

B : Application documents

Submit documents mentioned below.

Japanese or English translation is required for the documents marked with ※

- Documents & face photo should be taken within less than 3-month prior to application.
- Depending on the situation, an applicant may be required to submit further documents.
- Please make sure to inform the school if an applicant has ever been denied for eligibility (visa) before.

1	Application form
2	Pledge
3	※ Specific Reason for Studying Japanese (including plan after completion of Japanese preparatory course)
4	※ Diploma or Certificate for Graduation from the Last School
5	※ Transcript of Grades for Each Year of Schooling from High School and Later Educational Institutions
6	Certificate of Japanese Language Proficiency Test such as JLPT, J.TEST or NAT.
7	※ Certificate of Learning Japanese Language
8	※ Certificate for Education History (This certificate is required if applicant's educational history starts at age other than 6, or the number of schooling years is less than 12 years or is different from the pattern of applicant's country.)
9	Passport Copy (if the applicant already has passport)
10	7 copies of Photograph (4cm×3cm) 2 of the 7 should be attached on the application form
11	Medical Certificate
12	Application for Certificate of Eligibility for Resident Status

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13	※ Financial Support Statement
14	Certificate of Employment for Employees
15	Company Register, Tax Return for a Company Owner or Self Employed
16	Annual Income Certificate
17	Certificate of Bank Account
18	Authentication of the Relationship between an Applicant and a Financial Supporter

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19	Financial Support Statement
20	Certificate of Employment for Employees
21	Company Register, Tax Return for a Company Owner or Self Employed
22	Annual Income Certificate
23	Certificate of Bank Account
24	Certificate of Residence Indicating All Members of Family

25	Authentication of the Relationship between Applicant and Financial Supporter
26	A Copy of Identification for Financial Supporter

Self-Financed

27	Financial Support Statement
28	Bank Account Certificate
29	Vocational Certificate (certificate of employment, business registration and so on)
30	Annual Income Certificate and Tax Payment Certificate for the last 3 years

Contact Person

31	Identification for Contact Person Photocopy of ID Card such as a driving license for Japanese Photocopy of Zairyu Card (resident/alien card) for non-Japanese Nationality
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B: Details for documents required

Documents related to an applicant

Doc No.	Name of document	Details and remarks
1	Application Form	-Format available- The form must be filled out by relevant persons as it is specified, such as an Applicant, a Financial Supporter and a Contact Person. Please do not fill out by other than the person prescribed is invalid. Please fill out the form correctly and completely without abbreviating the names such as school, family members and so on.
2	Pledge	-Format available- Signatures (seals) of both an applicant & a financial supporter are required. Even if the same person (one person) acts as guarantor & financial supporter, both the sections need to be signed (sealed).
3	Specific Reason for Studying Japanese (including plan after completion of Japanese preparatory course)	-Format available- The form must be filled out by an applicant. The form filled out by other than the applicant is invalid. <i>* Japanese translation should be required in case filling in languages other than Japanese and English.</i>
4	Diploma (high school and technical school or college or bachelor certificate)	An applicant who has bachelor degree will be required to submit both the degree certificate & diploma. An applicant who has completed 2-3 year-long university's specialized course (such technical school) will be required to submit both the graduation certificate from specialized course and high school diploma. An applicant who has completed high school will be required to submit high school diploma. <i>* Japanese translation is required in case of filling in languages other than Japanese and English. * In case when diploma is brought to the office window by a contact person, it will be returned to him/her after confirmed. * If an applicant is expected to graduate from the current school or university, a certificate for graduation expectation should be required.</i>
5	Transcript (each year and each subject of high school and technical school or university's)	High school's official transcript with the details for each grade. <i>* Japanese or English translation is required. * Transcript should be dated, on the letterhead with authorized signature (seal). * If applicant has completed post-secondary education, he/she needs to hand in transcripts of both high school and post-secondary school. * Basically the transcript once submitted shall not be returned.</i>
6	Certificate of Japanese Language Proficiency Test (JLPT, J.TEST, and NAT)	Applicant who has taken one of the exams (JLPT, J.TEST, NAT) or who is to take one of them is required to hand in its certificate (original), score report (original), examination admission card (copy) and so on to prove one's ability or one's intension to prove ability.
7	Certificate for Japanese Language Study	If applicant has studied Japanese language at school or institute, submit study certificate issued by the school.
8	Certificate for Education History	This certificate is required if applicant's educational history starts at age other than 6, or the number of schooling years is less than 12 years or is different from the pattern of applicant's country. Also a certificate issued by the school is required to applicant who has skipped a grad or who has withdrawn from school.
9	Passport Copy	Copies of some pages, which has face the face picture, passport no. the issued date and also indicated the stamps of entry to Japan, should be submitted.
10	7 Copies of Face Photo	7 copies of face photo (4 x 3 cm) taken within 3 months prior to submission. The applicant's name and nationality should be written on the reverse side. 2 of them should be attached on the application.
11	Medical Certificate	-Format available- The medical certificate should be submitted after having a checkup at local clinic.
12	Application for Certificate of Eligibility	This application form to the Immigration Bureau can be filled out by a contact person or a financial supporter residing in Japan on behalf of the applicant.

