



成基の日本語学校

SCG日本語学校

## Application Guide 2025

SCG Japanese Language School

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- This application guide applies to the period from April 1, 2025 to March 31, 2026
- The information is based on 1 September 2024

## 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	317 people	20 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 2024.

• 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

Step 1	Submit application form	The agent or the applicant should submit the school's designated application form.	Admission in April	Admission in October
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 confirming 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

The prices shown are from April 1, 2025 to March 3, 2026.

	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※1	¥77,000	—	¥77,000	—
Tuition Fee	¥726,000	¥726,000	¥726,000	¥363,000
Materials fee	¥44,000	¥44,000	¥44,000	¥22,000
Equipment Costs	¥77,000	¥77,000	¥77,000	¥38,500
Accident insurance※2	¥6,500	¥6,500	¥6,500	¥3,250
Medical check-up fee※3	¥6,600	¥6,600	¥6,600	¥6,600
Total	¥970,100	¥860,100	¥970,100	¥433,350

● The prices shown includes 10% tax.  
 ※1 Including the fee for preparing and submitting the application for the certificate of eligibility, and issuance of admission permit.  
 ※2 Renter's liability insurance for fire, etc. and personal injury insurance for accidents, etc.  
 ※3 A medical checkup is required once a year.

### 支払時期

First year school fees: Please pay within two weeks of issuance of your COE.

Note: If we are unable to confirm payment by the deadline without your contacting us, we may consider your admission to be declined. Please contact us in advance if you are going to be late with your payment.

Second year school fees: Please pay at least three months before the start of the second year semester. If you do not pay, you will not be able to attend classes in the next semester.

\*Above fees for the following year may be revised during your enrollment.

### Other fees (optional)

As of September 2024/Prices include tax

Airport transfer fee	¥33,000	Kansai International Airport → Kyoto	The kinds of transportation varies depending on the number of people entering.
SIM card fee	¥8,800	Includes card fee and setup fee	This SIM card allows you to use up to 3GB for ¥1480 per month. (The month of your arrival is free)

### Payment method

### Notes on remittance

- We only accept payment by bank transfer.
- Remittance account information is listed on the invoice.
- \*Bank name, branch name, Swift code, deposit type, account number, account name
- Bank transfer charges are to be borne by the payer.

- Make sure to write your student number and the student name in the remitter name or message box.
- \*The student number and student name will identify the remitter.
- Make sure to keep a copy of the remittance slip.
- Please contact the remittance bank in the case of error in remittance.

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

The date of arrival of the written notice of withdrawal from admission by post or receipt of the email attachment is regarded as the date of the cancellation request. Please note that screening fee and admission fee will not be refunded regardless of the reason.

Cancellation request date/ certificate of eligibility not issued	Before issuance of Certificate of Eligibility	After issuance of Certificate of Eligibility		If your Certificate of Eligibility is not issued	If your Japan entry visa is not issued
		At least 15 days before the admission date	14 days to the day before the admission date		
Screening fee	No refunds	No refunds	No refunds	No refunds	No refunds
Admission fee	No refunds	No refunds	No refunds	No refunds	No refunds
Tuition, course materials, facility, 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 Japan entry visa will receive a refund after their visa has expired			Confirmation of Japan entry visa denial

### Refund policy after admission

The following regulation applies to cancellations and dropout after the admission date.  
 • If you obtain a Japanese entry visa and come to Japan but do not enroll, 70% of the tuition fee will be refunded. However, refunds will be made after we confirm that your residence card has expired and that you have returned to your home country.  
 • If you enroll but withdraw before the end of the course, the following refund regulations will apply.  
 (Non-refundable expenses) Screening fee, admission fee, course materials fee, facility fee, medical check up fee, accident insurance fee, dormitory entrance fee, **dormitory fee**, bedding fee, and other personal expenses (Refundable expenses) Dormitory deposit, tuition fee

Dormitory deposit	Refunds will be made when you graduate or move out of the dormitory. If there are unpaid dormitory fees, utility costs, damage to the room, or missing equipment, these will be deducted from the deposit and the remaining amount will be refunded. If the deposit is insufficient, additional fees will be incurred.
Dormitory Fee	Dormitory contracts are for six months and cancellations will not be refunded.
Tuition Fee	How refund rates are calculated ① The number of days of lessons already elapsed is calculated using the number of days of lessons per year as the denominator ② The refund rate is calculated as follows: If the number of days of lessons elapsed is 20% or less of the number of days of lessons per year: Refund rate 80% If the number of days of lessons elapsed is 40% or less of the number of days of lessons per year: Refund rate 60% If the number of days of lessons elapsed is 60% or less of the number of days of lessons per year: Refund rate 40% If the number of days of lessons elapsed is 80% or less of the number of days of lessons per year: Refund rate 20% If the number of days of lessons elapsed is more than 80% of the number of days of lessons per year: Refund rate 0%

③ The amount is calculated by multiplying the annual tuition fee by the refund rate.  
 ④ The refund amount is the calculated amount minus the penalty charge for dropout.  
 ※Penalty charge for dropout is ¥33,000.  
 \*In the case of unpaid utility bills etc., damage to the room, or loss of dormitory equipment, these may be deducted from the tuition fee, in the same way as the security deposit and dormitory fees.

