

# Application Guide



## SCG日本語学校

SCG Japanese-language school

1. Application Eligibility
2. Application Period
3. Application Procedure
4. Application Fee
5. Enrollment Procedure
6. Courses
7. Study Hours
8. Course Curriculum
9. Timetable
10. Awards
11. Payment of Fees (After the issue of COE)
12. Payment of Fees (Before entering Japan))
13. Application Documents
14. Student Dormitory
15. National Health Insurance
16. Accident Compensation Insurance
17. Part-time Job
18. From airport to the student dormitory

英語

2022/7/27

## 1. Application Eligibility

1. Applicants must have completed at least **12 years of education or more** in their country of origin or overseas.
2. Applicants or their financial supporters must guarantee the payments of the tuition fees and living expenses needed during the period of study in Japan and submit documents to **explain the funds formation process**, such as a copy of a bankbook.
3. Applicants must have completed **150 hours or more** of Japanese language study, and has Japanese language proficiency equivalent to JLPT N5 or higher, for both Academic and General courses.

## 2. Application Period

Spring Semester (Enrollment in April) September 1 to October 31

※The application period may be extended.

Fall Semester (Enrollment in October) March 1 to April 30

※The application period may be extended.

## 3. Application Procedure

- ① Applicants submit required documents to a Japanese language school or an agent in their country.
- ② Japanese language schools or agents in student's country register information of the applicants in SCG's system. Please input data **either in Japanese or English**.
- ③ Japanese language schools or agents in student's country translate the certificates and documents into Japanese. Please note that documents written in English also need to be translated into Japanese.
- ④ Japanese language schools or agents in student's country send data of document to SCG Japanese Language School via email/ sytem.
- ⑤ After SCG Japanese Language School checks the documents and the data registration is completed, Japanese language schools and agents in student's country send all the application documents to SCG Japanese Language School by mail or post.  
※In case data registration cannot be completed, please send the application documents directly to SCG Japanese

## 4. Application Fee

- We will send you an invoice of application fees by e-mail after we receive and confirm the applicants' data and application documents.
- We use the flywire system. The fee for money transfer is reasonable and you can pay by credit card.
- Please transfer application fee of JPY 20,000 via flywire.
- We will let you know the payment method in an email. However, please contact flywire's customer support if you have any difficulty.



Please send an email to SCG Japanese Language School in case you cannot use flywire.

We will let you know the information needed to transfer money to the bank.

## 5.Enrollment Procedure

※The schedule is subject to change depending on the circumstances of the SCG Japanese Language School and the Immigration Agency of Japan.

Step		Schedule※	
		April	October
<b>Step 1</b>	Submission of required application documents and payment of application fee.	Sep~ End of Oct	Mar~ End of Apr
<b>Step 2</b>	Written test and interview ※or online interview after document screening	Sep~ Mid Nov	Mar~ Mid May
<b>Step 3</b>	After the selection, the school will notify those who passed and failed.	After the selection has finished	
<b>Step 4</b>	SCG Japanese Language School will apply for a Certificate of Eligibility (COE) to the Immigration Service Agency of Japan on behalf of the successful applicants.	End of Nov	End of June
<b>Step 5</b>	SCG Japanese Language School will notify the results of the COE applications. ※It takes about 2 to 3 months to notify the results.	End of Feb	End of Aug
<b>Step 6</b>	The receiver of the "Certificate of Eligibility" pays the tuition and other expenses prescribed by the school within the transfer deadline given by SCG Japanese Language School.	See the deadline on the invoice	
<b>Step 7</b>	SCG Japanese Language School will send a COE and a Certificate of Admission after confirming the payment of the tuition fees.	After confirming the payment of the tuition fees.	
<b>Step 8</b>	Applicants bring a COE and a Certificate of Admission to a Japanese embassy (or consulate) and apply for a student visa.	After applicants receive the documents from the	
<b>Step 9</b>	Issue of a student visa at Japanese embassy in applicant's country of origin ※In case the visa is not issued, SCG Japanese Language School will return	Ask Embassy for details	
<b>Step 10</b>	Students email SCG Japanese Language School the airline, flight number and arrival time 10 days prior to the arrival in Japan. ※Please attach the E-ticket to the e-mail.	10 days prior to the arrival in Japan	
<b>Step 11</b>	Entry to Japan: SCG Japanese Language School staff will be waiting for you at the arrival gate.	By a day before the opening ceremony	

