Required documents for Application

Submit the following documents

※Read 'Details for documents required' before preparing corresponding documents.

※Attach Japanese translation to the documents written in other than Japanese language.

※Documents and photos should be made within less than 2-month before application.

※Use specified form for the required documents mark with ★.

※Depending on conditions, applicant may be required for further documents.

※Certifications must have name & position of the issuer and address & telephone number of the institute or organization in which, the issuer belongs to.

※Make sure to inform the school if applicant has ever been denied for eligibility (visa) before.

Doc No.	Documents	Check		
1	**★Application form**			
2	**★Pledge**			
3	**★Specific reason for studying Japanese** (Inclues plan after Japanese study)			
4	**Graduation diploma or certificate from High school and later education** (High school's and Technical school's or University's or other higher institute's diploma or certificate)			
5	**Transcript of grades for each year of schooling from high school** and later educational institutions			
	Transcript of national college entrance examination (GCE, Gaokao, SPM and etc.,)			
6	**Certificate for education history** (verification report, studentship certificate、sick leave certificate, skip grade certificate and so forth.)			
7	**Certificate of Japanese language proficiency test** such as JLPT, J.TEST, NAT, and so forth.			
8	**Certificate for Japanese language study**			
9	**Passport copy** (Face photo page and pages where recode entry & exit from Japan)			
10	**3 copies of photograph** (L4cm×W3cm) 1 of the 3 be attached on the application form.			
11	**★Medical certificate**			
	The TB Clearance Certificate(for Nationals of the Philippines, Nepal, and Vietnam)			
12	**Envelope** with 110 yen stamp (Indicate the address of contact person who resides in Japan)			

Documents related to Financial supporter

13	**★Financial Support (Letter of paying expenses)**			
14	**Certificate of employment**			
15	**Income certificate & Tax certificate**			
16	**Balance certificate issued by bank**			
17	**Authentication of the relationship between applicant and financial supporter** (birth certificate, nortalization(China), family registration and so forth)			
18	**Copy of financial supporter's ID** (passport, national ID, resident card and so forth.)			

※ The followings can be required depending on nationality

19	**Proof of adequate assets for collecting money for the past 1 years** (Example: copies of bank book)			
20	**Certificate for family resister of all the member of family** (household resister, family register, resident card and so forth.)			

Details for documents required

〔Documents related to applicant〕

Doc No.	Name of document	Details and remarks
1	**Application form**	(★Specified form available) The form must be filled out by applicant. The form filled out by other than applicant is invalid. Fill out the form correctly and completely without abbreviating such as names of school, family members' info and so on.
2	**Pledge**	(★Specified form available) Signatures (seals) of both applicant & financial supporter are required. Even if the same person (one person) acts as guardian & financial supporter, both the sections need to be signed (sealed). Personal seal is preferred if it's available.
3	**Specific reason for studying Japanese** (including plan after Japanese study at our school)	(★Specified form available) The form must be filled out by applicant. The form filled out by other than applicant is invalid. The reason details why you want to study in Japan and academic plans after Japanese study such mentioning intended major in university. *Japanese translation is required. *Translation doesn't necessary be done by professional. Free format. Name of the translator must be indicated.
4	**Diploma** (high school and technical school or college or bachelor certificate)	High school graduate: (but hasn't gone on higher education yet) hand in high school diploma. Bachelor degree holder: hand in both the degree certificate & diploma in addition to high school diploma. 2-3 year-long university's specialized course graduate: (such as technical school); both the graduation certificates (diplom) from specialized course and high school are required. * If applicant is expected to graduate from the currently enrolled school soon, a certificate for graduation expectation is required. *In case when original diploma is brought to the office window by contact person, it will be returned on the spot after office's confirmation. * Japanese translation is required. Name of the translator must be indicated on the translation.
5	**Transcript** (each year and each subject of high school and of technical school or university's)	High school's official transcript that details each subject grade by each year is required. *Japanese or English translation is required for transcript written in other than English or Chinese. *Transcript should be written on the headlined paper, be dated and signed (sealed) by authorized issuer. If applicant has completed post-secondary education, he/she needs to hand in transcripts of both high school and post-secondary school. *As a rule, transcript once submitted shall not be returned.
	National collage entrance exam certificate	Exam result (score certificate) of Gaokao of China, SPM of Malaysia, GCE of British schooling system and etc.,
6	**Certificate for education history** (Verification Report of China Higher Education Qualification Certificate is required to Chinese national)	Depending on your schooling condition, provide the following corresponding certificate such as 'studentship' if you are in the middle of study, 'withdrawal' if you quite school, 'leave of absence' if you are temporally absent from school or 'period for leave of absence' if you have absented from school for a certain period. And, if you've completed (graduated) such 3 year-schooling within 2 years, provide 'grade skip certificate' or if you've finished school younger than the regulated age, provide 'period of study certificate' issued by the school. 【Chinese Nationality】Arrange academic report certificate issued by Center for Student Services & Development (CSSD)
7	**Certificate of Japanese language proficiency test** (JLPT, J.TEST,NAT and so forth)	Applicant takes one of the exams (JLPT,J.TEST, NAT or other exams designated by immigration) and submit pass certificate (including score certificate) at the time of application.
8	**Certificate for Japanese language study**	Submit a certificate for Japanese language study issued by school or insutite. * Certificate must have name of the school/institue, contact information, name and title of issuer. * Japanese translation is required. Name of the translator must be indicated.
9	**Passport copy**	Copies of the pages, which has face picture and passport details and pages, which indicate applicant's previous entries & exits from Japan. *Make sure that copies capture whole page showing the edges of passport.
10	**3 copies of face photo**	3 copies of face photograph (4cm×3cm),which have been taken within 2 months prior to the submission of the application.. 1 of the 3 needs to be attached on the application form.
11	**Medical certificate**	(★Specified form available) Have a check on the items listed in the 'Form' at local clinic or hospital.
	The TB Clearance Certificate	Issued by a foreign medical institution designated by the Japanese government https://jpets.mhlw.go.jp/index.html(for Nationals of the Philippines, Nepal, and Vietnam)
12	**Envelope with 110 yen stamp**	Application result will be sent to contact person in Japan. Prepare an envelope with 110 yen stamp Indicate the address of contact person who resides in Japan on the envelop)

