



リンゲージ日本語学校
Language Japanese Language School

Required Documents

Application documents

<input checked="" type="checkbox"/>	Required Documents		Details
<input type="checkbox"/>	1	Application Forms	<ul style="list-style-type: none">▪ Applicants must fill out the forms provided by the school.<ul style="list-style-type: none">※ 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">▪ Applicants must fill out the forms provided by the school.<ul style="list-style-type: none">※ Applicant's signature
		Reasons for studying Japanese	<ul style="list-style-type: none">▪ Fill in the reasons why you want to study abroad in Japan.
<input type="checkbox"/>	3	Photo	<ul style="list-style-type: none">▪ 6 pcs(4 cm×3 cm)▪ Taken within past 3 months. Full face, no hats, clear background.<ul style="list-style-type: none">※ 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	Official diploma/Certificate from your latest academic institutions.	<ul style="list-style-type: none">▪ If you are a prospective graduate, you must submit a "Certificate of Expected Graduation", and write the expected graduation date on your resume.<ul style="list-style-type: none">※ "Shosho" - Certificate or diploma which cannot be re-issued. (e.g., Graduation Diploma)※ "Shomeisho" - Certificate of diploma which can be issued multiple times. (e.g., transcripts, bank statement)
<input type="checkbox"/>	5	A copy of transcript from your latest academic institution or official transcript	<ul style="list-style-type: none">▪ Must submit transcript (copy) which shows all records of every grades at your latest academic institution.
<input type="checkbox"/>	6	Official Student Registration Certificate	<ul style="list-style-type: none">▪ Submission required by all applicants currently enrolled in school (not about to graduate soon).
<input type="checkbox"/>	7	Japanese-Language Proficiency Test Certificate of Results (copy) ※Applicants who passed the JLPT(any level)	<ul style="list-style-type: none">▪ Certified documents that you have JLPT N5 level or more. [Japanese-Language Proficiency test: JLPT/NAT-TEST/J.TEST/TOP-J/GNK/BJT]
<input type="checkbox"/>	8	Employment Verification Letter (original) ※Currently employed applicants only	<ul style="list-style-type: none">▪ Applicants who are currently employed must submit this.
<input type="checkbox"/>	9	Passport Copy	<ul style="list-style-type: none">▪ Submit photo ID page copy.<ul style="list-style-type: none">※ Not necessary to submit if you do not have a passport when you apply for admission.
<input type="checkbox"/>	10	Documents that certify previous visits to Japan (copy) ※Applicable person only	<ul style="list-style-type: none">▪ Proof of entry to Japan or copy of entry stamp pages in passport.

Documents from Financial Sponsor

A : In the case that the applicant's expenses are paid by relatives living **outside of Japan**

✓	Required Documents		Details
<input type="checkbox"/>	1	LETTER OF GUARANTEE	<ul style="list-style-type: none"> Forms need to be filled out by sponsor. ※ Sponsors signature needed.
<input type="checkbox"/>	2	Bank Statement (Original)	<ul style="list-style-type: none"> Sponsor's bank statement Bank statement must show sufficient balance to cover tuition for the entire course and living expenses in Japan during your study abroad period (more than 2,500,000 yen).
<input type="checkbox"/>	3	Income Certificate or Tax Payment Certificate(original)	<ul style="list-style-type: none"> Income Certificate: Must show sponsor's monthly income and annual income. Certificate of Tax Payment: Document that shows Sponsor's tax payment.
<input type="checkbox"/>	4	Kinship Certificate (original)	<ul style="list-style-type: none"> Documents that verify the relationship between the applicant and the sponsor. (e.g. Official documents such as Birth Certificate)
<input type="checkbox"/>	5	Sponsor's Employment Verification Letter (original)	<ul style="list-style-type: none"> Employees: Employment Verification Letter must show name of the company, job description, title, and duration of employment. Employers or Executives: Copy of Corporate Registration etc. Self-employed: Business Permit/License etc.

B : In case of the applicant's expenses is paid by relatives or related person who live **in Japan**

<input type="checkbox"/>	1	LETTER OF GUARANTEE	<ul style="list-style-type: none"> Forms need to be filled out by sponsor. ※ Sponsors signature needed.
<input type="checkbox"/>	2	Bank Statement (Original)	<ul style="list-style-type: none"> Sponsor's bank statement ※Only statements issued by banks or other financial organization are acceptable.
<input type="checkbox"/>	3	Employment Verification Letter or Copy of Corporate Registration (Original)	<ul style="list-style-type: none"> Employees: Employment Verification Letter Employers or Executives: Copy of Corporate Registration Self-employed: Final Tax Return form stamped by tax office.
<input type="checkbox"/>	4	Certificate of tax payment (Original)	<ul style="list-style-type: none"> Must submit a Certificate of Resident Tax Payment issued by local government office or a Certificate of Tax Payment issued by a tax office.
<input type="checkbox"/>	5	Certificate of Residence(Original)	<ul style="list-style-type: none"> All household members need to be included in the certificate.
<input type="checkbox"/>	6	Copy of Zairyu Card (Residence Card)	<ul style="list-style-type: none"> Must provide a copy of both front and back side.
<input type="checkbox"/>	7	Kinship Certificate (Original)	<ul style="list-style-type: none"> Documents that verify the kinship between the applicant and the sponsor. (e.g. Official documents such as Birth Certificate)
<input type="checkbox"/>	8	Documents of Guarantor (Original) ※Applicable person only.	<ul style="list-style-type: none"> If the sponsor is not the applicant's relative, a document certifying the relationship to the applicant needs to be submitted.

- 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.