



## 2026 / 2027 Academic Year Admissions Procedures for VISA students

The application will be closed on October 31, 2025 for the Spring 2026 or the Fall 2026 admissions, a limited number of students will be accepted for the 2026-2027 school year at Columbia International School.

1. Mail or email a completed application form with required documents and information.
    - 1. Profile headshot photo or data file (Size 4cm vertical x 3cm horizontal)
    - 2. Letter of explanation of financial support (VISA application)
    - 3. The applicant's academic reports for the last three years.
    - 4. Color copy of the applicant's passport (picture page)

\*Please be ready to submit proofs of bank deposits, letters or documents that explain relationship between the applicant and the parent (s)/guardian (s) for study permit (VISA) applications. All those proofs need to be issued within 3 months of the study permit (VISA) application.
  2. Deposit the non-refundable application fee of 25,000 yen into the below listed accounts and attach the receipt to the application.
  3. On receipt of the application forms, the school will arrange a date for an admissions interview (s) with the applicant and parent (s) by phone, skype or such.
  4. After the interviews, the applicant will be notified by emails of his/her admission status.
  5. On successful admissions to Columbia International School, the applicant will receive a letter of acceptance and invoice. The correct amount of fees must be paid within one week.
  6. On completion of the required payment, the office will start processing the applicant's study permit (VISA) application to the Tokyo Immigration Bureau.
  7. 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).
  8. The applicant will then be responsible for his/her part of VISA application to your local Japanese embassy or consulate.
  9. 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).

E-payment by Flywire. Scan the QR code or visit  
[columbia-ca.flywire.com](http://columbia-ca.flywire.com) to create your account.



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

# Fee schedule for VISA students

JP Yen

At Entrance	
Entrance Fee	210,000
Facility Fee	420,000
International Admission Fee	420,000
<b>Sub total</b>	<b>1,050,000</b>
Annual Fees	
Tuition	1,935,000
Maintenance Fee	150,000
PTSA Fee	12,000
Room with Meals (Room shared by 2): breakfasts and dinners, linens rentals, electricity included.	1,200,000
International Student Fee: City Registration, Local Bank Account, National Health Insurance, Annual Health check, Immigration related costs, International wiring service charges, Dorm residential Activities, Lunches, Rental WiFi upon request.) *No refund will be made regardless of actual attendance or service usage.	420,000
Japanese classes( 1 hour x 10 classes / term)	45,000
<b>Sub total</b>	<b>3,762,000</b>
<b>First Year Total</b>	<b>4,812,000</b>
<b>Second and Third Year Total</b>	<b>3,762,000</b>
Additional Costs for Required School Activities	
PE Trip for G10 & G11 & G12 * Student may be absent from school for this however no refund will be made.	65,000
Ski Trip for G10 & G11 & G12* Student may be absent from school for this however no refund will be made.	20,000
OSSLT for G10 or G11 or G12 ** One of the requirements for the OSSD	50,000
GOT (Guidance Overseas Trip) for G11 * Student may be absent from school for this however no refund will be made.	850,000

- ★ Below will be other costs need to be covered by students

School uniforms, school shirts, school polo, PE uniforms, indoor shoes, workbooks, field trips by courses, a laptop computer and its peripherals, student council and those activity costs, additional linens, hygiene items, personal amenities.

- ★ All dorm students will be asked to be back home during the school winter break (Mid December to Early January). No Boarding service available.
- ★ The above fees does not cover all the expenditures during a school year.
- ★ The above fees may be revised without prior notice.
- ★ G.O.T.(Guidance Overseas Trip) : 700,000yen will be refunded if a VISA is rejected.

## Cancellation & Refund Policy

**210,000yen(Entrance fee) to be charged for any cancellation BEFORE the first day of the intended entry term.**

**All paid fees EXCEPT 210,000yen 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.**