〔Financial document〕

13	**Financial Support** (Letter of paying expenses)	(★Specified form available) Financial supporter is a person who bears applicant's expenses such as school expenses, living cost and so on. In general, it is about applicant's parents or elder brother or sister, 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. * Japanese translation is required. Name of the translator must be indicated.
14	**Certificate of employment** (notarization required to Chinese applicant)	Submit a certificate that proves financial supporter's vocational states. If supporter is employee of a company, company issued certificate of employment is required. If supporter is a self-employee or company executive or business owner, copies of business registration or permission for operation is required. * Japanese translation is required. Name of the translator must be indicated. * (notarization is required to Chinese applicant)
15	Annual income & tax certificate	Submit a certificate that proves financial supporter's annual income & tax If supporter is employee of a company, company issued income certificate is required. If supporter is a self-employee or company executive or business owner, documents which indicate income and tax issued by tax office are required. * Japanese translation is required. Name of the translator must be indicated.
16	**Balance certificate**	Financial supporter's balance certificate (original) issued by bank is required. * (certificate of deposit〔copy〕& bank saving certificate〔original〕 are required to Chinese applicant)
17	**Authentication of the relationship between applicant and financial supporter**	A certificate such as birth certificate or family register or a document that proves relation is required. * (notarization is required to Chinese applicant) * Japanese translation is required. Name of the translator must be indicated.
18	**Financial supporter's ID copy**	In case when financial supporter's nationality is other than Japanese, provide a copy of ID such as passport, national ID, resident card (both faces) or etc.,

*Depending on the nationality additional documents can be required (Confirm it with us at the time of application)

19	Copies of bankbook or documents that details founding (income) for the past 1 year	Provide copies of bankbook or deposit/withdraw detail documents that indicates recodes of income for the past 1 year. *If it's not possible to provide such documents, submit an explanatory letter for the reason of not being able to hand in such documents and for how the money proven by the bank certificate in No.16 is being saved. * Japanese translation is required. Name of the translator must be indicated
20	**Certificate of residence (all the family member)**	Provide documents such all the member of family cards or certificate for residence of all the family member that prove the relation between applicant and all the member of the family. *If the documents mentioned in No.17 covers the contents No.20, just provide one set of either corresponding documents. *Confirm that family member listed in the certificate are the same with the member mentioned in the family section of the application form . * Japanese translation is required. Name of the translator must be indicated. 【Chinese national】 Copies of all the pages of household register are required. In case if family members are registered in several different books, all the copies of the books are required.