## 6. Courses

	2-year Academic Course	1.5-year General Course
Number of Students	130	20
Screening Methods	Documents screening, written test, interview	
Application Period	September 1st to October 31st	March 1st to April 30th
Enrollment	April	October
Study Period	2 years	1 year and 6 months
Graduation month	March	March
Status of Residence	Student	

## 7. Study Hours

Class	2-year Academic Course		1.5 year General Course	
Elementary I	200 hours	10 weeks	200 hours	10 weeks
Elementary II	200 hours	10 weeks	200 hours	10 weeks
Pre-Intermediate	400 hours	20 weeks	400 hours	20 weeks
Intermediate	400 hours	20 weeks	400 hours	20 weeks
Advanced	400 hours	20 weeks	—	—
Total study hours	1600 hours	80 weeks	1200 hours	60 weeks

※The SCG Japanese Language School will be in charge of student placements.

## 8. Course Curriculum

Level	Target	Class Description and Skills to acquire
Elementary I	JLPT N 5	By learning elementary-level grammar, kanji, vocabulary, students will be able to handle basic conversation and simple paperwork. In addition to reading and writing, students will practice listening and conversation. The class will center around listening and conversation practice.
Elementary II	JLPT N 4	By learning basic sentence patterns and expressions in the four language skills (reading, listening, writing and speaking), students will be able to communicate smoothly, including expressing their thoughts and desires. Students will also be able to read simple texts and write short essays.
Pre-Intermediate	JLPT N 3	Students will learn high-level sentence patterns, grammar and expressions so that they can negotiate for different purposes in their daily lives. Students in this class can read relatively long texts. Students prepare for the JLPT and EJU. Students put efforts in conversation practice.
Intermediate	JLPT N 2	In addition to daily Japanese conversation skills, students will improve reading skills so that they can deepen their knowledge about Japanese society and culture and also understand and have a command of the language in a wide range of fields. More practical learning opportunities using Japanese newspapers and magazines. Students will prepare for interviews, discussions and essay writing for EJU, as well as the JLPT. Students will acquire more practical communication skills and aim for the realization of their own purpose of study, such as going to university/college, finding a job, learning about Japanese culture.
Advanced ※Academic Course only	JLPT N 1	Students understand logical and abstract Japanese, including news articles and editorials in a wide variety of fields. Students acquire Japanese proficiency to deepen their knowledge in their fields of study and prepare for research on their own. Students improve their overall academic Japanese language proficiency so that they can enter prestigious universities, and also handle high-level university classes, discussions and essay writing.

## 9. Timetable

Morning Class (Elementary I / II · Pre-Intermediate)	9 : 00~9 : 45	9 : 55~10 : 40	10 : 50~11 : 35	11 : 45~12 : 30
Afternoon Class (Intermediate · Advanced)	13 : 00~13 : 45	13 : 55~14 : 40	14 : 50~15 : 35	15 : 45~16 : 30

※We also provide special curricula for those wishing to enter Japanese universities (Mathematics, English, General Studies etc.).  
(The above curricula are optional and extra cost will incur.)

## 10. Awards

Perfect Attendance Award	Students who didn't miss any class and completed all the homework for the past 3 months	Souvenir gift
Awesome Attitude Award	Students whose attitude in class was beyond expectation for the past 3 months (3-4 students per class)	Souvenir gift
Principal's Award	Students with good academic results and attendance rate	Gift at graduation / Souvenir gift
JLPT Achievement Award	Students who passed JLPT while studying at SCG on a student visa	Souvenir gift

## 11. Payment of Fees (Right after the issue of "Certificate of Eligibility")

Please make the payment within the transfer deadline issued in when you receive confirmation of your "Certificate of Eligibility".

