



## 2021 / 2022 Academic Year Admissions Procedures for VISA students

For April or September 2021 entrance, a limited number of students will be accepted for the 2021-2022 school year at Columbia International School.

1. Fill out the application forms for VISA students and other required forms.
    - 1. Application form for the Certificate of Eligibility (VISA application)
    - 2. Letter of explanation of financial support (VISA application)
  2. Attach one profile photo to the application form and enclose three extras.  
(Size 4cm vertical x 3cm horizontal)
  3. Enclose the following documents and proves.
    - 1. The applicant's academic reports for the last three years.
    - 2. Proof of bank deposit.
    - 3. Color copy of the applicant's pass port(picture page)
  4. Deposit the application fee of 25,000 yen into the below listed accounts and attach the receipt to the application.
  5. The above items should be mailed to the admissions office or submitted directly to Columbia International School.
  6. On receipt of the application forms, the school will arrange a date for an entrance interview(s) with the applicant and parent(s) by phone, skype or such.
  7. After the interviews, the applicant will be notified by mail of his/her admission status.
  8. If the applicant accepts the offer from Columbia International School, the correct amount of fees must be paid within one week by bank transfer to the following account.
  9. On completion of the required payment, the office will start processing the applicant's study permit(VISA) application to the Tokyo Immigration Bureau.
  10. On successful receiving of the certificate of eligibility to the applicant by the office from the Immigration Bureau, the office will send the original certificate of eligibility to the applicant by EMS(Japan Post's registered express mail).
  11. The applicant will then be responsible for his/her part of VISA application to your local Japanese embassy or consulate.
  12. On successful reception of the study permit (VISA) by the applicant from the embassy or consulate, then the applicant should inform the CIS admissions office of the reception and request the further direction for entering Japan, new students' orientation as well as dormitory information.
- \*Do NOT purchase tickets to enter Japan before the applicant receives the study permit (VISA).

The Musashino Bank, Ltd., Higashitokorozawa Branch  
Ordinary Account 0133-080-1102788, Name: Columbia High School

\*Overseas applicants are responsible for all bank remittance fees.

# Fee schedule for VISA students

JP Yen

At Entrance	
Entrance Fee	Waived 210000
Facility Fee	Waived 420000
<b>Sub total</b>	<b>0</b>
Tuition and boarding, Annual	
Tuition	1,725,000
Maintenance Fee	Waived 450000
Lunch	120,600
PTSA Fee	12,000
Room with Meals (Room shared by 2): breakfasts and dinners, linens rentals, electricity included.	840,000
Room Deposit	Waived 450000
International Student Fee: National health insurance, annual health check, VISA renewal, required bank charges, smartphone rentals, termly residential activity fee included.	120,000
Japanese classes( 1 hour x 10 classes / term)	Waived 45000
<b>Sub total</b>	<b>2,817,600</b>
Other fees, Annual	
Textbook Deposit	Waived 20,000
<b>Sub total</b>	<b>0</b>
Required purchases	
School uniforms*example-dependng on choice of items	50,000
School Polo and PE Uniforms* Up to item combination	14,500
Indoor Shoes*example-dependng on choice of items	5,000
<b>Sub total</b>	<b>69,500</b>
<b>Grand total</b>	<b>2,887,100</b>

★ Below will be costs need to be covered by students

extra uniforms, shirts, school polo, PE uniforms, indoor shoes, workbooks, field trips, a laptop computer and its peripherals,

The literacy test fee, annual health check fee, student council and those activity costs, linens, hygiene items, personal amenities

★ All dorm students will be asked to be back home during the school winter break (Mid December to Early Jan). No Boarding service available.

★ The above fees schedule does not cover all the expenditures during a school years.

★ The above fees may be revised without prior notice.

★ G.O.T.(Guidance Overseas Trip) is a compulsory activity for Grade 11/12 students, and the costs are approx. 500,000yen.

### Cancellation Policy

**200,000yen to be charged for any cancellation BEFORE the first day of the intended entry term.**

**All paid fees EXCEPT 200,000yen charge will be refunded in case of the study VISA is rejected.**

**NO paid fees will be refunded AFTER the first day of the intended entry term.**