



成基の日本語学校

SCG日本語学校

Application Guide 2027

SCG Japanese Language School



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This admission guide is intended for those who wish to enroll in 2027.

01 • SCG School's Educational Policy

Educational Philosophy

Nurturing human resources who contribute to the vitality of Japanese higher education and society

Our school's objectives and goals

Purpose

Our school aims to provide Japanese language education to foreigners, to develop human resources with comprehensive communication skills suitable for the 21st century, who are fully capable of going on to university and achieving other individual goals, and to solve various issues at the global, national and local levels from the perspective of "human development".

Goals

- In the university preparatory course, we not only achieve 100% success in entering the university or vocational school of your choice, but also develop Japanese communication skills that will be useful for your studies and research activities after entering university.
- In the general course, we not only achieve 100% Japanese language qualifications, but also develop communication skills in Japanese that are necessary in various situations in society.
- Both courses develop human resources who not only have Japanese language skills, but also understand Japanese society and the Japanese way of thinking, and can contribute to international exchange between Japan and their home countries.

Diploma Policy: Graduation and completion certification policy

Our school will certify graduation (completion) for students who have acquired the following abilities.

- Comprehensive acquisition of the ability to "listen," "read," "speak," and "write" Japanese, and communication skills that are applicable to further education and social life
- Ability to understand Japanese culture and Japanese ways of thinking, and contribute to international exchange not only in Japan but also in other countries
- In the university preparatory course, ability to pass the Examination for Japanese University Admission for International Students and the Japanese Language Proficiency Test and advance to the university or vocational school of one's choice
- In the general course, acquisition of Japanese language qualifications and practical communication skills in Japanese required in society

Curriculum Policy – Policy regarding the educational curriculum

The school's curriculum is based on the following principles in order to achieve its educational philosophy and goals.

- Systematically learn the five language activities "listening," "reading," "speaking (interaction/presentation)," and "writing," as well as the language knowledge "vocabulary" and "grammar."
- Classes that thoroughly prepare students for various exams, such as the Japanese Language Proficiency Test and the Examination for Japanese University Admission for International Students, and support them in achieving their goals.
- Classes that use achievement tests to determine the level of learning acquisition and the PDCA cycle to achieve goals.
- Individual guidance on further education, and guidance on participating in information sessions and seminars so that students can proceed in a planned manner.
- Classes that provide career support to improve practical skills in society.
- Classes that cultivate communication skills and broaden international perspectives through understanding Japanese and different cultures.

Admission Policy – Policy regarding admission of students

Our school accepts students with the following aspirations.

- Motivation to learn: Students who have a strong desire to improve their Japanese language ability or to go on to a Japanese university or vocational school.
- Interest in international understanding: Students who want to deepen their understanding of Japanese culture and society and promote exchanges with their home country.
- Communication skills: Students who aim to be able to communicate smoothly in a variety of situations through Japanese.
- Awareness of goal achievement: Students who are prepared to study in a planned manner toward a clear goal, such as going on to higher education or obtaining a qualification.

About the curriculum

Course	2-year Japanese course	1.5 year Japanese course
Capacity	460 people	40 people
Enrollment period	April	October
Study period	2 years	1 year and 6 months
Graduation Date	March	March
Application period	August to September of the year before enrollment	February to March of the year of enrollment
Document preparation	September to October of the year before enrollment	March to May of the year of enrollment

Study time	2-year Japanese course		1.5 year Japanese course	
Beginner I	200 credit hours	10 weeks	200 credit hours	10 weeks
Beginner II	200 credit hours	10 weeks	200 credit hours	10 weeks
Beginner to intermediate level	400 credit hours	20 weeks	400 credit hours	20 weeks
Intermediate	400 credit hours	20 weeks	400 credit hours	20 weeks
Advanced	400 credit hours	20 weeks	—	—
Total Time	1600 credit hours	80 weeks	1200 credit hours	60 weeks

Class time Morning Class 9 : 00~12 : 30 Afternoon Class 13 : 00~16 : 30

- The school will decide whether you will be placed in morning or afternoon classes based on the results of the placement test.

