



リングージ日本語学校  
Language Japanese Language School

## Required Documents

### Application documents

\* Please prepare the documents in pink. However, if you decide that other documents are also necessary, please note that we will ask you to submit them.

<input checked="" type="checkbox"/>	Required Documents		Details
<input type="checkbox"/>	1	<b>Application Forms</b>	<ul style="list-style-type: none"> <li>• Fill out the prescribed forms.</li> <li>* Fill in all required columns. Do not leave any blanks.</li> <li>* Part-time jobs should not be included in your employment history.</li> </ul>
<input type="checkbox"/>	2	<b>Resume</b>	<ul style="list-style-type: none"> <li>• Fill out the prescribed forms.</li> <li>* Applicant's signature needed.</li> </ul>
		<b>Reasons why you want to study abroad in Japan</b>	<ul style="list-style-type: none"> <li>• Fill in the reasons <b>why you want to study abroad in Japan</b>.</li> <li>• Fill in as much detail as possible <b>about your career after graduating</b> from a Japanese language school</li> </ul>
<input type="checkbox"/>	3	<b>Photo</b>	<ul style="list-style-type: none"> <li>• 3 pcs (4cm×3cm)</li> <li>• Taken within past 3 months. Full face, no hats, clear background.</li> <li>* Write your name on the back of the photo.</li> <li>* Photos taken by digital camera and color copied photos are not acceptable.</li> </ul>
<input type="checkbox"/>	4	<b>Graduation certificate of final education (Original)</b>	<ul style="list-style-type: none"> <li>• The certificate will be returned to the applicant after investigation by Immigration Bureau of Japan.</li> </ul>
<input type="checkbox"/>	5	<b>Certificate of Japanese -Language Proficiency Test (Copy)</b> <b>*Relevant persons only</b>	<ul style="list-style-type: none"> <li>• Certified documents that you have JLPT N5 level or more. [ Japanese-Language Proficiency test: JLPT/BJT/J.TEST/NAT-TEST/STBJ/TOP-/J-Cert/JLCT/PJC Bridge/JPT/JPT Elementary ]</li> <li>* For ones yet to receive the results, please submit your admission ticket.</li> <li>* If you graduated from a higher education institution such as a university, junior college, or technical college abroad, you do not need to submit a diploma, etc., to the Immigration Bureau as long as it has already been submitted.</li> </ul>
<input type="checkbox"/>	6	<b>Photo-copy of Passport</b>	<ul style="list-style-type: none"> <li>• The page which your photo and passport number is included.</li> <li>* Not necessary to submit if you do not have a passport when you apply for admission.</li> </ul>
<input type="checkbox"/>	7	<b>Documents that certify previous visits to Japan (copy)</b> <b>*Relevant persons only</b>	<ul style="list-style-type: none"> <li>• Proof of past entry to Japan or copy of entry stamp pages in your passport.</li> </ul>

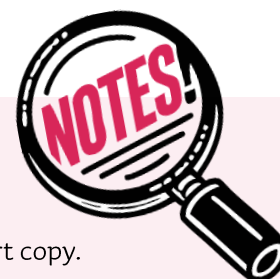
\* Please be sure to carefully read the **[Document Preparation Notes]** on the second page and prepare the required documents.

## Documents from Financial Sponsor

\* Please prepare the documents in pink. However, if you decide that other documents are also necessary, please note that we will ask you to submit them.

✓	Required Documents		Details
<input type="checkbox"/>	1	<b>Written Oath for Defraying Expenses</b>	<ul style="list-style-type: none"> <li>Forms need to be filled out by your sponsor.</li> <li>* Sponsor's signature needed.</li> </ul>
<input type="checkbox"/>	2	<b>Kinship Certificate (Original)</b>	<ul style="list-style-type: none"> <li>Official documents proving the relationship between the financial supporter and the applicant (e.g., family register, birth certificate, marriage certificate, etc.).</li> </ul>
<input type="checkbox"/>	3	<b>Bank Balance Certificate of sponsor's bank account (Original)</b>	<ul style="list-style-type: none"> <li>Sufficient balance to cover tuition for the entire course and living expenses in Japan during your study abroad period is needed. (Equivalent to 2,000,000 ~3,000,000yen. )</li> </ul>
<input type="checkbox"/>	4	<b>Copy of bank book or Bank statement (for the past year) (original)</b>	<ul style="list-style-type: none"> <li>A document certifying the process that led to the formation of bank deposit balances e.g. Bankbook copy which shows withdrawals/ deposits' details within last 1 year.</li> <li>* For accounts opened within 1 year, please submit all of bankbook copies.</li> </ul>
<input type="checkbox"/>	5	<b>Certificate of income or Certificate of tax payment (for the past year) (original)</b>	<ul style="list-style-type: none"> <li>For sponsors who are currently employed</li> <li>* Sponsor's monthly income, bonus (incentive) are needed.</li> <li>Certificate of Resident Tax Payment of last 1 year issued by local government office or tax office.</li> </ul>
<input type="checkbox"/>	6	Employment Verification Letter or Copy of Corporate Registration (Original)	<p>Please submit if it is relevant to verifying income.</p> <ul style="list-style-type: none"> <li>Employees: Employment Verification Letter</li> <li>* The employer's address, telephone number, the name and post of the publisher should be specified.</li> <li>Employers or Executives: Copy of Corporate Registration</li> <li>Self-employed: Final Tax Return form stamped by tax office.</li> </ul>
<input type="checkbox"/>	7	<b>Others</b>	<ul style="list-style-type: none"> <li>We may ask you to submit other documents as needed.</li> <li>The required documents may vary depending on nationality.</li> </ul>

## Document Preparation Notes



- 1) Only certificates **issued within the last three months** are valid.
- 2) **A Japanese translation** needs to be attached for all the above documents except passport copy.
- 3) When submitting copies of documents, **only single-sided printing on A4-sized paper (portrait orientation)** will be accepted (**double-sided copies are not allowed**).
- 4) The documents submitted to the Immigration Bureau of Japan **will not be returned**.
- 5) If the applicant has applied for a Certificate of Eligibility in the past, additional documents are necessary.
- 6) If falsified or contradictory statements are found in submitted documents, admission will not be granted.