Documents related to a financial supporter

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13	Financial Support Statement	<p>-Format available-</p> <p>The form must be filled out by a financial supporter.</p> <p>A financial supporter is a person who bears the applicant's expenses such as tuition, living cost and so on. The one generally becomes the applicant's parents or elder brother or sister who have/has the stable income.</p> <p><i>*If the financial supporter is not legal guarantor of the applicant, the explanation for the circumstances and reason for bearing the applicant's expenses should be shown in writing. The proof document for the explanation should be also required.</i></p>
14	Certificate of Employment for Employees	A certificate of employment which issued by a company should be submitted if he/she is an employee of a company.
15	Document for a Company Owner or a Self-employed Person	The permission of business and trading such as a copy of a company registration, summary of a company as well as a copy of tax return, should be submitted if a financial supporter is a company owner, executive or self-employee.
16	Annual Income Certificate	A certificate that proves a financial supporter's annual income should be submitted. In case of an employee of a company, the income certificate issued by the company will be required. In case of a company owner or executive, a self-employed person, a copy of documents indicating annual income and tax will be required.
17	Certificate of Bank Account	The financial supporter's bank account balance certificate (original) issued by the bank should be submitted.
18	Authentication of Relationship between an Applicant and a Financial Supporter	A certificate such as birth certificate or family register or a document that proves the relation is required.

-Financed by a resident outside Japan-

19	Financial Support Statement	<p>-Format available-</p> <p>The form must be filled out by a financial supporter.</p> <p>A financial supporter is a person who bears the applicant's expenses such as tuition, living cost and so on. The supporter will be generally the applicant's parents or elder brother or sister who have/has the stable income.</p>
20	Certificate of Employment for Employees	A certificate of employment which issued by a company should be submitted if a financial supporter is an employee of a company.
21	Document for a Company Owner or a Self-Employed Person	The permission of business and trading such as a copy of a company registration, summary of a company as well as a copy of tax return should be submitted if a financial supporter is a company owner, executive or self-employee.
22	Annual Income Certificate	<p>Provide one of the following certificates that proves the financial supporter's annual income.</p> <ul style="list-style-type: none"> - Annual income stated tax deduction certificate issued by municipality - Income and withholding tax slip issued by a company - A copy of final income tax return with received seal by taxation office
23	Certificate of Bank Account	The financial supporter's bank account balance certificate (original) issued by the bank should be submitted.
24	Certificate of Residence	The certificate of residence indicating all family members issued by municipality should be submitted.
25	Authentication of Relationship between an Applicant and a Financial Supporter	Provide the document that prove the relation between an applicant and a financial supporter, such as the birth certificate or family register.
26	A Copy of ID Card	A copy of the financial supporter's ID such as Zairyu card (resident/alien card), passport should be submitted.

Documents for self-financed person

27	Financial Support Statement	-Format available-
28	Certificate of Bank Balance	The bank account should be under the name of the applicant himself/herself. The certificate should be issued by a bank.
29	Vocational Certificate	An original copy of employment certificate or a copy of company register should be required.
30	Annual Income Certificate and Tax Payment	An annual income certificate and tax payment certificate of the last 3 years should be submitted.

Documents related to a Contact Person

31	A Copy of ID Card	A copy of the driving license, health insurance card for Japanese nationality A copy of Zairyu Card (resident/alien card) for foreign national
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***Should there be any question, please feel free to contact us.**