Admission Qualifications

- You have completed 12 years or more of regular school education in your home country or a foreign country.

※If you are 18 years of age or older and have a high school or higher graduation certificate, you can apply even if you have completed less than 12 years of school education.

※If you are currently 17 years old and enrolled in high school, you will need a certificate of expected graduation.

- You must be under 55 years old as of September 2026.
- You must have a reliable financial supporter who can cover tuition and living expenses required for studying in Japan, and his/her asset accumulation process must be proven with documents such as bankbooks.
- You must have completed 150 hours of Japanese language study or be able to submit a certificate of JLPT N5 or higher.

※Those who hold a diploma from a graduate school, university, or junior college are exempt from submitting the document, but must have Japanese language proficiency equivalent to the above levels.

- You must understand and agree with our school's educational philosophy, purpose and goals.

Admissions Selection Method

- Document screening based on application form
- Examination
- Interview in the applicant's home country or online
- Financial Ability Investigation

From application to admission

		April intake	October intake
Step 1	Submit application form The agent or the applicant should submit the school's designated application form.	August to September	February to March
Step 2	Interview, examination After the interview and the exam, the school will notify the result.	August to September	February to March
Step 3	Gather the required documents Submit the required documents.	September to October	March to May
Step 4	Prepare COE application documents Our school will prepare the application documents for the Certificate of Eligibility based on the documents you submit.	September to November	March to June
Step 5	Submit COE application documents Our school will submit the application documents for the Certificate of Eligibility to the Immigration Services Agency on your behalf.	November	June
Step 6	Preparation for entering Japan Select your residence in Japan. *If you request this from our school	January	September
Step 7	COE Permission Notice The Immigration Services Agency will notify us of the result of your application, whether or not you are permitted to stay.	February	September
Step 8	Admission permit Those who have received residence permit will be sent a PDF of the COE, admission certificate, and tuition and other invoices.	February	September
Step 9	Tuition payment After confirming payment of the invoice amount, our school will send you the COE and the original admission certificate.	After payment	
Step 10	Entry VISA application Apply for an entry visa at the Japanese Embassy (Consulate).	After receiving the original COE and admission certificate	
Step 11	Preparation for entering Japan The date of arrival in Japan will be decided in consultation with the agent and our school.	Entry to Japan by the admission date	
Step 12	Aircraft arrangement Send a copy of your e-ticket to our school at least 14 days before your arrival in Japan.	14 days before arrival in Japan	

03 ・ Fees

School fees

	2-year Japanese course		1.5-year Japanese course	
	First year	Second Year	First year	Second Year
Screening fee	¥33,000	—	¥33,000	—
Admission fee※	¥77,000	—	¥77,000	—
Tuition Fee	¥726,000	¥726,000	¥726,000	¥363,000
Equipment Costs	¥77,000	¥77,000	¥77,000	¥38,500
Subtotal	¥913,000	¥803,000	¥913,000	¥401,500

●The displayed price includes 10% consumption tax.
 ※1 Includes fees for preparing the Certificate of Eligibility application form, submitting documents on your behalf, and issuing the admission permit.
 ※2 Includes liability insurance for tenants (e.g. fire) and personal accident insurance.
 ※3 An annual health checkup is provided.
 ※Please note that tuition and other fees may be revised during your enrollment.

Payment due

First-Year Payment
 Admission fee, tuition, and other expenses must be paid within 2 weeks after COE is issued.
 If payment is not confirmed by the deadline and no contact is made, your admission may be canceled.
 Please notify us in advance if payment will be delayed.
 Second-Year Payment
 Tuition and other fees for the second year must be paid 3 months before the semester starts.
 If unpaid, you will not be allowed to attend classes.

