

【About application forms】

1. Forms for applicant

①Necessary forms

	Necessary forms	Caution
1	Application form for admission	Must use form designated by school (Seal photos)
2	Photos of applicant	6pieces (4cm Length×3cm Wide)
3	Personal record (No.1 and No.2)	Put Japanese translation of "Purpose of study".
4	Copy of applicant's family register	Birth certificate,Residential certificate,etc
5	Copy of identification	Copy of ID card, etc
6	Certificate of last school (Original)	We will return original after check in immigration.

②Forms depend on situation

	Forms	Caution
1	Proof of Japanese language study	It has name of course, study hours in a week, total study hours, level, and etc.
2	Japanese ability certificate	Copy of Japanese language proficiency test certificate.
3	Certificate of schools except last school	When you are studying or have studied at any school which except last school.
4	Occupational certificate	When you have job, you should prepare occupational certificate and explanation of your job.
5	Copy of passport	When an applicant has passport.

2. Forms for financial guarantor

A:Financial support from your family in abroad

①Necessary forms

	Forms	Caution
1	Keihi Shibetsu Sho (Letter of guarantor)	Must use form designated by school and write about reason why guarantor support applicant's finance.
2	Certificate of kinship	Birth certificate,Residential certificate,etc
3	Bank balance certificate(Original)	Proof of remittance to Japan through bank each term.
4	Copy of bank savings	Proof of capital
5	Pledge for principal of school	Must use form designated by school with signature of financial guarantor.
6	Occupational certificate	When guarantor is officeworker(Salary man) → Occupational certificate
		When guarantor is manager of company → Company register
		When guarantor is owner of own company → Copy of business license
		*It has name of occupation, position, the length of working, and etc.
7	Income certificate	It has monthly income and yearly income which is enough to explain for capital of financial support.
8	Tax certificate	It has total yearly income which is issued by tax office.
9	Copy of identification	Copy of ID card, etc

②Forms depend on situation

	Forms	Caution
1	Copy of bankbook	To verify savings
2	Payment slip of tax	Proof of payment which is issued by tax office or bank.
3	Profit-and-loss statement, Financial report	It explains about business conditions.
4	Copy of tax registraion	
5	Proof of business transation	Copy of contract with Japanese company.
6	Pamphlet or Brochure of company	It explains about their business.
7	Detail explanation of supporting	It explains about reason why guarantor support applicant's finance which is written by himf/herself as a supplementary explanation.

B:Financial support from residential people in Japan

①Nessesary forms

	Forms	Caution
1	Keihi Shibem Sho (Letter of gurantor)	Must use form designated by school and write about reason why guarantor support applicant's finance.
2	Jumin Hyo or Alien registration	Japanese residential certificate or alien certificate with name of whole family.
3	Certificat of impression	It is issued by municipal office.
4	Tax certificate	1,Issued by tax office("Nozei shomei-No,1&2) 2,Issued by municipal office("Kazei shomei" or "Jumin nozei shomei") *Every document must have "Total of yearly income".
5	Pledge for principal of school	Must use form designated by school with signature of financial gurantor.
6	Occupational certificate	When gurantor is officeworker(Salary man) → Occupational certificate When gurantor is manager of company → Company register When gurantor is owner of own company → Copy of business license *It has name of occupation, position, the length of working, and etc.

②Forms depend on situation

	Forms	Caution
1	Bank balance certificate(Original), Copy of bankbook	To verify savings
2	Keihi Shibem Sho (Letter of gurantor) which write on another sheet	It explains about reason why guarantor support applican's finance which is written by himf/herself as a supplementary explanation.
3	Proof of business transation	Copy of contract with foreign company.
4	Pamphlet or Brochure of company	It explains about their business.
5	The other proof to explain about relationship between applicant and gurantor	Ex:Notarial deed and copy of residential record ; Family registration; Photos which was taken with applicant or another relatives

★ After acceptance by immigration, every form is non-returnable.