

# Shugakuin Imperial Villa

## Application Guidelines

### ■About the Visit

To visit the Shugakuin Imperial Villa, you are required to take a tour guided by our staff. Due to limited capacity, it is necessary to apply for the tour in advance. Free access is not permitted.

【Time Slots】 **Tours are only available in Japanese** : 9:00・10:00・11:00・13:30・15:00

※Free multilanguage audio guides (English, Chinese, French, Spanish, and Korean) are available for foreign visitors. Please ask at the local reception desk. However, there is a limit of the number of audio guide.

【Capacity】 250 persons per day (50 persons per tour)

【Duration】 Approximately 80 minutes

【Admission Fee】 Admission is free

#### 【Notes】

- ◆ All visitors are required to show identification (passport or other government-issued document) at the entrance.
- ◆ The visitor's path is about 3km long, with stone bridges without handrails, large steps, and steep slopes. Please note that you will be walking on unstable ground.

### ■Closed Day <[Click here to go to the calendar](#)>

1. **Mondays** (If Monday is a national holiday, the office is open on the holiday and closed on Tuesday)
2. New Year holidays (December 28 - January 4)
3. Any day when events and other operational reasons occur.

### ■About Application

**No applications will be accepted once capacity is reached.**

1. **Visitors must be aged 18 years or older.** Visitors younger than 18 years (including toddlers and infants) are not permitted to enter.
2. A main applicant may include up to three accompanying persons in his/her application. This means that a maximum of four persons can apply at the same time. However, this is only possible if there are vacancies.
3. Applications submitted by proxy will not be accepted. A main applicant must apply in person. Applications via travel agents or related industries will not be accepted.

## Advance Application

### ●Online Application [〈Click here to go to the application page〉](#)

- ◆ Application acceptance period: 3 months in advance from the first day of that month until 3 days before your preferred date.  
For example: If your preferred date is 10 November, you can apply for that date from 05:00 on 1 August until 23:59 on 7 November.
- ◆ If the total number of applicants exceeds the allocated capacity at the end of the day, a lottery selection will be held. The results will be emailed to you within 3 working days of your application.

### ●In Person at the Kyoto Office of the Imperial Household Agency

- ◆ Application acceptance period: 3 months in advance from the first day of the month to 1 day before your preferred date. However, please note that it may not be possible to issue a permit after your application has been accepted. Applications must be made in person and cannot be submitted by proxy. Application form requires each participant's full name, passport number, age, and nationality.
- ◆ Identification (passport or government-issued ID) is required.
- ◆ The Kyoto office (see Contact section for access) is open from 8:40 to 17:00, closed on Mondays (If Monday is a national holiday, the office is open on the holiday and closed on Tuesday) and New Year holidays (December 28 - January 4).

## Walk-in Registration: In Person at the Shugakuin Imperial Villa

【Time Slots】 Tours are only available in Japanese: 9:00•10:00•11:00•13:30•15:00

【Capacity】 50 persons per day (10 persons per tour)

※Remaining vacancies from advance applications will be added.

An updated list of vacancies can be found [here](#).

【Reception Location】 [At the entrance of the Shugakuin Imperial Villa](#)

Address: Yabuzoe, Sakyo-ku, Kyoto

【Registration Process】

- ◆ Reception starts at 8:40.
- ◆ Numbered tickets with specific tour times will be issued on a first come, first served basis. Registration will be closed once the maximum capacity is reached. Identification is required to collect the numbered ticket and to enter the Villa.
- ◆ Registration form requires each visitor's full name, passport number, age, and nationality.

## ■Access

Shugakuin Imperial Villa

- ◆ Eizan Electric Railway, Shugakuin Station: 20 minutes' walk
- ◆ Kyoto City Bus, Shugakuin Rikyu-michi: 15 minutes' walk

## ■Contact

The Kyoto Office of Imperial Household Agency

3, Kyoto Gyoen National Garden, Kamigyo-ku, Kyoto, 602-0811

Tel: 075 211 1215      e-mail: [kyotosankan-info@kunaicho.go.jp](mailto:kyotosankan-info@kunaicho.go.jp)

Office working hours: 8:40-17:00

Closed on Mondays (If Monday is a national holiday, the office is open on the holiday and closed on Tuesday) and New Year holidays (December 28 - January 4)