

A: 出願書類一覧

		書類名	チェック欄	
			日本語訳 添付	
願書類	1	★入学願書 ※渡航歴等で記入欄に書ききれない場合は、別紙に作成して添付する		
	2	★日本留学を希望する理由書 ※最終学歴取得後5年以上経過している者は、特に具体的な説明を記す	必要	
	3	★学部・大学院志望理由書	必要	
	4	★誓約書 / ★学籍簿		
学歴・職歴 の証明	5	最終学校の学歴証明 ※卒業証書または卒業見込証明書(後日卒業証書も提出)	必要	
	6	(飛び級や6歳未満入学歴等がある者) 学歴が通常と異なることに関する証明書	必要	
	7	(職歴がある者) 職歴証明書 ※インターンやアルバイトは不要	必要	
成績の証明	8	高校の成績証明書 ※1年次から。大卒以上の大学院進学志望者は不要	必要	
	9	(大学生・大卒以上) 大学の成績証明書 ※1年次から	必要	
	10	(ベトナム・大卒未満) ベトナム政府(教育訓練省)による成績・学歴の認証 ※別紙参照	必要	
日本語能力 等の証明	11	(高等教育機関を卒業していない者) 日本語能力を証明する資料 ※別紙参照	必要	
経費支弁者 の支弁能力 及び身元の 証明	12	★経費支弁書 ※家族構成が書ききれない場合は、別紙に作成して添付すること	必要	
	13	経費支弁者と出願者の関係を証明する書類 ※出生証明書、親族関係公証書等	必要	
	14	預金残高証明書	必要	
	15	資金形成過程を証明する書類 ※直近1年分の銀行預金口座の入出金明細書又は預金通帳のコピー等	必要	
	16	経費支弁者の年収を証明する書類 ※収入(所得)証明書又は納税(課税)証明書	必要	
連絡者の身 元の証明	17	身分証明書のカラーコピー ※外国籍の方は在留カード両面コピー		
その他	18	★健康診断書 ※同じ検査項目で検査機関の証印(または医師の署名)があれば、検査機関作成様式でも可		
	19	在留資格認定証明書交付申請書 ※法務省所定様式		
	20	パスポートのカラーコピー ※顔写真・氏名等の記載ページと入出国歴の記載ページ		
	21	顔写真5枚(縦4cm×横3cm) ※入学願書に貼付するものを含めて、5枚		
	22	(在留資格認定証明書不交付や査証発給拒否を受け、再申請する場合) 経緯と今回の立証についての説明文 ※以前に不交付や発給拒否になり再度申請する人は、必ず事前にお申し出ください。	必要	

※ 提出書類について (必ずお読みください)

- ・「コピー」「コピー可」とある書類以外は、**原本**を提出ください。原本提出できない場合は**理由書(日本語訳付き)**を添付してください。
- ・★の書類は「出願書類様式(願書等)」の所定様式を使用してください。印刷する時は、**片面で印刷**してください。
- ・証明書類は「発行日」「発行機関の住所・電話番号」「発行者の役職・氏名」の記載と、発行機関または発行者の「証印」または「署名」のあるものが**必要**です。
- ・書類・写真は、**出願の2か月以内**に作成されたものを提出してください。
- ・その他、記載以外の書類も個別に必要となる場合があります。