Other fees

	First year	Second Year	Details
Miscellaneous costs	¥33,000	—	This fee covers comprehensive support to help students live and attend school safely after arriving in Japan. It includes airport pickup on the day of arrival, guidance to nearby supermarkets and convenience stores, and an orientation on daily life in Japan.
Materials fee	¥44,000	¥44,000	This fee covers the cost of textbooks and workbooks used throughout the year.*For the 1-year and 6-month course, the cost for the second
LMS fee (Learning M	¥11,000	¥11,000	This fee covers the use of the LMS implemented at our school.*For the 1-year and 6-month course, the cost for the second year is ¥5,500.
Medical check-up fee	¥6,600	¥6,600	This fee covers the cost of an annual health checkup.
Accident insurance	¥6,600	¥6,600	You are required to enroll in renter's liability insurance (including fire) and personal accident insurance.
Subtotal	¥101,200	¥68,200	

Optional fees

	First year	Second Year	Details
SIM card fee	¥8,800	—	We will assist with the purchase, registration, and activation of SIM cards, and provide guidance on how to use the service. If you do not use the school's SIM card support service, please provide us with a phone number that can be used in Japan before your arrival.
Bedding	¥11,000	—	We will purchase and deliver bedding on your behalf to ensure it is ready by your move-in day.
WiFi Router	¥6,600	—	We will purchase and install the router on your behalf so you can use WiFi starting from your move-in day.

Payment method

- Payments can only be made by bank transfer.
- Bank account details are provided on the invoice:
Bank name, branch name, SWIFT code, account type, account number, account holder name
- All remittance fees must be borne by the payer.

Notes on remittance

- Please be sure to write your student number and name in the remitter name or message box.
- *Your student number and name will be used to identify the payer.
- Please keep a copy of the remittance slip for your records.
- In case of any remittance errors, please contact your bank.

Admission cancellation / Refund policy in case of certificate of eligibility not issued

The date the written notice of withdrawal from admission is received by post, or the date the email attachment is received, will be regarded as the cancellation request date.
 Please note that the screening fee and admission administrative fee are non-refundable under any circumstances.

Cancellation request date/ certificate of eligibility not issued	Before Certificate of Eligibility (COE) Issuance	After COE Issuance		If COE Not Issued	If Japan Entry Visa Not Issued
		At least 15 days before the admission date	From 14 days to the day before admission date		
Screening fee	Non-refundable	Non-refundable	Non-refundable	Non-refundable	Non-refundable
Admission fee	Non-refundable	Non-refundable	Non-refundable	Non-refundable	Non-refundable
Tuition, course materials, facility fee, accident insurance, Medical check up	Full refund	All other fees will be refunded with one month's tuition fee deducted	All other fees will be refunded with three months's tuition fee deducted	Full refund	Full refund
Handling fee	¥6,600	¥6,600	¥6,600	¥6,600	¥6,600
Remittance fee	Applicant's responsibility	Applicant's responsibility	Applicant's responsibility	Applicant's responsibility	Applicant's responsibility
Submission/return/confirmation of remittance documents		・ Submit a notice of withdrawal from admission ・ Refunds will be made after the COE and admission certificate are returned ・ Those who have obtained a Japan entry visa will receive a refund after their visa has expired			Confirmation of Japan entry visa denial

Refund policy after admission

The following regulations apply to cancellations and withdrawals made after the designated admission date.

- School fees (tuition, course materials, and facility fees) will be calculated based on two semesters per year starting from the month of admission. Refunds will be issued in half-year units (one semester).
- Refunds will be issued after deducting a cancellation fee of either 50,000 JPY or 20% of the remaining contract balance, whichever is lower.
- For students withdrawing to enroll in another school in Japan, the refund process requires submission of the admission letter from the new school and the student ID issued after enrollment.
- For students returning to their home country, refunds will be processed upon confirmation of departure within the permitted period and expiration of the residence card.
- If withdrawal is due to a denial of student visa extension or rejection of a status change application after enrollment, refunds will be processed in accordance with the regulations outlined below.