After confirming the payment, we will send you an "admission permit" and your original Certificate of Eligibility.

### 2-year Academic Course (Enrollment in April)

Category	First Year	Second Year
Admission Fee※	¥66,000	
Tuition Fee	¥770,000	¥770,000
Course Materials	¥22,000	¥22,000
Facility Fee	¥22,000	¥22,000
Total	¥880,000	¥814,000

※Breakdown of Admission Fee

- Application of a Certificate of Eligibility
- Issue of a Certificate of Admission

### 1.5-year General Course (Enrollment in October)

Category	First Year	Second Year
Admission Fee※	¥66,000	
Tuition Fee	¥770,000	¥385,000
Course Materials	¥22,000	¥11,000
Facility Fee	¥22,000	¥11,000
Total	¥880,000	¥407,000

※Breakdown of Admission Fee

- Application of a Certificate of Eligibility
- Issue of a Certificate of Admission

Important notice regarding the payment of the tuition fees

- Fees listed above include consumption tax. ※Tax rate is subject to change due to the Japanese law at the time of payment.
- Please pay the tuition fee for the second year before the new semester starts. We will let you know the exact date accordingly.
- The Admission Fee is non-refundable.

## 12. Payment of Fees (Before entering Japan)

※Please pay before entering Japan.

Student Dormitory Fee	Extra-curricular Fee	Accident Insurance	Health Check-up Fee	Visa Renewal Fee
Read section 14 for details	¥10,000	¥6,000	¥5,000	decided by immigration

## 13. Application Documents

- Please use a black ballpoint pen. The application form must be filled and signed by the applicant.
- **Japanese translation must be attached** with certificates written in foreign language (including English) with a signature of a translator.
- Certificates **must be issued within 3 months prior to the submission date (June or mid-December)** to the Immigration Services of Agency.
- All the documents of Vietnamese nationals must be verified by the People's Committee.

