



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	Application Forms	<ul style="list-style-type: none"> • Fill out the prescribed forms. * Fill in all required columns. Do not leave any blanks. * Part-time jobs should not be included in your employment history.
<input type="checkbox"/>	2	Resume	<ul style="list-style-type: none"> • Fill out the prescribed forms. * Applicant's signature needed.
<input type="checkbox"/>		Reasons why you want to study abroad in Japan	<ul style="list-style-type: none"> • Fill in the reasons why you want to study abroad in Japan. • Fill in as much detail as possible about your career after graduating from a Japanese language school
<input type="checkbox"/>	3	Photo	<ul style="list-style-type: none"> • 3 pcs (4cm×3cm) • Taken within past 3 months. Full face, no hats, clear background. * Write your name on the back of the photo. * Photos taken by digital camera and color copied photos are not acceptable.
<input type="checkbox"/>	4	Graduation certificate of final education (Original)	<ul style="list-style-type: none"> • The certificate will be returned to the applicant after investigation by Immigration Bureau of Japan.
<input type="checkbox"/>	5	Certificate of Japanese -Language Proficiency Test (Copy) *Relevant persons only	<ul style="list-style-type: none"> • 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] * For ones yet to receive the results, please submit your admission ticket. * 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.
<input type="checkbox"/>	6	Employment Verification Letter (original) *Relevant persons only	<ul style="list-style-type: none"> • Applicants who are currently employed must submit this.
<input type="checkbox"/>	7	Photo-copy of Passport	<ul style="list-style-type: none"> • The page which your photo and passport number is included. * Not necessary to submit if you do not have a passport when you apply for admission.
<input type="checkbox"/>	8	Documents that certify previous visits to Japan (copy) *Relevant persons only	<ul style="list-style-type: none"> • Proof of past entry to Japan or copy of entry stamp pages in your passport.

* 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.

<input checked="" type="checkbox"/>	Required Documents		Details
<input type="checkbox"/>	1	Written Oath for Defraying Expenses	<ul style="list-style-type: none"> Forms need to be filled out by your sponsor. * Sponsor's signature needed.
<input type="checkbox"/>	2	Kinship Certificate (Original)	<ul style="list-style-type: none"> Official documents proving the relationship between the financial supporter and the applicant (e.g., family register, birth certificate, marriage certificate, etc.).
<input type="checkbox"/>	3	Bank Balance Certificate of sponsor's bank account (Original)	<ul style="list-style-type: none"> 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.)
<input type="checkbox"/>	4	Copy of bank book or Bank statement (for the past year) (original)	<ul style="list-style-type: none"> 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. * For accounts opened within 1 year, please submit all of bankbook copies.
<input type="checkbox"/>	5	Certificate of income or Certificate of tax payment (for the past year) (original)	<ul style="list-style-type: none"> For sponsors who are currently employed * Sponsor's monthly income, bonus (incentive) are needed. Certificate of Resident Tax Payment of last 1 year issued by local government office or tax office.
<input type="checkbox"/>	6	Employment Verification Letter or Copy of Corporate Registration (Original)	<ul style="list-style-type: none"> Employees: Employment Verification Letter * The employer's address, telephone number, the name and post of the publisher should be specified. Employers or Executives: Copy of Corporate Registration Self-employed: Final Tax Return form stamped by tax office.
<input type="checkbox"/>	7	Others	<ul style="list-style-type: none"> We may ask you to submit other documents as needed. The documents required may vary depending on nationality.

★ Key Points

<input type="checkbox"/>	★	Explanation that the reason for not granting was removed	<ul style="list-style-type: none"> Specifically explain in the explanatory document the circumstances in which the reason for not granting is eliminated To attach concrete evidence to support it
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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.