Target Group	Withdrawal Procedure Date	Refund Period	Refund Amount
April Intake (1st Year)	Before August 31	From October to March	Full tuition for the refund period
	After September 1	Not eligible for refund	Non-refundable
April/October Intake (2nd Year)	Before February 28	For students paying yearly: From April to March For students paying semi-annually: From April to September	Full tuition for the refund period
	From March 1 to August 31 After September 1	From October to March Not eligible for refund	Full tuition for the refund period Non-refundable

- No refund will be provided in the event of deportation or expulsion due to a violation of Japanese law.
- Any bank transfer fees incurred for processing the refund shall be borne by the student.

04 • Transportation, accommodation, and insurance

Airport transfers

As of September 2024/Prices include consumption tax

Kansai International
Airport
↓
Kyoto

¥33,000-

- An additional fee will be charged if you request the school to arrange transportation from Kansai International Airport to Kyoto.
- If you request the school to arrange transportation, this fee must be paid along with your tuition fees.
- Transportation will be by taxi, shuttle bus, airport bus, shuttle car, etc. depending on the number of people entering the country.
- Transportation will be decided individually before arriving in Japan.
- If you are traveling individually without requesting the school, please notify the school in advance.

Housing

- Please decide on a place to live before coming to Japan.
- Find a place to live yourself and notify the school of your chosen address.
- The school will introduce real estate companies to students who are unable to arrange housing themselves.

—Reference price when requesting a real estate company—

Reference price for housing costs/month

Room fee : ¥30,000~¥50,000 Common area charge : ¥3,000~¥6,000

Water, electricity and gas bills : about ¥10,000

Costs for moving in

Real estate agency commission

Purchase costs for furniture, appliances, and bedding

Fire insurance fee

Rent guarantee company guarantee fee

Security deposit...may be required depending on the property.

Key money...may be required depending on the property.

Cleaning fee...may be required depending on the property.

WiFi...may be required depending on the property.

*If there is no WiFi, you will need to sign up for it yourself.

Please note: Please contact the real estate agency directly regarding the following matters.

- * Regarding the total price per month for the residence
- * Regarding room types such as single occupancy, double occupancy, etc.
- * Regarding room facilities (bathroom, toilet, furniture, appliances, etc.)

• Basically, you pay 6 months' rent in advance when you enter the country, and then at the end of each month, you pay the next month's rent in advance.

• If you want to cancel your contract midway, please consult with the real estate company in accordance with the rental contract you signed.

About school-owned dormitories

- Currently, the dormitory is only for women.
- The dormitory contract is for one year, and one year's rent, common area charge, etc. must be paid in advance.
- After moving in, you cannot leave the dormitory for six months, and if you move out before the end of the six months, the dormitory fee will not be refunded.
- If you plan to move out after the seventh month, make sure to notify the school two months before moving out.
- Unexpired dormitory fees will be refunded, but if you move out within one year of moving in, you will be charged a penalty fee.
- The contract for the 2-year course will be renewed for the next year, and the contract for the 1.5-year course will be renewed for the next six months.
- After the contract is renewed, the dormitory fee for the next month will be paid in advance at the end of the previous month.

Dormitory Type	Rent/person	Common area charge /per person
Share house type	25,000~26,000	7,000
• Room type is 1-2 people per room • Kitchen, bath, toilet, refrigerator, washing machine are shared • Common expenses include electricity, gas, water, and Wi-Fi • 2 stations away from school by subway, 15 minutes by bicycle		
Dormitory Type	Rent/person	Common area charge /per person
Apartment Type	20,000	5,000
• Room type is 2 people per room • Kitchen, bath, toilet, refrigerator, washing machine are shared • Common expenses include gas, water, Wi-Fi • Electricity bills must be paid individually • 2 stations away from school by subway, 15 minutes by bicycle		

Address registration

- You must notify and register your address to the ward office in the area where you live within two weeks of entering Japan.
- You will need your passport and residence card to do that.
- If you have arranged your own accommodation, please register your address by yourself to the ward office in the area where you live.
- If you have arranged your accommodation through our school dormitory or a real estate agency introduced by our school, we will notify the ward office on your behalf.

