

A : Application documents

Submit documents mentioned below.

Japanese translation is required for the documents marked with ※

- Documents should be made within less than 3-month prior to submission.
- Depending on the situation, an applicant may be required to submit further documents.
- Please make sure to inform us if an applicant has ever been denied for eligibility of resident status (visa) before.

1	Application Form
2	Pledge
3	※ Specific Reason for Studying Japanese
4	※ Graduation Certificate or Diploma for High School and Later Education Institutions
5	※ Transcript of Grades for Each Year of Schooling from High School and Later Educational Institutions
6	Photocopy of the Score of 高考 (Gao Kao) and 会考 (Hui Kao) (Chinese applicant only)
7	Authentication of Educational Certificate (Chinese and Vietnamese applicant only)
8	Certificate of Japanese Language Proficiency Test such as JLPT, J.TEST or NAT.
9	※ Certificate of Studying Japanese Language (more than 150 hours will be required)
10	※ 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.)
11	※ Certificate for Business Career
12	A Copy of Passport in color (if the applicant already has passport)
13	7 Copies of Face Photo in color (4 cm× 3cm)
14	Medical Certificate
15	Application for Certificate of Eligibility for Resident Status

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16	※ Financial Support Statement
17	※ Certificate of Employment (Notarization is required to Chinese Applicant)
18	A Copy of Company Register and Certificate of Tax Payment (only for a company owner or self employed)
19	Annual Income Certificate and Tax Payment Certificate for the last 3 years
20	Certificate of Bank Account
21	Proof of Adequate Assets for Depositing Money (example: color copies of bankbook)
22	※ Authentication of Relationship between Applicant and Financial Supporter (Notarization is required to Chinese applicant)
23	Color Photocopy of Family Register of All Family Members (Chinese Applicant only)

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24	Financial Support Statement
25	Seal Registered Certificate (the seal should be the same one put on the financial support statement)
26	Vocational Certificate (certificate of employment, business registration and so on)

27	Income Certificate for the last 3 years (indicating total annual income and tax payment)
28	Original copy of Corporate Register, photocopy of Final Annual Income Tax Return Document(personal receipt)
29	Certificate of Bank Account
30	Proof of Adequate Assets for Collecting Money (example: color copies of bankbook)
31	Certificate of Residence or Certificate of Registered matters (all members of family)
32	A Copy of ZAIRYU Card (resident/alien card)
33	Authentication of Relationship between Applicant and Financial Supporter

Self-Financed

34	Financial Support Statement
35	Bank Account Certificate
36	Vocational Certificate (certificate of employment, business registration and so on)
37	Annual Income Certificate and Tax Payment Certificate for the last 3 years

Contact Person

38	Photocopy of ID Card such as a Driving License for Japanese Photocopy of Zairyu Card (Resident Card) for Non-Japanese Nationality
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A: Details for Documents Required

Documents related to the applicant

Doc No.	Name of document	Details and remarks
1	Application Form	-Format available- The form must be filled out by relevant person as it is specified, such as an applicant, a financial supporter and a contact person. Please not to be filled out by other than the person prescribed. Please fill out the form correctly and completely without abbreviating the names such as schools, family members and so on. Japanese or English translation should be needed if any document is written in foreign languages.
2	Pledge	-Format available- Signatures (seals) of both an applicant & a financial supporter are required. Even if the same person (one person) acts as a guarantor & financial supporter, the signature (or seal) will be needed on both area.
3	Specific Reason for Studying Japanese (including plan after Japanese study at our school)	-Format available- The form must be filled out by an applicant. The form filled out by other than the applicant is invalid. <i>* Japanese or English translation should be required.</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 as well as high school 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 or English translation is required. * In case when diploma is brought to the office window by contact person, it will be returned to him/her after confirmed with the immigration bureau. * If an applicant is expected to graduate from the currently enrolled school soon, a certificate for graduation expectation should be required.</i>
5	Transcript (each year and each subject of high school and of technical school or university's)	High school's official transcript with details for each grade will be required. * Japanese or English translation should be 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 transcript once submitted will not be returned to the applicant.
6	Photocopy of the Scores of Gao Kao (高考) and Hui Kao (会考)	The photocopy of the scored of Gao Kao and Hui Kao should be submitted. If unable to submit the photocopies, its explanation letter should be written by an applicant.
7	Authentication of Educational Certificate (Chinese and Vietnamese applicants only)	Chinese applicant A certificate or document, which indicates result of 高考(Gao Kao) and 会考(Hui Kao) should be required. * Applicant needs to apply for its certification to China Academic Degree & Graduate Education Development Center and arrange it to be sent directly to us. Vietnamese applicant Authentication of certificate for unified exam for high school graduation, high school diploma or bachelor degree will be required. An applicant needs to obtain authentication issued by VN-NARIC (Viet Nam National Academic Recognition Information Center - Ministry of Education and Training) and send its photocopy to us, as the original will be used for the visa application.
8	Certificate of Japanese language proficiency test (JLPT, J.TEST, and NAT)	An applicant who has taken one of exams (JLPT, J. TEST, NAT) 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 to prove one's ability or one's intension to prove ability. <i>*It's desirable that applicant takes one of the exams and passes more than N5 (level F/level 4)</i>
9	Certificate for Japanese language study	Required for those the final academic is a high school graduate. More than 150 hours of study is desirable. Interviews & written test is required for visa application. Specially in China, interview are held for those graduate both from high school and university.
10	Certificate for Education History	This certificate is required if an 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 the applicant who has skipped a grade or who has withdrawn from school.
11	Certificate of Employment	Certificate of employment or Period of Employment will be required only if an applicant has or had job carrier.
12	Passport Copy	Copies of the pages, which has face picture and passport details such as number, issuing date and so on and which indicates the applicant's previous entry to Japan (if applicant has ever been to Japan) will be required.
13	7 copies of Face Photo	7 copies of face photograph (4cm×3cm) taken within 3 month prior to submission. The applicant's name and nationality should be written on the reverse side. 2 of the 7 should be attached on the application form.

