

Okayama Institute of Languages

Application Guidelines For October Intake, 2026: 1.5 Year Course

Enrollment	Course	Course Goals
October Intake, 2026	1.5 Year Course	To acquire *the B2 level of the Japanese language skills in the reference framework for Japanese-language education necessary to advance to a higher educational institution.

*The reference framework for Japanese-language education is based on six levels of proficiency, from A1 (basic) to C2 (proficient). B2 is considered to be the level of an independent language user, who can “understand the main ideas of complex texts” and “engage in fluent and natural interaction with proficient speakers of Japanese”.



2-10 Funabashi-cho, Kita-ku, Okayama

TEL: +81-(0)86+231-5211

info@okg-jp.com

www.okg-jp.com

1. Admission Policy

We are seeking applicants who meet the following criteria based on our philosophy and educational goals:

- People who have a clear purpose for enrollment and are highly motivated to study Japanese in Japan
- People who understand Japanese society and culture as well as the cultures of other countries, and who are willing to contribute to the world as a member of the international community.
- People who are willing to actively communicate with a multicultural population.
- People who are responsible for their own words and actions, are aware of problems, and are willing to take on new challenges.
- People who recognize the significance of studying in Japan and can concentrate on his/her studies.

2. Number of Applicants and Eligibility

2-1. Capacity:

October Intake, 2026, 1.5 Year Course	80 students
--	-------------

2-2. Eligibility for application:

Applicants must be those who wish to enroll for the purpose of pursuing education at a Japanese university, vocational school, or other institution of higher education, and who meet all of the following conditions.

- (1) Those who have completed at least 12 years of school education or equivalent.
- (2) In principle, those who are at least 18 years of age.
- (3) Those who have the ability to pay expenses during the period of study abroad.
- (4) Those who have Japanese language skills comparable to or above the A1 level of the Japanese Language Education Reference Framework. Submit one of the following certificates.

Certificate considered comparable to or above the A1 level of the Japanese-Language Education Reference Framework.	*Certificate of Examination or Grade Certificate, etc.		**Certificate issued by a university, vocational school, junior or senior high school, or Japanese language institution
	JLPT	N5 or higher	Documents that certify that the applicant has completed at least 150 hours of Japanese-language classes or classes comparable to or above A1 level
	J.TEST	Class F or above	
	JPT	Score 315 or higher	

【Notes】

* The name of the examination, date of examination, and grade/score must be verified.

** The certificate must include the name of the educational institution, address and contact information for the institution, period of study (from when to when), hours of study per week, and hours already studied to date.

【Attention】

In the case of grade-skipping, accelerated graduation, etc.:

If you have completed less than 12 years of elementary or secondary education by skipping grades or graduating earlier than 12 years, and have not attended college since then, please contact the school before applying to determine if you are eligible to apply.

In the case of enrollment in multiple countries and regions:

If you were enrolled in two different schools, one in your own country and one outside of it, there is no standard for how many years you must have been enrolled in each school. However, when submitting certificates and other documents, please make sure that they show the total period of your education.

3. Selection for admission

The selection for admission consists of an interview test and documents screening.

3-1. Interview test:

(1) Application period	February 2, 2026~ April 10, 2026 * Applications will be closed when the capacity is reached.
(2) Application method	Submit the application form and the resume of "3-3. Documents to be submitted" in writing or electronic data such as PDF to the Student Affairs Department of the school. *Please see the back cover for submission address. *Please refer to the notes in "3-3. Documents to be submitted" to accurately describe the documents.
(3) Interview test	Interviews will be conducted individually in person or via the web. Applicants will be judged on the basis of the results of the Japanese- language test, their willingness to study, their attitude, and other factors.
(4) Notification of results	You will be notified of acceptance or rejection by e-mail within one week.

3-2. Documents screening:

(1) Application period	From the date of the acceptance notification to May 8, 2026. *Any submissions after the deadline will not be accepted.
(2) Application method	After paying the application fee, submit the documents 3 to 13 (all documents except the application form and the resume) in writing or in electronic data such as PDF to the Student Affairs Department of the school. *Please see back cover for submission address. *Please refer to the application guidelines 3-3 notes for accurate information on the documents.
(3) Notification of results	You will be notified of acceptance or rejection by e-mail no later than around May 20.