A Documents to be submitted by the applicant						
No	Document	Details	Number	Original	Within 3 months	✓
A-1	Passport	A copy of a page with the applicant's picture ※A copy of an ID if you don't have a passport	1			
A-2	Application Form for admission・CV	<p>The application sheet provided by the school must be filled by the applicant.</p> <p>①The name of schools, companies and the addresses should not be abbreviated. You need to write official, full names.</p> <p>②Please write correct year and month of the date you entered and graduated from school and started and left work.</p> <p>③The age should be in completed years (counted using the Western system).</p> <p>The phone number should include regional code and mobile phone numbers.</p> <p>④The address of a country of origin must be same as the one written on the notarized document.</p> <p>⑤In case the address written in the family register and the current address are different, please write both.</p> <p>⑥Please write, in detail, the purpose and necessity of studying Japanese language, and your future plans, in the 'Study Purpose' section.</p> <p>⑦Please download the formats from the below. <a href="https://scg-language.com/download/A-2.xls">https://scg-language.com/download/A-2.xls</a></p>	1	○		
A-3	Graduation Certificate	An original diploma or a certificate of (scheduled) graduation from the last educational institute. ※ An original diploma will be returned after examination by the Immigration Service Agency of Japan.	1	○		
A-4	Academic Transcripts	Academic transcripts from the last educational institution attended.	1	○		
A-5	Verification Report of Academic History (Chinese and Vietnamese nationals only)	<p>Verified documents must be sent directly to the SCG Japanese Language School.</p> <p><b>Chinese Nationals:</b> Issued by the China Higher Education Student Information and Career Center (CHESICC) <a href="http://www.chsi.com.cn/">http://www.chsi.com.cn/</a></p> <p>(1) Verification report of secondary education history (Senior High School level)</p> <p>(2) Verification report of higher education history (Undergraduate, postgraduate level)</p> <p>(3) Verification report of The National College Entrance Exam (academic transcripts from senior high school)</p> <p>(4) Verification report of academic transcripts from higher educational institutes (Undergraduate, postgraduate level)</p> <p><b>Vietnamese Nationals:</b> Apply through the website of the Vietnam-Japan Education &amp; Exchange Center (VJEEC) (<a href="http://vjeeec.vn/portal/index.php/en/">http://vjeeec.vn/portal/index.php/en/</a>)</p> <p>(1) Verification report of academic history</p> <p>(2) Verification report of the results of the National High School Exam etc..</p>	1 each	○		
A-6	Documents proving an applicant's Japanese language proficiency	<p>All the applicable documents in both section 1 and 2 below are needed (Original documents)</p> <p>1. The test results proving applicants Japanese language proficiency above JLPT N5</p> <p>(1) A certificate or a score report of JLPT N5 (N4 in the old test) or higher</p> <p>(2) A certificate of J-TEST level E, F or higher</p> <p>(3) A certificate or a score report of the Japanese language NAT-Test level 4 or higher</p> <p>(4) A result of other tests proving applicants Japanese proficiency</p> <p>※Applicants who are taking an exam submits a copy of a test registration card.</p> <p>※An original test certificate will be returned after the examination by the Immigration Service Agency of Japan.</p> <p>2. The certificate proving the hours of Japanese language study</p> <p>Documents proving the completion of more than 150 hours of Japanese language study (The document must include study hours, weekly timetable, number of classes, course materials used and attendance rate, and must be issued by a Japanese language school.)</p> <p>Chinese nationals: The unit of study hours must be 'hours'.</p>	1 each	○		
A-7	Photograph (4cm high x 3cm wide)	<p>The photos must have been taken within three months prior to the submission.</p> <p>The applicant should face squarely to the front and should remove any hats, caps or head coverings.</p> <p>※Please write your name, nationality and date of birth on the back of each photograph. Attach one of the photographs to the application sheet.</p>	8	○	○	
A-8	Certificate of employment	<p>Only those who are currently working or have work experience (Original)</p> <p>※The document must include the name of the employer, address, phone number, name of CEO, job description, term of employment, the job title and name of the person who issues the document.</p> <p><b>Vietnamese Nationals:</b> The business registration number and tax code must be included.</p>	1	○	○	
A-9	Documents explaining about family connections	Family register (every member of the family) or an equivalent certificate	1	○	○	
A-10	Health Certificate	Health certificate issued in the country of origin before entering Japan	1	○	○	



B Documents to be prepared by a financial supporter who lives outside Japan						
No	Document	Details	Number	Original	Within 3 months	✓
B-1	Financial supporter form	The financial supporter form provided by the school. (The form must be filled and signed by the financial supporter in his/her native language.) The supporter needs to explain the method of support to pay for expenses while an applicant studies in Japan. ※Please download the format from the below. <a href="https://scg-language.com/download/B-1.B-2.xlsx">https://scg-language.com/download/B-1.B-2.xlsx</a>	1	○		
B-2	List of family members of the financial supporter	The list format is provided by the school. (The form must be filled and signed by the financial supporter in his/her native language.) ※Please download the format from the below. <a href="https://scg-language.com/download/B-1.B-2.xlsx">https://scg-language.com/download/B-1.B-2.xlsx</a>	1	○		
B-3	Statement of pledge	The statement of pledge provided by the school. (The form must be filled and signed by the financial supporter in his/her native language.) ※Please download the format from the below. <a href="https://scg-language.com/download/B-3.xlsx">https://scg-language.com/download/B-3.xlsx</a>	1	○		
B-4	Certificate of bank balance	An original certificate of bank balance showing the amount equivalent to the tuition fees and living expenses. <b>Chinese Nationals:</b> An original certificate of fixed deposit: 「存款証明」or「存款単」	1	○	○	
B-5	Income certificate and certificate of tax payment	Income certificates and certificates of tax payment for the <b>past 3 years</b> ※Certificates issued by an employer must include the name of the employer, address, phone number and the name and the job title of the person who issued the document. ※Income certificates must include the amount of tax payment. <b>Vietnamese Nationals:</b> A sole proprietor must submit documents verified by the People's Committee, and a certificate of tax payment with the tax payment code.	1	○	○	
B-6	Bank book	Photocopy of all the pages for the <b>past 3 years</b> , including the corners <b>Nepalese nationals:</b> Bank transaction statement	1		○	
B-7	Certificate of employment	Please submit one of them. If a supporter is: (1) an employee of a company: An original certificate of employment (It must include the name of the employer, address, phone number, name of CEO, job description, term of employment, the job title and name of the person who issued the document.) <b>Vietnamese Nationals:</b> The business registration number and the tax payment code must be included. (2) an executive or CEO of the company: Company's registration certificate (original) (3) a sole proprietor Photocopy of business operating license	1	○	○	
B-8	Document proving the relationship with an applicant	<b>Other than Chinese Nationals:</b> family register of all the family members or equivalent certificates <b>Chinese Nationals:</b> Photocopy of a hukou certificate of all the family members including corners, and an original of the certificate whosing the family connections <b>All:</b> In case the financial supporter is not a relative of the applicant, a document explaining detailed circumstances of financial support and his/her relationship to the applicant.	1 each	○	○	