National Health Insurance

- You will be enrolled in National Health Insurance when you submit your address notification.
- All international students enrolled at our school will join this.
- With this insurance, your co-payment for medical expenses will be 30% of the total cost..
- The premium transfer form will be sent to your address registered.

Accident insurance

- You will take out renter's liability insurance and personal liability insurance when you sign a housing contract.
- All students enrolled at our school are required to take out these insurance.
- This insurance will cover damage to facilities in the housing and losses in the event of a fire.
- This insurance will cover damage to others or damage to a car etc. while riding a bicycle.

05 • Activities outside the scope of your status

Part-time work permit

- Working part-time to cover living expenses in Japan is called "Permission for activity other than that permitted previously granted"

At our school, students are not allowed to work part-time for the first month after admission. During this period, they are expected to focus on adjusting to life and studies in Japan first. Some students with low Japanese proficiency have difficulty finding part-time jobs. It takes about a month to complete the essential procedures when starting a life in Japan, such as registering your address, enrolling in National Health Insurance, and opening a bank account. You cannot start a part-time job until these procedures are completed. Since part-time job payments are usually made the following month, please bring enough funds to cover at least three months of living expenses when you arrive.

- Application for permission to engage in activities other than those permitted by the status of residence

International students must obtain permission to engage in activities outside the scope of their status of residence if they wish to work part-time. Working part-time without permission is considered illegal employment and may lead to the revocation of your residence status. To obtain permission, submit an "Application for Permission to Engage in Activities Other Than That Permitted Under the Status of Residence Previously Granted" to the immigration officer upon arrival at the airport. *If you apply after entering Japan, please submit the application along with your Residence Card at the Kyoto Branch Office of the Immigration Bureau of Japan.

- Working conditions

- You may work up to 28 hours a week part-time as long as it does not interfere with your studies.
 - During long vacations, you may work up to 40 hours a week (but up to 8 hours a day).
 - You may not work in occupations that require an adult entertainment business license.
- Examples: cabaret clubs, snack bars, bars, mahjong parlors, pachinko parlors, game centers, etc.

- About overwork

- Working more than 28 hours a week (40 hours a week during long holidays) will be considered overwork.
- If you overwork, you will be subject to the following penalties.
- Cancellation of unlicensed activities: You will no longer be able to work part-time.
- Inability to renew your residence status: Your residence status will be terminated even if you are still studying, and you will be forced to return to your home country.
- Forced deportation: You will be forced to return to your home country. You will not be able to enter Japan for the next five years.

If you overwork, you will be expelled from the Japanese language school and will not be able to continue your studies or find employment. Our school does not approve overwork, regardless of the reason.

Living expenses

One month's living expenses	Rent/Common charges	Utility charges	Food expenses	Mobile phone	Others	Commute expense	Total
	¥40,000	¥10,000	¥30,000	¥2,000	¥8,000	¥10,000	¥100,000

※These are the average monthly living expenses for a student at our school.

		Weekly work hours	Working Week	Minimum Wage	Annual salary	Monthly salary
Part-time income	Class period	25 hours per week	About 44 weeks	¥1,060	¥1,166,000	¥97,166
	Long holiday period	35 hours per week	60 days/ approx. 8 weeks per year	¥1,060	¥296,800	
					¥1,462,800	

*Working hours are reduced to prevent overwork.

*Calculations are based on working part-time throughout the year.

*Please note this is just an example.

- The income you earn from part-time work will be just about enough to cover your living expenses.
- It will be difficult to cover all of the second year's tuition fees with part-time work.
- It is important to discuss with your sponsor before studying abroad so that they can support your tuition fees.

06 • Application Documents

Required documents for applicants

Notes

All certificates must be issued within three months of the submission deadline to the Osaka Immigration Bureau. However, this does not apply to documents that are issued only once and cannot be reissued, such as diplomas.