3-3. Documents to be submitted:

- (1) Please submit the following documents by the deadline. Only original documents such as diploma will be returned among the documents; other certificates and documents will not be returned.
- (2) Documents must be accompanied by a Japanese translation. If you cannot prepare a Japanese translation, the school will provide one. (A separate translation fee will be charged.)
- (3) Each certificate must be issued on or after March 10, 2026, and must include the address, telephone number, and email address of the issuing institution, as well as the title and name (signature) of the person responsible for issuing the certificate.

Documents related to the applicant himself/herself

Documents	Notes
1 Application form	Please enter the year in the Western calendar. Addresses and other information should be written down to the exact street address.
2 Resume	<p>■Resume:</p> <ul style="list-style-type: none"> • Please list your educational and employment history from the time you entered elementary school to the time of application without omission. Please include any domestic help, part-time jobs, etc. so that there are no gaps in your history. Please enter the name of the school, the year and month of admission, and the year and month of graduation accurately. • Please do not omit the addresses of the schools or places of employment. • If the applicant is under 5 years old or over 8 years old at the time of entering elementary school, or if the number of years of schooling is not 6 years, please submit a certificate issued by the relevant elementary school certifying the date of entrance, years of schooling, and date of graduation. <p>■History of your visits to Japan:</p> <ul style="list-style-type: none"> • Please fill in all of your visits to Japan correctly after checking your passport or other documents. <p>■Reasons for Studying in Japan:</p> <ul style="list-style-type: none"> • Please describe in detail your purposes and needs for Japanese-language study and your future plans. Please also include any admissions from universities or national certifications that you have obtained, and attach copies of these certifications to explain that you have the will and ability to study Japanese. <p>■Plans after Japanese-Language School:</p> <ul style="list-style-type: none"> • If planning to continue studying further in Japan, please specify the name and department of the university or other institution you are currently considering.
3 Diploma from the last school graduated	<ul style="list-style-type: none"> • Applicants with an undergraduate degree from a four-year college or university must also submit a bachelor's degree certificate. (In addition, the applicant may be required to submit additional credentials.)
4 Enrollment Certificate	<ul style="list-style-type: none"> • Only if you are enrolled in an educational institution at the time of application, please submit the certificate
5 4 color photos (4 cm high by 3 cm wide)	<ul style="list-style-type: none"> • Must be taken within 6 months prior to the date of submission. Must be clear, front view, no hat, no background. • Showing the chest up. Unprocessed images. • Write your nationality and name on the back of the photo with a ballpoint pen.
6 Photocopy of passport	<ul style="list-style-type: none"> • Photocopies of all pages of your entry/exit history and visa to Japan • Applicants who do not have one must submit a copy of their ID card. (Chinese nationals must submit a notarized statement of nationality, name, gender, and date of birth.)
7 Employment Certificate	<ul style="list-style-type: none"> • Please submit employment certificate only if you are employed in your home country (with the period of employment indicated).
8 Certificate of Japanese-language Study	<ul style="list-style-type: none"> • Please review the Application Guidelines 2-2. Application Requirements.
9 Certificate of non-TB	<p>This certificate must be issued within 180 days from the date of chest X-ray (the certificate must be valid on the date of application to the Immigration and Naturalization Service). However, if the applicant meets the following conditions, the Certificate of non-TB shall be valid for 90 days.</p> <ul style="list-style-type: none"> • The applicant has a family member living with him/her who has been diagnosed with infectious active pulmonary TB within 2 months before the date of the x-ray. • A person who has shared a residence, enclosed space, or other enclosed environment for a long period of time (more than several days) with a person diagnosed with infectious active TB within two months of the date of chest x-ray. • Applicants from the Philippines, Nepal, and Vietnam must submit a tuberculosis non-disease certificate issued by a designated medical institution listed in the appendix.

*If you have relatives in Japan, please submit a copy of their residence card and provide the name of their employer/ school.

Documents related to the financial sponsor

	Documents	Notes
10	Financial Support form (To be completed by the sponsor)	Please describe the specific method of payment (e.g., bank remittance) that explains the payment of expenses at the time of “extension of period of stay (visa renewal)”. If the person paying for the expenses is not the applicant or the applicant's parent, please explain how he/she has come to be paying for the expenses on their behalf.
11	Documents demonstrating the relationship between the sponsor and the applicant	Certificates issued by public institutions such as family registers, etc.
12	Bank Certificate	If the bank's address, telephone number, and name of the officer in charge are not listed on the certificate, please attach a copy that clearly states these items.
13	Proof of occupation and income	<p><u>If the sponsor is an employee,</u></p> <ul style="list-style-type: none"> • Certificate of annual income for the past year or more (issued by your company) • A certificate of employment (indicating the position, tenure, and responsibilities at the workplace). <p><u>If the sponsor is a corporate officer,</u></p> <ul style="list-style-type: none"> • Tax certificates, etc., that clearly show income and income for the past year or more. (issued by the tax bureau or your company) • A certified copy of the corporate registration or a copy of the business license <p><u>If the sponsor is a self-employed person, etc.,</u></p> <ul style="list-style-type: none"> • Tax certificates, etc. (issued by the taxation bureau) that clarify income and income amount • Copy of business license