C Documents to be prepared by a financial supporter who lives in Japan						
No	Document	Details	Number	Original	Within 3 months	✓
C-1	Financial supporter form	The financial supporter form provided by the school. (The form must be filled and signed by the financial supporter in his/her native language.) The supporter needs to explain the method of support to pay for expenses while an applicant studies in Japan. ※Please download the format from the below. <a href="https://scg-language.com/download/B-1.B-2.xlsx">https://scg-language.com/download/B-1.B-2.xlsx</a>	1	○		
C-2	List of family members of the financial supporter	The list format is provided by the school. (The form must be filled and signed by the financial supporter in his/her native language.) ※Please download the format from the below. <a href="https://scg-language.com/download/B-1.B-2.xlsx">https://scg-language.com/download/B-1.B-2.xlsx</a>	1	○		
C-3	Statement of pledge	The statement of pledge provided by the school. (The form must be filled and signed by the financial supporter in his/her native language.) ※Please download the format from the below. <a href="https://scg-language.com/download/B-3.xlsx">https://scg-language.com/download/B-3.xlsx</a>	1	○		
C-4	Certificate of bank balance	An original certificate of bank balance showing the amount equivalent to the tuition fees and living expenses	1	○	○	
C-5	Income certificate and certificate of tax payment	Income certificates and certificates of tax payment for the <b>past 3 years</b>	1	○	○	
C-6	Bank book	Photocopy of all the pages for the <b>past 3 years</b> , including the corners	1		○	
C-7	Certificate of employment	Please submit one of them. If a supporter is: (1) an employee of a company An original certificate of employment (It must include the name of the employer, address, phone number, name of CEO, job description, term of employment, the job title and name of the person who issued the document.) (2) an executive or CEO of the company Company's registration certificate (original) (3) a sole proprietor Photocopy of business operating license	1	○	○	
C-8	Certificate of residence	The certificate must include all the family members.	1	○	○	
C-9	Document proving the relationship with an applicant	<b>Other than Chinese Nationals:</b> family register of all the family members or equivalent certificates <b>Chinese Nationals:</b> Photocopy of a hukou certificate of all the family members including corners, and an original of the certificate whosing the family connections <b>All:</b> In case the financial supporter is not a relative of the applicant, a document explaining detailed circumstances of financial support and his/her relationship to the applicant.	1 each	○	○	



## 14. Student Dormitory

- Every student must live in a student dormitory managed by the SCG Japanese Language School for at least 6 months after enrollment.
- Student dormitories are located within commuting distance to the school. Students will stay either in a room in the dormitory owned by the school or affiliated apartments.
- School will assign rooms by room types.  
Dormitory rooms are typically shared by two or more people. However, there are some single rooms upon request.
- The dormitory has a bed, refrigerator, air conditioner, washing machine, kitchen, bath and toilet.
- Students are required to purchase their own bedding in advance. (about ¥5,000)

Dormitory Fee	Quadruple room	Twin room	Single room
Registration Fee	¥20,000~	¥35,000~	¥70,000~
Security deposit	¥20,000~	¥35,000~	¥70,000~
Rent (per month)	¥20,000~	¥35,000~	¥70,000~

- The first three months of rent must be paid in a single installment. From the fourth month, monthly rent must be paid in advance.
- Security deposit will be returned to a tenant unless a tenant damages the room intentionally or negligently.
- Those who are enrolled in short courses, less than 3 months, must pay the rent for the entire period in a single installment.
- The rent does not include electricity, gas, water or management fee.
- Some rooms at student dormitories and affiliated apartments are occupied by the general public.
- The rent already paid will not be returned.

