



Required Documents

Application documents

* **Please prepare the documents in pink.** However, if you decide that other documents are also necessary, please note that we will ask you to submit them.

<input checked="" type="checkbox"/>	Required Documents		Details
<input type="checkbox"/>	1	Application Forms	<ul style="list-style-type: none"> ▪ Fill out the prescribed forms. * Fill in all required columns. Do not leave any blanks. * Part-time jobs should not be included in your employment history.
<input type="checkbox"/>	2	Resume	<ul style="list-style-type: none"> ▪ Fill out the prescribed forms. * Applicant's signature needed.
		Reasons why you want to study abroad in Japan	<ul style="list-style-type: none"> ▪ Fill in the reasons why you want to study abroad in Japan. • Fill in as much detail as possible about your career after graduating from a Japanese language school
<input type="checkbox"/>	3	Photo	<ul style="list-style-type: none"> ▪ 6 pcs (4cm×3cm) ▪ Taken within past 3 months. Full face, no hats, clear background. * Write your name on the back of the photo. * Photos taken by digital camera and color copied photos are not acceptable.
<input type="checkbox"/>	4	Graduation certificate of final education (Original)	<ul style="list-style-type: none"> ▪ The certificate will be returned to the applicant after investigation by Immigration Bureau of Japan.
<input type="checkbox"/>	5	Transcript of final education (Original)	<ul style="list-style-type: none"> ▪ Transcript of all school years of final education is required.
<input type="checkbox"/>	6	Certificate of Japanese -Language Proficiency Test (Copy) ※Relevant persons only.	<ul style="list-style-type: none"> ▪ Certified documents that you have JLPT N5 level or more. [Japanese-Language Proficiency test: JLPT/BJT/J.TEST/NAT-TEST/STBJ/ TOP-J/J-Cert/JLCT/PJC Bridge/JPT] * For ones yet to receive the results, please submit your admission ticket. * If you graduate from a higher education institution such as a university, junior college, or technical college, Not required if you submit a diploma, etc.
<input type="checkbox"/>	7	Employment Verification Letter (original) ※Relevant persons only.	<ul style="list-style-type: none"> ▪ Applicants who are currently employed must submit this.
<input type="checkbox"/>	8	Photo-copy of Passport	<ul style="list-style-type: none"> ▪ The page which your photo and passport number is included. * Not necessary to submit if you do not have a passport when you apply for admission.
<input type="checkbox"/>	9	Documents that certify previous visits to Japan (copy) ※Relevant persons only.	<ul style="list-style-type: none"> ▪ Proof of past entry to Japan or copy of entry stamp pages in your passport.

Documents from Financial Sponsor

* Please prepare the documents in pink. However, if you decide that other documents are also necessary, please note that we will ask you to submit them.

<input checked="" type="checkbox"/>	Required Documents		Details
<input type="checkbox"/>	1	Written Oath for Defraying Expenses	<ul style="list-style-type: none"> Forms need to be filled out by your sponsor. * Sponsor's signature needed.
<input type="checkbox"/>	2	Sponsor's family list	<ul style="list-style-type: none"> Forms need to be filled out by your sponsor. * Sponsor's signature needed.
<input type="checkbox"/>	3	Family proof documents	<ul style="list-style-type: none"> Documents that prove the family structure of the sponsor 【In the case that the applicant's expenses are paid by relatives living outside of Japan】 e.g. A copy of the family register for the whole family 【In case of the applicant's expenses is paid by relatives or related person who live in Japan】 e.g. Resident's card for all households
<input type="checkbox"/>	4	Kinship Certificate (Original)	<ul style="list-style-type: none"> Family-related Certificate (All household members should be included) Official Birth Certificate
<input type="checkbox"/>	5	Bank Balance Certificate of sponsor's bank account (Original)	<ul style="list-style-type: none"> Sufficient balance to cover tuition for the entire course and living expenses in Japan during your study abroad period is needed. (Equivalent to 2,000,000 ~3,000,000yen.)
<input type="checkbox"/>	6	Employment Verification Letter or Copy of Corporate Registration (Original)	<ul style="list-style-type: none"> Employees: Employment Verification Letter * The employer's address, telephone number, the name and post of the publisher should be specified. Employers or Executives: Copy of Corporate Registration Self-employed: Final Tax Return form stamped by tax office.
<input type="checkbox"/>	7	Bankbook copy (For the past 3 years) (original)	<ul style="list-style-type: none"> A document certifying the process that led to the formation of bank deposit balances e.g. Bankbook copy which shows withdrawals/ deposits' details within last 3 years. * For accounts opened within 3 years, please submit all of bankbook copies.
<input type="checkbox"/>	8	Certificate of income or Certificate of tax payment (For the past 3 years) (original)	<ul style="list-style-type: none"> For sponsors who are currently employed * Sponsor's monthly income, bonus (incentive) are needed. Certificate of Resident Tax Payment of last 3 years issued by local government office or tax office
<input type="checkbox"/>	9	Others	We may ask you to submit other documents as needed.

• Only certificates issued within **the last three months** are valid.

• **A Japanese translation** needs to be attached for all the above documents except Photo ID and passport copy.

• In case of submitting copies of documents, only 「**A4(210mmX297mm)**」size papers are accepted.

(Double-sided copies are not acceptable.)

• The documents submitted to the Immigration Bureau of Japan will **not be returned**.

• If the applicant has applied for a Certificate of Eligibility in the past, additional documents are necessary.

• If falsified or contradictory statements are found in submitted documents, admission will not be granted.