

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	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