### 《Facilities》

**Bed, Fridge**  
**Air conditioner**  
**Washing Machine**  
**Kitchen, Bath, Toilet**

### 《Bedding ¥5,000》



※Pictures show some examples.

※The prices above are as of December 2020.



## 15. National Health Insurance

Every student must enroll in the National Health Insurance (NHI) system. The NHI members pay 30 % of actual medical costs.

## 16. Accident Compensation Insurance

Every student must sign up to the Accident Compensation Insurance. The insurance includes a third party insurance that covers the claims against body injury, property damage, and a fire insurance that covers property loss in case of fire or robbery in a dormitory room.

## 17. Part-time Job

The first three months are critical in learning the Japanese language. Once you acquire the basic skills of the language, you can improve faster and have a better chance to find a good part-time job. In addition, you can get used to life in Japan faster and make Japanese friends and enjoy anime, comics and other things. Therefore, we recommend that you bring the living expenses for the first three months so that you don't have to do a part-time job for the first three months.

■ Application for the Permission to Engage in Activity Other Than That Permitted Under The Status of Residence Previously Granted

Students must obtain the above permission to engage in part-time jobs. Work without the permission is considered illegal and subjected to punishments.

You can submit the application form with your resident card attached to the Immigration Service Agency of Japan.

■ Working Conditions

Students with the permission can work up to 28 hours a week as long as it does not interfere with study.

※Students with the permission can work up to 8 hours a day during semester breaks and summer and winter holidays. However, work should not go over 40 hours a week.

※Students cannot work at business that affect public morals such as night clubs and adult entertainment

■ Part-time salary

Hourly Wage is 910~1,000yen, depending on the student's Japanese language proficiency, job description and working hours.

※Monthly salary will be around 100,000 yen if you work 28 hours a week.

※As of December 2020

■ Part-time job options

Convenience store, fast food chain, restaurant, nursing home, hotel, lodging, food processing jobs, cleaning, washing etc..

※Type of job depends on student's Japanese language proficiency.

※School staff will interview students first and then visit a work place together.

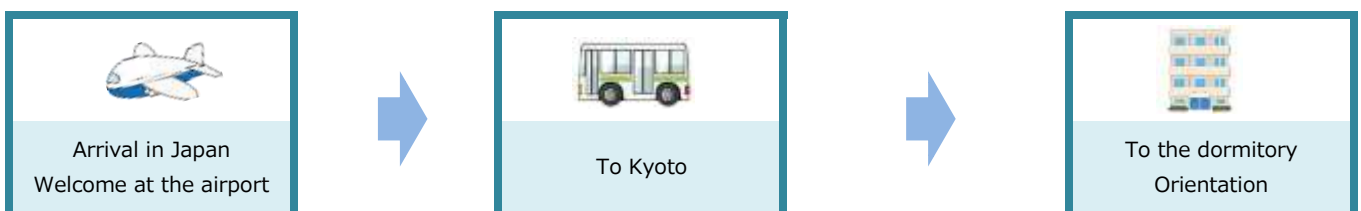
## 18. From Airport to the Student Dormitory

• Please enter Japan at latest a day before the opening ceremony. Your enrollment might be cancelled if the above condition is not met.

• Please let us know the flight details (Airline, Flight No., Arrival Time) **10 days prior to your arrival** in Japan by an e-mail.

• Please **attach an E-ticket** to the e-mail.

• SCG Japanese Language School staff will be waiting for you at the arrival gate.





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Web page

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