A: 出願書類の内容説明

★の書類は「出願書類様式(願書等)」に所定の様式がありますので、そちらにご記入ください。

書類No.	書類名	作成者/発行者	注意事項
1	★入学願書	出願者	・他の人が代筆したものは不可。 ・学校名や住所、家族名、来日歴などは省略せず、正確に記入すること。
2	★日本留学を希望する理由書	出願者	・他の人が代筆したものは不可。 ・日本語訳文には翻訳者の「氏名」と「出願者との関係」を記入すること。
3	★学部・大学院志望理由書	出願者	・他の人が代筆したものは不可。 ・日本語訳文には翻訳者の「氏名」と「出願者との関係」を記入すること。
4	★誓約書	出願者・保護者・経費支弁者(全員の印/署名)	・出願者及び、保護者と経費支弁者の署名(印)が必要です。 ・保護者と経費支弁者が同じ場合も、署名(印)は両方にしてください。
5	最終学校の学歴証明	最終学歴の学校	・日本語訳文を添付すること。 ・卒業証書等、原本返却を希望する場合は、在留資格認定申請の後に返却する。
6	学歴が通常と異なることに関する証明書	当該学校	・飛び級、早期入学、休学、退学等について、学校に証明を依頼し、提出すること。既に廃校等で入手が困難な場合は、出願者が説明文を作成すること。 ・日本語訳文を添付すること。
7	職歴証明書	勤務先	・勤務先に発行を依頼し、提出すること。 ・日本語訳文を添付すること。 ・インターンやアルバイトは不要
8	高校の成績証明書	出身高校	・1年次からの学年別及び科目別の詳細な成績証明書の原本を提出すること。 ・学校のレターヘッド付用紙で、発行印、日付が入っているもの。 ・日本語訳文を添付すること。
9	大学の成績証明書	出身大学	・1年次からの学年別及び科目別の詳細な成績証明書の原本を提出すること。 ・学校のレターヘッド付用紙で、発行印、日付が入っていること。 ・日本語訳文を添付すること。
10	ベトナム政府(教育訓練省)による成績・学歴の認証	ベトナム教育訓練省	別紙参照
11	日本語能力を証明する資料	各教育/試験実施機関	別紙参照 ・在留資格認定審査で提出を求められる。高等教育機関を卒業していれば原則不要だが、求められる場合もあるため、提出を推奨する。
12	★経費支弁書	経費支弁者	・経費支弁者以外の者が代筆したものは不可。 ・出願者と経費支弁者が親子関係でない場合は、なぜ経費支弁をするのか、詳細な説明を別紙に書いて提出すること。その説明の裏付けとなる立証書類も一緒に貼付。 ・日本語以外で記す場合は日本語訳文を添付すること。
13	経費支弁者と出願者の関係を証明する資料	証明機関または経費支弁者	・出生証明書、親族関係公証書、戸籍謄本などで親族(親子)関係等を証明できるものを提出。 ・親族でない場合は、関係が密接であることを裏付ける過去の手紙や写真などの参考書類などを提出すること。
14	預金残高証明書	預入金融機関	・経費支弁者名義の預金残高証明書(原本)を提出。 ・日本語訳文を添付すること。
15	資金形成過程を証明する書類	預入金融機関等または経費支弁者	・留学資金を貯蓄してきた通帳のコピー等(1年分)。これを出せない方は、出せない理由と資金形成の説明書を作成。証券保持証明や不動産保持証明等のコピーも可。
16	経費支弁者個人の年収を証明する書類	勤務先/役所	・収入(所得)証明書または納税(課税)証明書
17	身分証明書のカラーコピー	各発行機関	・日本国籍の方の場合、運転免許証、パスポート等 ・日本以外の国籍の方の場合、在留カード
18	★健康診断書	検診機関	・病院で健康診断を受け、その証明書を提出。 ・健康診断を行った医師または検査機関が、日本語または英語で記入・署名(押印)すること
19	在留資格認定証明書交付申請書	出願者	・連絡者あるいは在日経費支弁者の代筆可。 ・特に出入国歴や在日親族の情報についてももれなく記入すること。
20	パスポートのカラーコピー		・顔写真や氏名・生年月日等の記載されているページ ・来日歴がある場合、その入出国スタンプがあるページ
21	顔写真	出願者	・縦 4cm×横 3cm、無背景、無帽、正面を向いたもの。 ・画質の粗い写真や、背景と人物の境界が分かりにくい写真は不可。 ・提出前3か月以内に撮影されたもの。 ・5枚のうち2枚は入学願書と学籍簿に貼付。写真の裏に国籍と氏名を記入すること。
22	経緯と今回の立証についての説明文	出願者	・以前に不交付や発給拒否になり再度申請する場合、提出。 ・日本語訳文を添付すること。