14	Medical Certificate	-Format available- The certificate should be submitted after checking on the items listed in the form at a local clinic.
15	Application for Certificate of Eligibility	This application can be filled out by a contact person or a financial supporter residing in Japan on behalf of an applicant.

Document related a financial supporter**-Financed by a resident outside Japan-**

16	Financial Support Statement	-Format available- A financial supporter is the person who bears applicant's expenses such as tuition, living cost and so on. In general, the one becomes the applicant's parents or elder brother or sister who has stable income. <i>* The form should be filled by a financial supporter. * If the 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.</i>
17	Certificate of Employment (notarization required to Chinese applicant)	A certificate that proves a financial supporter's vocational status should be submitted. If the financial supporter is an employee of a company, the certificate of employment should be issued by a company. <i>*Notarization is needed for Chinese applicant</i>
18	Business Permission for a Company Owner or Self Employed Person	If a financial supporter is self-employed or a company executive or business owner, the permit for business, trading should be required, such as a copy of a company register, summary of company, brochure and certificate of tax payment. <i>*Notarization is needed for Chinese applicant.</i>
19	Annual Income Certificate and Tax Payment Certificate (for the last 3 years)	The certificate that proves a financial supporter's annual income for the last 3 years should be submitted. If the financial supporter is an employee of a company, the company issued income certificate should be required. If the financial supporter is self employed or a company executive or business owner, documents or copies of documents which indicate the income and tax payment should be required.
20	Bank Account Certificate	An original bank account certificate issued by the bank should be required and displayed solid amount <i>* Certificate of deposit (copy) & bank saving certificate (original) are required for Chinese</i>
21	Documents explaining Saving & Income Records such as Color Copies of Bank Book	* A financial supporter who has documents No.19 (last 3 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 supporter has stock holding or real-estate holding certificate, hand in copy of it as well.
22	Authentication of the Relationship between an Applicant and Financial Supporter	A certificate such as birth certificate or family register or a document that proves the relation is required. <i>* Notarization is required for Chinese applicant.</i>
23	Color Copy of Family Resister (all the member of family)	(Chinese applicant only) Colored copies of all pages including cover page and blank pages, which indicate family members' registration recodes should be submitted.

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24	Financial Support Statement	-Format available- A financial supporter means a person who bears applicant's expenses such as tuition, living cost and so on. In general, the one becomes an applicant's parents or elder brother or sister of the applicant who has stable income. <i>* 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.</i>
25	Seal Registered Certificate	A seal is used in Japan in the same way as signatures are in other countries. A seal can be registered to City Hall or Ward Office. After seal registration, the seal registered certificate will be issued at City Hall or Ward Office.
26	Vocational Certificate	Provide one of the following certificates that proves financial supporter's vocational states. -If supporter is a company employee, company issued certificate of employment is required. -If supporter is a business owner, representative or company executive, copy of business registration is required. If supporter is self-employed or individual business owner, copy of business license or of filed tax return form, which indicates the name of business is required.
27	Income Certificate	Provide one of the followings that proves financial supporter's annual income for last 3 years; -Annual income stated tax deduction certificate issued by municipality -Income and withholding tax slip issued by company -A copy of final income tax return with received seal by tax office.
28	Income Certificate of a Company Owner, Self-Employment	A company registration (original) and a copy of tax return should be submitted.

29	Bank balance certificate	A financial supporter's bank balance certificate (original) issued by bank should be submitted.
30	Proof of adequate assets	Color copy of bank book for last 1 year should be submitted.
31	Certificate of Residence (all the family member)	Certificate of residence that states all the member of family issued by municipality should be submitted.
32	Copy of Resident card or Alien card	A copy of resident card or of alien card should be required to foreign nationality only.
33	Authentication of the Relationship between an Applicant and Financial Supporter	Provide documents that prove the relation between applicant and supporter said in listed documents "24". In case the financial supporter is a relative of applicant, the birth certificate or family register will be needed to submit. <i>*Notarization is required for Chinese applicant. Pictures or letters that shows intimacy of relation could be a good reference.</i>

Documents for self-financed person

34	Financial Support Statement	-Format available-
35	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.
36	Vocational Certificate	An original copy of employment certificate or a copy of company register should be required.
37	Annual Income Certificate and Tax Payment	An annual income certificate and tax payment certificate of the last 3 years should be submitted.

A: Details for Documents Required

38	Identification Card	Photocopy of a driving license card, health insurance or passport for Japanese Photocopy of a resident card (ZAIRYU card) for non-Japanese nationality
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***Should there be any question, please feel free to contact us.**