When a resident in Japan is a financial sponsor,

14	Financial Support Form (If the person paying for the expenses is not the applicant or the applicant's parent, please explain how he/she has come to be paying for the expenses on their behalf.)
15	Documents demonstrating the relationship between the sponsor and the applicant
16	Bank Certificate
17	Proof of employment (e.g., certified copy of registration for self-employed persons)
18	Certificate of income and resident taxation (A statement of total income for the year/ issued by city hall, ward office, etc.)
19	Certificate of Residence with a record of all family members issued by City or Ward office.

3-4. Tuition & Fees:

(1) Tuition & Fees

- ① Application fee: 20,000 yen
- ② Registration fee, tuition, etc. (yen)

Education course		Registration fee	Tuition	Facilities costs	Study materials	Alumni association fees	Total
1.5 Year Course	1st year	70,000	650,000	30,000	50,000	1,000	801,000
	2nd year	0	325,000	15,000	25,000	0	365,000

*In addition to the above, please prepay insurance premiums and other fees (National Health Insurance, Japanese Language School International Student Insurance, and regular health checkup fees).

Insurance premiums and other fees are ¥37,000 for the first year and ¥20,000 for the second year.
(These amounts are current as of December 2025 and are subject to change.)

(2) Deadline for payment

- ① Application fee must be paid after the applicant has passed the interview.
- ② Please transfer the admission fee, tuition, etc. by the date designated by the school one month prior to the start of the new semester. The amount of payment will be notified individually in writing.

(3) Method of payment

Please transfer the tuition and fees by one of the following methods.

*Please be sure to write your name and student ID number in the remark's column.

- ① Bank Name: THE CHUGOKU BANK LTD.
Branch Name: HEAD OFFICE
Account Number: 101-00-3286821
Account Holder: Okayama Institute of Languages
SWIFT Code: CHGKJPZ
- ② Flywire
<https://www.flywire.com/pay/okg>

(4) Refund Policy

If you stop your enrollment after your interview but before the Hiroshima Immigration Bureau issues the Certificate of Eligibility.		The application fee is non-refundable.
If you stop enrolling in school after the Certificate of Eligibility is issued		The Application fee and Registration fee are non-refundable. The remaining amount will be refunded after the Letter of Admission and the Certificate of Eligibility are returned and it is confirmed that the student will not be coming to Japan.
If you are not granted a visa at a Japanese diplomatic mission abroad		The Application fee and Registration fee are non-refundable. The remaining amount will be refunded after the Letter of Admission is returned and we confirm that you did not receive a visa with your passport or other documents.
Less than 6 months after enrollment	If you are going to a higher educational institution	After confirming your acceptance to the school of higher education, we will refund 50% of the tuition for the months you have not yet taken classes, calculated on a monthly basis, starting from the month following the date of withdrawal.
	When leaving school for reasons other than higher education, such as employment or returning to one's own country	After confirming the change of status of residence or departure from Japan (a copy of the departure stamp page of the passport and the expired residence card must be sent to the school), the school will refund 30% of the tuition for the month in which the student has not yet taken classes, calculated on a monthly basis from the month following the date of withdrawal.
	When you are expelled from school for violating school rules.	No refunds will be made for any amounts already paid.
At least 6 months of enrollment	If you are going to a higher educational institution	After confirming your acceptance to the school of higher education, we will refund 100% of the tuition for the months you have not yet taken classes, calculated on a monthly basis, starting from the month following the date of withdrawal.
	When leaving school for reasons other than higher education, such as employment or returning to one's own country	After confirming your application for change of status of residence or your departure from Japan (send a copy of your passport's departure stamp page and expired residence card to the school), we will refund 70% of the tuition for the months you have not yet taken classes, calculated on a monthly basis from the month following the date of withdrawal.
	When a student is expelled from the university for violating the school regulations	No refunds will be made for any amounts already paid.

*The applicant is responsible for any refund fees.

