

Documents to Submit

• Documents concerning the applicant

1) Application form

Application form must be filled in by the applicant.

Applicant's name has to be the same as the one mentioned in the passport.

The name of schools and dates of entrance and graduation must be the same as official attached certificate.

2) Reason for studying in Japan

Please explain the specific and detailed reason of your purpose of studying.

The form must be filled in by the applicant

3) Diploma or Certificate of the last school(original)

The certificate must be printed on the letterhead with address and phone number of the school.

4) Academic transcripts for each year of the last school (original)

The certificate must be printed on the letterhead with address and phone number of the school.

5) Certificate of employment (original)

Certificate of employment (original) is needed for the applicant who has worked before.

The certificate must be written on the letterhead with address and phone number of the company or organization.

6) Certificate of your studying Japanese, Academic transcript or Pass Certificate of Japanese Language (original)

7) Copy of your ID or Copy of your passport

Past entry into/stay in Japan

8) Photo (4cm by 3cm) x4

• Documents concerning the guarantor

A) If the applicant is going to be financially depended on his/her relatives in their home country

1) Guarantee Letter for expenses

The letter must be written and signed by the guarantor.
Please write the tuition fee of our school. For the daily expenses, please write monthly remittance.

2) Certificate of the balances at the bank (original)

The certificate must be issued by the bank with the signature of bank officer in charge.

The details such as the total amount and date of issue should be included

3) A Copy of bankbook

A copy of bankbook which shows account activity for the last three years.

4) Certificate of employment or Certificate of occupation (original)

It must be printed on the company's letterhead with the address and phone number of the company.

If the sponsor is self-employed, please attach the operating license, including the name of the sponsor and the company. The certificate should be printed on the letterhead including the address and the name of the company or authority.

5) Certificate of annual income (original)

The certificate should be printed on the letterhead including the address and the name of the company or authority.

6) Certificate of tax payment for the last 3 years(original)

The certificate should be printed on the letterhead including the address and the name of the company or authority.

7) Certificate of the Family Register

Document certifying the relationship, kinship, between the applicant and sponsor.

8) Copy of his/her ID or Copy of his/her passport

B) If the applicant is going to bear the expenses by themselves

1) Guarantee letter for expenses

The letter must be written by the applicant.
Please write the tuition fee of our school.
For the daily expenses, please write monthly remittance.

2) Certificate of the balances at the bank (original)

The certificate must be issued by the bank with the signature of bank officer in charge. The details such as the total amount and date of issue should be included.

3) A copy of bankbook

A copy of bank book to show account activity for the last three years.
A copy of the cover of the bankbook is also needed to submit.

4) Certificate of employment or Certificate of occupation (original)

It must be printed on the company's letterhead with the address and phone number of the company.

If the applicant is self-employed, please attach the operating license.

This certificate should be printed on the letterhead including the address and the name of the company or authority.

4) Certificate of annual income for the last 3 years (original)

The certificate should be printed on the letterhead including the address and the name of the company or authority.

5) Certificate of tax payment for the last 3 years(original)

The certificate should be printed on the letterhead including the address and the name of the company or authority.

C) If the applicant is financially depended on relatives in Japan

1) Guarantee Letter for expenses

The letter must be written by the guarantor.

Please write the tuition fee of our school.

For the daily expenses, please write monthly remittance.

2) Certificate of resident registration of the sponsor (with all family members included, original)

3) Document certifying the relationship between the applicant and sponsor

The certificate should be issued by the local authority.

4) Certificate of the balances at the bank (original)

The certificate must be issued by the bank with the signature of bank officer in charge.

The details such as the total amount and date of issue should be included.

5) A copy of the bankbook

A copy of bank book to show account activity for the last three years.

A copy of the cover of the bankbook is also needed to submit.

6) Certificate of employment or Certificate of occupation (original)

It must be printed on the company's letterhead with the address and phone number of the company.

If the applicant is self-employed, please attach the operating license.

7) Certificate of tax payment for the last 3 years (original)

The amount of total income should be included.

The certificate should be issued by local authority.

D) If the sponsor is your relatives, but not your parents

- 1) Details about how and why your relatives became your sponsor.
- 2) Certificate that shows the relationship between applicant and sponsor.
- 3) Certificate of specific reasons why applicant's parents could not be the sponsor, and certificate of his/her parents' job status.
- 4) Revenue and tax certificate (with details of amount of money) of the parents.
- 5) Balance Certificate of the parents.
- 6) Bankbook records of the parents.

Remark 1) All papers must be issued within the last 3 months from the application date.

Remark 2) Copied documents should be primary copies; The date of copy and the name of the person who makes copy is needed.

Remark 3) The size of all documents should be A4 or A3.

Remark 4) Submitted documents (except for the original which only be able to issue once) and selection fees are not refundable.

Remark 5) Japanese translation should be provided to all documents written in languages other than Japanese.