Group A: Application Documents

		Documents	Check column	
			Japanese Translation	
Applications	1	★Application Form ※If you need more space, please attach a piece of paper and fill in.		
	2	★Reason and purpose of study in Japan ※If more than 5 years have passed since your graduation, please explain the reasons in detail.	required	
	3	★Details why to study the major or to research in Japan.	required	
	4	★Pledge / ★Register		
Graduation Certificate / Business Career	5	Graduation Certificate, Diploma for High School and Later Education Institute, or Certificate of Expected Graduation (Need to submit the Diploma after graduate)	required	
	6	Certificate for Education History ※Educational history starts at the age other than 6, schooling are less than 12 years or different from the pattern of the country.	required	
	7	Certificate for Business Career ※Not from internship program or part time job	required	
Transcript of Grades / Authentication	8	(Less than college degrees, going to undergraduate) Transcript of Grades for each year from High School ※Year 10 to 12	required	
	9	(University students and graduated) Transcript of Grades for each year from the University ※From the 1st year	required	
	10	(Vietnamese, less than college degrees) Authentication of Educational Certificate issued by VN-NARIC. ※please see the sheet attached.	required	
Japanese Language Proficiency	11	(Less than college degrees) Certificate of Japanese Language Proficiency Test such as JLPT, J.TEST or NAT-TEST etc. / Certificate of Learning Japanese Language	required	
Payment Ability of Financial Supporter and Identity Proof	12	★Financial Support Statement ※If you need more space for family members, please attach a piece of paper and fill in.	required	
	13	Authentication of Relationship between Applicant and Financial Supporter (example: Birth certificate, Nontarization of relationship etc.)	required	
	14	Certificate of Bank Account	required	
	15	Proof of Adequate Assets for Depositing Money for the last year (example: color copies of bankbook)	required	
	16	Annual Income Certificate and Tax Payment Certificate for the last year	required	
Contact Person's ID	17	Photocopy of ID Card, such as a Drivers License for Japanese Photocopy of Zairyu Card (Resident Card) for Non-Japanese Nationality		
Others	18	★Medical Certificate ※If the examination items are same, the original form would be accepted with the seal of the organization or with the signature of the medical doctor.		
	19	Application for Certificate of Eligibility for Resident Status		
	20	A Copy of Passport in color ※Pages of Face Photo, Passport Data and Previous Entry to Japan		
	21	5 Copies of Face Photo in color (4×3cm) ※Including 2 copies attached to the application form.		
	22	(In case of re-applying because of the rejection of issuing COE or VISA in the past.) Explanation for details of rejection in the past and Explanation for proof this time. ※Please make sure to inform us in advance in case of re-applying.	required	

※ Please read these notes carefully before the submission.

- Please submit the original if it is not stated "copy" or "copy is acceptable". If you cannot submit the original, please explain the reasons (with Japanese translation).
- These documents with ★, please use the Format in the applications. Please print the Format on one side.
- Certificate should be required with date of issue, address & phone number of the organization, title & name of the issuer and seal or signature.
- Documents and Photos should be made within less than 2 months prior to submission.
- Please understand that you sometimes would be asked to submit some other documents.

Group A: Details for Documents Required

These documents with ★, please use the format in the application.

Doc No.	Name of Document	Drawn by / Issued by	Notes	Japanese Translation
1	★Application Form	Applicant	<ul style="list-style-type: none"> • The form must be filled out by relevant person as it is specified, such as Applicant, Financial Supporter and Contact Person. • Please fill out the form correctly and completely without abbreviating names such as schools, family members and previous stays in Japan 	
2	★Reason and Purpose of study in Japan	Applicant	<ul style="list-style-type: none"> • The form must be filled out by Applicant. • Please write name of translator and relationship with Applicant on the Japanese Translation. 	required
3	★Details why to study the major or to research in Japan	Applicant	<ul style="list-style-type: none"> • The form filled out by other than Applicant is invalid. • Please write name of translator and relationship with Applicant on the Japanese Translation. 	required
4	★Pledge	Applicant, Guardian, Financial Supporter	<ul style="list-style-type: none"> • Signatures (or seals) of both Applicant & Financial Supporter are required. • Even if the same person (one person) acts as Guarantor & Financial Supporter, the signature (or seal) will be needed on both area. 	
5	Graduation Certificate or Diploma	High School and Later Education Institute	<ul style="list-style-type: none"> • Applicant with bachelor degree will be required to submit both the Degree Certificate & Diploma as well as High School Diploma. • Graduation Certificate and Diploma will be returned after confirmed with the Immigration Bureau. 	required
6	Certificate for Education History	The School Concerned	<ul style="list-style-type: none"> • This Certificate is required if Applicant's educational history starts at the age other than 6, the number of schooling years is less than 12 years or it is different from the pattern of Applicant's country. • Also, Certificate issued by the school is required to Applicant who has skipped a grade or who has withdrawn from school. 	required
7	Certificate for Business Career	Place of Employment	<ul style="list-style-type: none"> • Certificate of Employment or Period of Employment will be required only if Applicant has or had job carrier. (Internship and Part time jobs are not included.) 	required
8	Transcript of Grades from High School	High School	<ul style="list-style-type: none"> • High School's official transcript with details for each grade will be required. • Transcripts should be dated, on the letterhead with authorized signature (seal). • Basically transcript once submitted will not be returned to Applicant. 	required
9	Transcript of Grades from University	University	<ul style="list-style-type: none"> • Applicant has completed post-secondary education, he/she needs to hand in transcripts of both High School and post-secondary school. • Transcripts should be dated, on the letterhead with authorized signature (seal). • Basically transcript once submitted will not be returned to Applicant. 	required
10	(Vietnamese Applicants only) Authentication of Educational Certificate	VN-NARIC (Viet Nam National Academic Recognition Information Center – Ministry of Education and Training)	<ul style="list-style-type: none"> • Please see attached. 	required
11	Certificate of Japanese Language Proficiency Test / Certificate of Learning Japanese Language	Implementing Organization / Japanese School	<ul style="list-style-type: none"> • Applicant who has bachelor degree basically will not be required, but we recommend him/her to submit, as sometimes the Immigration request certificates for screening of the Certificate of Eligibility. • Applicant who has taken one of exams (such as JLPT, J. TEST, NAT-TEST etc. , please see attached.) or who is to take one of them will be required to submit its certificate (original), score report (original), admission ticket for exam (photocopy) and so on. Applicant takes one of the exams and passes more than N5 (level F/level 4) • Required for those the final academic is a high school graduate. More than 150 hours of study is needed. Interviews & written test is required for visa application in some country. 	required
12	★Financial Support Statement	Financial Supporter	<ul style="list-style-type: none"> • Financial Supporter means a person who bears Applicant's expenses such as tuition, living cost and so on. In general, the one becomes Applicant's parents, elder brother or sister of Applicant who has stable income. • The form should be filled by Financial Supporter. If Supporter is not a legal guarantor of Applicant, explanation for the circumstances and reason for bearing Applicant's paying expenses must be shown in writing. Also, proof document for the explanation is required. 	required
13	Authentication of Relationship between Applicant and Financial Supporter	Certification Authority / Financial Supporter	<ul style="list-style-type: none"> • A certificate such as birth certificate, family register or a document that proves the relationship is required. • If Financial Supporter is not relatives, pictures or letters that shows intimacy of the relationship must be submitted. 	required
14	Certificate of Bank Account	Financial Institution	<ul style="list-style-type: none"> • An original bank account certificate issued by the bank should be required and displayed solid amount. 	required