- If a student breaks Japanese law and is deported or expelled, no refunds will be made.
- Bank transfer fees incurred when sending a refund will 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	21,000~25,000	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	17,000~22,000	4,500

- Room type is 2 people per room
- Kitchen, bath, toilet, refrigerator, washing machine are shared
- Common expenses include gas, water, Wi-Fi
- Electricity bills are 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 prohibited from working part-time for one month after admission.

First, you prioritize getting used to studying at school and life in Japan.

Some students with low Japanese language proficiency do not pass the interview and are unable to find a part-time job.

It also takes about a month to register your address, join the National Health Insurance, and open a bank account.

You cannot start a part-time job until these procedures are completed.

Even if you start a part-time job, you will be paid the month after the month you worked.

Please be sure to bring at least three months' worth of living expenses with you.

- 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 want to work part-time.

Working part-time without permission is considered illegal employment and may result in the revocation of your residence permit.

To obtain permission to engage in activities outside the scope of their status of residence, submit an “Application for Permission to Engage in Activities Outside the Scope of Residence” to the immigration officer at the airport when you enter the country.

\*If you are applying after entering the country, apply at the Kyoto Branch Office of the Immigration Bureau of Japan with your “Application for Permission to Engage in Activities Outside the Scope of Residence” and “Residence Card.”

- 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	Total
	¥40,000	¥10,000	¥30,000	¥2,000	¥8,000	¥90,000

※This is 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 A

Required documents vary depending on the applicant's nationality. Please see below for details.

### Country or region A

Asia	South Korea, Cyprus, Saudi Arabia, Singapore, Thailand, Taiwan, China, Hong Kong, Macau, Turkey, Brunei, Malaysia, Maldives
Pacific ocean	Australia, Samoa, Tuvalu, Tonga, Nauru, New Zealand, Palau, Fiji, Marshall Islands
North America	United States, Canada
Latin America	Argentina, Antigua and Barbuda, Uruguay, Ecuador, Guyana, Cuba, Guatemala, Grenada, Costa Rica, Jamaica, Suriname, Colombia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Saint Lucia, Chile, Dominica, Dominican Republic, Trinidad and Tobago, Panama, Bahamas, Paraguay, Barbados, Brazil, Venezuela, Belize, Peru, Mexico
Europe	Iceland, Ireland, Azerbaijan, Albania, Armenia, Andorra, United Kingdom, Italy, Estonia, Austria, Netherlands, Kazakhstan, North Macedonia, Greece, Croatia, Republic of Kosovo, San Marino, Georgia, Switzerland, Sweden, Spain, Slovakia, Slovenia, Serbia, Czech Republic, Denmark, Germany, Turkmenistan, Norway, Hungary, Finland, France, Bulgaria, Belarus, Belgium, Poland, Bosnia and Herzegovina, Portugal, Malta, Monaco, Montenegro, Latvia, Lithuania, Liechtenstein, Romania, Luxembourg, Russia
Middle east	United Arab Emirates, Israel, Iraq, Iran, Oman, Qatar, Kuwait, Bahrain, Jordan, Lebanon
Africa	Algeria, Gabon, Seychelles, Equatorial Guinea, Namibia, Botswana, South Africa, Mauritius, Libya

Applicants from countries/regions other than those listed above should refer to "Application Documents B" on page7

### Country/Region A: Documents to be submitted by the applicant

#### Notes

- Certificates must be issued within three months of the submission deadline to the Osaka Immigration Bureau excluding documents that are issued only once (e.g. diploma, etc.)
- Certificate...Documents issued upon application (e.g. graduation certificate, balance certificate, deposit details, resident registration card, etc.)
- 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	<ul style="list-style-type: none"> <li>• Please fill out the application form in the format specified by our school.</li> <li>• Please make sure that there are no discrepancies between the information to be shown on the certificates and that of application form.</li> </ul> The application form can be downloaded from the link below. <a href="https://scg-language.com/download/A_2.xlsx">https://scg-language.com/download/A_2.xlsx</a>		
Photo×2 sheets (4cm×3cm color)	<ul style="list-style-type: none"> <li>• A clear photo/ No hat / Face forward.</li> <li>• The background should be plain white with no shadows.</li> <li>• The photo should be taken within six months prior to application.</li> <li>• If you wish to submit a digital copy, please consult with us in advance.</li> </ul>		
Passport	<ul style="list-style-type: none"> <li>• A copy of the personal information page and all pages listed in the additional information section.</li> <li>• If you do not have a passport, a copy of an identification document that can be used in place of your passport.</li> </ul>		○
Bank balance statement	Forged documents and certificates showing temporary cash deposits into an account will not be accepted.	○	
Statement of financial support	<ul style="list-style-type: none"> <li>• If a family member will support you financially, please fill out the specified format.</li> <li>• If the expenses will be covered by the student's own savings, please consult with us in advance.</li> </ul> Financial support form can be downloaded from the link below. <a href="https://scg-language.com/download/B_1.docx">https://scg-language.com/download/B_1.docx</a>	○	
Materials related to Japanese language proficiency	<ul style="list-style-type: none"> <li>• If you have passed the Japanese Language Proficiency Test, please submit a copy of your certificate.</li> <li>• If you have a Japanese language learning certificate, please submit a copy of it.</li> <li>• Please report any other Japanese language learning history to us.</li> </ul>		○
If you receive a scholarship	• If you are receiving a scholarship, please submit a certificate of it.	○	
If you have been disapproved of an application in the past	• If you have been disapproved of an application for a certificate of eligibility, or for permission to extend your period of stay or for permission to change your status of residence, please submit an explanation and documents to dispel the reason for the disapproval.		