From application to enrollment

Apply for an interview

Submit the application form and the resume of “3-3. Documents to be submitted”

February 2 - April 10, 2026

Interview

Interviews will be conducted individually in person or via the web

Submit documents if you pass the interview

Submit documents 3-19 in “3-3 Documents to be submitted” and pay the application fee. Only original documents such as diplomas will be returned; certificates and other documents will not be returned. The application fee is also non-refundable.

After passing the interview - May 8

Okayama Institute of Languages

Documents screening

Successful applicants

School applies for applicants' Certificates of Eligibility to Hiroshima Immigration Bureau.

Unsuccessful applicants

School returns the submitted documents. The application fee is non-refundable.

June, 2026

Hiroshima Immigration Bureau

Documents screening

End of August, 2026

Okayama Institute of Languages

Notification of the results of the application

*Even if you pass the school's screening, the Immigration Bureau may not issue a Certificate of Eligibility.

Certificate of Eligibility issued

School informs the applicant of the issuance of the certificate. Please pay tuition and dormitory fees.

Denial of the certificate of eligibility

School returns the non-issuance notice and the original documents such as diploma.

Okayama Institute of Languages

After confirming payment from the applicant, we will mail the documents required for visa application locally and return the original documents such as the diploma.
*If you are applying through a local agency, we will mail them to the agency.

VISA application

Applicants should apply for a visa at the nearest Japanese embassy or consulate in the area where the applicant lives.

Inform your arrival date

Once you have booked your airline tickets, be sure to contact the school at least 7 days before your arrival.

Arrival to Japan

Please complete the enrollment procedures at the school immediately after your arrival in Japan.

4. Others:

4-1. Fraud in the application

The following precautions have been established to ensure that the admissions process is rigorous and that all applicants are admitted in a fair and impartial manner. Please read these precautions carefully before applying for admission to the school, and take the interview and application process seriously.

- (1) Any falsification, misrepresentation, or plagiarism of documents, materials, or information provided to the school at the time of application may be considered as a form of fraud.
- (2) Students who are found to have committed misconduct after admission may be subject to disciplinary action, including expulsion, in accordance with the school's academic regulations.

4-2. Housing:

(1) Dormitories

① Details

There are several dormitories located 10-25 minutes by bicycle from the school. Students can choose between single or double rooms in the dormitories, but they cannot choose the location of the building. As a rule, dormitory contracts are for approximately 6 months after enrollment. Dormitory rooms are allocated on a first-come, first-served basis, and if a dormitory becomes full, another dormitory will be arranged. However, room conditions may vary depending on the situation at the time of arrangement.

(Example)

Single room	Leopalace Melbaile Showa III 3-13 Asahi Honmachi, Kita-ku, Okayama City Approximately 10 minutes by bicycle from the school		
Double room	Leopalace Mifuneiri 3-6 Mifunairi-cho, Kita-ku, Okayama City Approximately 15 minutes by bicycle from the school		
	Leopalace Kishino 2-10 Tokkaichi Naka-machi, Kita-ku, Okayama City Approximately 13 minutes by bicycle from the school		

② Fees:

	Area and Floor Plan	*Approx. 6 months dormitory fee/person	Electricity and gas
Double	Approx. 20m ² /1K	195,000 yen	Actual payment by user
Single	Approx. 20m ² /1K	365,000 yen	Actual payment by user

*These amounts are current as of December 2025 and are subject to vary. This includes fees for supplies, fire insurance, key replacement, and Wi-Fi.

③ Dormitory facilities and equipment:

The rooms are fully furnished and equipped with all the necessities of life, so that you can start living right away after moving in.

Each room has a kitchen, toilet, bathroom, air conditioning, Wi-Fi, washing machine, electric stove, refrigerator, microwave, desk, and chairs

School Supplies	Rice cooker, pots, pans, futon, blankets, plates, bowls, chopsticks, and other tableware
-----------------	--

(2) Arrangement of apartments, etc.:

Real estate agencies can be introduced to students who prefer apartments instead of dormitories.

4-3. Scholarships:

The school has a scholarship program for students who have outstanding grades and are a role model for other students. However, it is not appropriate to plan your expenses for study abroad on the assumption that you will receive a scholarship. At the time of application and enrollment, students must be responsible for securing their own expenses for study abroad.

4-4. Living expenses:

In addition to tuition, housing, utilities, communication, and food expenses are required to maintain daily life as an international student in Okayama. Please use the table on the right to prepare sufficient living expenses.