15	Proof of Adequate Assets for Depositing Money	Financial Institution / Financial Supporter	<ul style="list-style-type: none"> • Financial Supporter who has documents No.16 (last 1 years' income certificate), hand in copies of bank account which explain account activities. •If bank book copies are not available, both the reason and how the amount is being saved need to be shown in writing. •In addition, if Financial Supporter has stock holding or real-estate holding certificate, hand in copy of it as well. 	required
16	Annual Income Certificate and Tax payment Certificate	Place of Employment / Tax Office	<ul style="list-style-type: none"> • Certificate that proves Financial Supporter's Annual Income for the last 1 years should be submitted. • If Financial Supporter is an employee of a company, Income Certificate issued by the company should be required. • If Financial Supporter is self employed, a company executive or business owner, documents or copies of documents which indicate Income and Tax Payment should be required. 	required
17	Photocopy of Identification (ID) Card	Authority	<ul style="list-style-type: none"> • Photocopy of a driving license card, health insurance or passport for Japanese • Photocopy of a resident card (ZAIYU card) for non-Japanese nationality 	
18	★Medical Certificate	Local Clinic / Medical Doctor	<ul style="list-style-type: none"> • Certificate should be submitted after medical checking on the items listed in the form at a local clinic. • A local clinic Applicant examined by or Medical Doctor should fill out in Japanese or in English with signature (seal). 	
19	Application for Certificate of Eligibility for Resident Status	Applicant	<ul style="list-style-type: none"> • This application can be filled out by Contact Person or Financial Supporter residing in Japan on behalf of an applicant. • Please fill out the form correctly and completely, especially past entry into / departure from Japan, family in Japan or co-residents if any. 	
20	Photocopy of Passport	Applicant	<ul style="list-style-type: none"> • Copies of pages, which have face picture and passport details such as number, issuing date and so on and which indicate Applicant's previous entry to Japan (if Applicant has ever been to Japan) will be required. 	
21	Face Photo in color	Applicant	<ul style="list-style-type: none"> • 5 copies of face photograph (4cm × 3cm) taken within 3 months prior to submission. Applicant's name and nationality should be written on the reverse side. • 2 out of 5 should be attached on the application form. 	
22	Explanation for details of rejection and for proof this time	Applicant	<ul style="list-style-type: none"> • In case of re-applying because of the rejection of issuing COE or VISA in the past. Please make sure to inform us in advance in case of re-applying. • Explanation for details of rejection in the past and Explanation for proof this time. 	required