1) Cancellation requests will be accepted only in written form.
- (2) Bank charge from sending refund shall be borne by the applicant (no bank charge if refund is done via Credit Note).
- (3) In case of refund due to applicant's mistake (e.g. overpayment), ISI will refund it after deducting 3,000 JPY handling fee.
- (4) Refund will be done within 40 days after the cancellation procedure is completed.
- (5) Course starting date shall be the orientation date set by school or the first day of classes for those who join midterm.
- (6) Due to New Year Holidays the office will remain closed. Those who wish to make any changes or cancellation for January intake, shall do so before 20th December.