Average Cost of Living	
Housing costs	27,000 yen
Food expense	28,000 yen
Utility expenses	9,000 yen
Commuting expenses	3,000 yen
Entertainment	5,000 yen
Others	7,000 yen
Total Costs	79,000 yen

Japan Student Services Organization (2021)

4-5. Residency as an international student:

- (1) As a general rule, foreign students living in Japan must obtain "Student", one of the statuses of residence stipulated in the "Immigration Control and Refugee Recognition Act". If your status of residence is not "Student", you will not be legally treated as an international student and therefore will not be eligible for medical expense subsidies and other various programs for international students.
- (2) International students with "Student" status are allowed to work part-time with justifiable reasons within 28 hours per week with the permission to engage in activities other than permitted under the status of residence. However, it is very difficult to cover all the expenses such as tuition and living expenses during these limited hours. Therefore, students are required to be able to bear sufficient financial burden from pre-entry to graduation.

4-6. Part-time work:

(1) Permits and Notifications

If you wish to engage in part-time work, you must obtain a permit to engage in activities other than permitted under the status of residence at the Immigration Bureau before starting such activities. In addition, when you start a part-time job, you must submit a "Notification of part-time work" to the Student Affairs Department of the school.

(2) Hours & Occupations

The maximum number of hours of part-time work is 28 hours per week (8 hours per day and 40 hours per week during long vacations). Activities in excess of 28 hours, or activities in occupations or places prohibited by law, such as snack bars, gambling, or adult entertainment businesses, are considered to be a violation of the activities outside of qualification.

(3) Violations of activities outside of qualification will be punished in accordance with the school rules and regulations.

4-7. Health insurance and medical expenses:

- (1) International students with "Student" status will be enrolled in the same National Health Insurance program as Japanese nationals.
- (2) Our international students are also covered by the Japanese Language School Insurance for International Students to receive medical expense assistance.
- (3) The premiums listed in the Application Guidelines 3-4. Tuition & Fees are those listed in (1) and (2) above.

4-8. Commuting expenses:

- (1) More than 90% of our international students commute to school by bicycle. We support students who wish to buy bicycles.
- (2) If you commute to school by JR, bus, etc., you cannot buy a commuter pass.

4-9. Handling of personal information:

- (1) Personal information contained in submitted documents, materials, and information provided by the applicant will be used for the purpose of interview, documents screening, admission procedures, and related operations. In doing so, we will take necessary and appropriate measures to prevent the leakage, outflow, or unauthorized use of such personal information.
- (2) The school may inquire about the authenticity of submitted documents, materials, and information by providing them to the issuer, provider, or screening organization. By submitting or providing the documents, etc. to the school, the applicant agrees that the school may make such inquiries.
- (3) We collect information on gender in the family register to the minimum extent deemed necessary for the smooth implementation of the admissions process and for reasonable reasons. Gender information will not affect the acceptance or rejection of applicants in any way.
- (4) We are compliant with the EU General Data Protection Regulation (GDPR) for personal data of residents in the EEA.

Development of the School:

May-84 Founded: English and other languages education for Japanese children and adults.

Jun-92 Accredited by the Association for the Promotion of Japanese Language Education.

Oct-92 Started operating a Japanese language program for foreign *pre-college students*.

Apr-94 Started Japanese language teacher training course.

Jul-97 Formed business alliance with the Institute of Oriental Languages in Moscow, Russia. Started Okayama Institute of Languages Moscow School.

Dec-11 The “Educational Corporation Asian Wind” was approved by the government.

Apr-17 Accepted for notification by the Agency for Cultural Affairs for the 420-hour Comprehensive Course for Teachers of Japanese as a Foreign Language.

Dec-19 Accepted for notification by the Agency for Cultural Affairs for the 420-hour E-learning Course for Teachers of Japanese as a Foreign Language.

Dec-24 Registered as a practical training organization and training organization by the Ministry of Education, Culture, Sports, Science and Technology.

Mar-25 Certified as a Japanese Language Education Institution by the Ministry of Education, Culture, Sports, Science and Technology



Contact and submission address:

2-10 Funabashi-cho, Kita-ku, Okayama City,
Okayama 700-0841, Japan

Tel: +81-86-231-5211

Fax: +81-86-225-4020

URL: <http://www.okg-jp.com>

Email: info@okg-jp.com

Monday-Friday: 9:00-17:30

Saturdays, Sundays, national holidays: closed,
others (year-end and New Year vacations,
summer vacation)

10 minutes by taxi from Okayama Station

From Okayama Station, take Seikibashi Tram Line and get off at Higashi Chuo-cho Station. About 15 min.