## 07 • Application Documents B

Required documents vary depending on the applicant's nationality. Please see below for details.

### Documents to be submitted by applicants from countries and regions other than A

#### Notes

- Certificates must be issued within three months of the submission deadline to the Osaka Immigration Bureau excluding documents that are issued only once (e.g. diploma, etc.)
- Certificate...Documents issued upon application (e.g. graduation certificate, balance certificate, deposit details, resident registration card, etc.)
- 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	<ul style="list-style-type: none"> <li>• Please fill out the application form in the format specified by our school.</li> <li>• Please make sure that there are no discrepancies between the information to be shown on the certificates and that of application form.</li> </ul> The application form can be downloaded from the link below. <a href="https://scg-language.com/download/A_2.xlsx">https://scg-language.com/download/A_2.xlsx</a>		
Photo×2 sheets (4cm×3cm color)	<ul style="list-style-type: none"> <li>• A clear photo/ No hat / Face forward.</li> <li>• The background should be plain white with no shadows.</li> <li>• The photo should be taken within six months prior to application.</li> <li>• If you wish to submit a digital copy, please consult with us in advance.</li> </ul>		
Passport	<ul style="list-style-type: none"> <li>• A copy of the personal information page and all pages listed in the additional information section.</li> <li>• If you do not have a passport, a copy of an identification document that can be used in place of your passport.</li> </ul>		○
Materials related to Japanese language proficiency	<ul style="list-style-type: none"> <li>• If you have passed the Japanese Language Proficiency Test, please submit the original certificate.</li> <li>• If you have a Japanese language learning certificate (equivalent to A1 in the "Reference Framework for Japanese Language Education" and 150 or more class hours), please submit the original.</li> <li>• Graduates and university graduates are exempt from submitting the above documents.※</li> </ul> ※Note: If we determine during the interview that you have no Japanese language ability, we may refuse your admission.		○
Statement of financial support	<ul style="list-style-type: none"> <li>• If a family member will support you financially, please fill out the specified format.</li> <li>• If the expenses will be covered by the student's own savings, please consult with us in advance.</li> </ul> Financial support form can be downloaded from the link below. <a href="https://scg-language.com/download/B_1.docx">https://scg-language.com/download/B_1.docx</a>	○	
Documents verifying the relationship between the sponsor and the applicant	<ul style="list-style-type: none"> <li>• If the financial sponsor is a relative, please submit an official document proving the relationship (such as a notarized family relationship certificate).</li> <li>• If the financial sponsor is someone other than a relative, please consult with us in advance.</li> </ul>	○	
Bank balance statement	<ul style="list-style-type: none"> <li>• The account must be held at a bank recognized by the government, central bank, etc. of each country.</li> <li>• If you are from a country where remittances are difficult, you will also need to submit a document explaining how you will take your assets out.</li> <li>• Forged documents and certificates showing temporary cash deposits into an account will not be accepted.</li> <li>• If you are a Nepalese national, please submit a transaction statement from a financial institution showing your PAN (permanent account number).</li> </ul>	○	
Documents clarifying the history of fund formation over the past year	<ul style="list-style-type: none"> <li>• This document is to prove how the amount stated on the bank balance statement was formed.</li> <li>• Submit original deposit and withdrawal statements or copies of your deposit passbook for the past year.</li> <li>• If you are unable to submit original deposit and withdrawal statements or copies of your deposit passbook, please submit a document detailing your income, tax payments, expenses (food, utilities, water, tuition, medical expenses, entertainment, etc.), and savings for the past year, along with supporting certificates.</li> </ul>	○	
If you receive a scholarship	<ul style="list-style-type: none"> <li>• If you are receiving a scholarship, please submit a certificate of it.</li> </ul>	○	
If you have been disapproved of an application in the past	<ul style="list-style-type: none"> <li>• If you have been disapproved of an application for a certificate of eligibility, or for permission to extend your period of stay or for permission to change your status of residence, please submit an explanation and documents to dispel the reason for the disapproval.</li> </ul>		

# 08 • 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

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

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

## Headteacher

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

SCG Bld., 265 - 2 Makieyacho, Nakagyoku, Kyoto,  
604-0857  
phone: 075-746-3633 fax: 075-746-3244

website <https://scg-language.com/>  
e-mail [info@scg-language.com](mailto: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.