- Certificates in a foreign language (including English) must be accompanied by a Japanese translation, which must be signed by the translator.
- Documents with any additions or modifications will not be accepted.

Required Documents	Explanation/Notes	original	copy
Application form	Please submit your application using the designated Google form provided by our school. The form URL for the form will be provided separately.		
2 Color photos (4cm x 3cm)	• The photo must be clear, with no hat, and the face facing forward.. • The background must be plain white with no visible shadows. • The photo must have been taken within 6 months prior to the application.		
Passport	• A copy of the personal information page and all pages that contain entries in the additional information section. • If you do not have a passport, please submit a copy of an official identification document that can serve as a substitute.		○
Statement of financial support	• Letter of Financial Support • Certificate of the Financial Supporter' s Bank Balance • Transaction history of the financial supporter' s bank account for the past year Please note that forged documents and certificates showing temporary deposits will not be accepted. Documents must be submitted both digitally and by post.	○	
Materials related to Japanese proficiency	• Those who have passed the Japanese Language Proficiency Test must submit the original certificate (for immigration purposes). • Those who hold a Japanese language learning certificate must submit the original certificate issued by the educational institution. Documents must be submitted both digitally and by post.	○	
If receiving a scholarship	If you are receiving a scholarship, please submit an official certificate of scholarship award.	○	
In the case of a previous denial of a Certificate of Eligibility	If you have ever been denied an application for a Certificate of Eligibility, an extension of your period of stay, or a change of your status of residence, please submit an explanation and supporting documents to address the reasons for the denial.	○	

07 • About SCG Japanese Language School

Management body

SCG Japanese Language School belongs to Seiki Community Group.
Seiki Community Group is a comprehensive educational services company group whose main business is cram schools.
It was founded in 1962 and has a history of 62 years.



Company development

History

History	
April 2019	SCG Japanese Language School Preparatory Office established
April 2020	Ministry of Justice notified school Opened as a Japanese language institute
Mar 2022	1st generation students graduated
April 2022	2nd generation students enrolled
October 2022	Approved as a proper school
April 2023	Capacity increased from 100 to 150 students
October 2023	Approved as a proper school Class II
March 2024	2nd generation students graduated
April 2024	Capacity increased from 150 to 225 students

April 2024	3rd generation students enrolled
Oct 2024	Approved as a proper school Class I
Apr 2025	Capacity increased from 225 to 337 students

Career paths of graduates

Rate of enrollment to the next school/Employment rate of the graduates March 2022: 100%

Rate of enrollment to the next school/Employment rate of the graduates March 2024: 99.1%

Representative of establishment



SCG Japanese Language School Establishment Corporation / S Holdings Co.,Ltd.

Representative of establishment Yuki Sasaki

SEIKI Community Group Representative and CEO
SEIKI Co.,Ltd. Representative Director
S HOLDINGS Co.,Ltd. Representative Director
SEIKI community Co.,Ltd. Director
SEIKI Research Institute Co.,Ltd. Director

Executive / Principal

Yuko Sasaki
SEIKI community Co.,Ltd. Representative Director
SEIKI Co.,Ltd. Director
TAM Land Division Executive Officer
SEIKI Research Institute Co.,Ltd. Director
S HOLDINGS Co.,Ltd. Representative Director

Lead teacher/Coordinator

Ayumi Kimura
Jan 2007–Nov 2013: Worked at Kobe Toyo Japanese Language Institute
Apr 2007–Mar 2010: Worked at JCOM International Education Academy
Jan 2010–Oct 2013: Osaka Culture International School
Dec 2013–Mar 2022 Worked at KCG Kyoto Japanese Language Training Center
Apr 2022–Present Principal of SCG Japanese Language School

Address



SCG Japanese Language School

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phone: 075-746-3633 fax: 075-746-3244

website <https://scg-language.com/>
e-mail info@scg-language.com

Access

KIX→airport bus/train→Kyoto Station

Kyoto sta.→subway→Karasuma-Oike sta.

5 min walk north from Karasuma-Oike sta.

