

List of Application Documents

These are the documents required when applying for a Certificate of Eligibility at the Immigration Bureau.

* Please prepare documents issued within three months of the application date.

* Documents in languages other than Japanese must be accompanied by the translator's name and signature.

1 【Required documents for Applicant】

	No.	Documents	Japanese translation	Items/Matters to be included in the Documents
Application Documents and Identification	1	Application Form (designated form)	require	<input type="checkbox"/> Signature of Applicant
	2	Pledge (designated form)		<input type="checkbox"/> Signature of Applicant
	3	Identity Guarantee (designated form)		<input type="checkbox"/> Signature of Guarantor ※Guarantor: Relatives living in Japan or expense supporters are desirable
	4	Identification of Applicant 1		<input type="checkbox"/> Copy of passport *Identification page *Page showing travel history and past visa
		Identification of Applicant 2	require	<input type="checkbox"/> Copy of ID card or other ID
Diploma	5	Photo (4 pcs) (4 cm × 3 cm) 	require	4cm × 3cm, Color Photo, no cap, no retouch, taken within 3 months
	6a	[Graduate] One of the following ① Certificate of Graduation from the most recent school(Original) (Translation must be attached) ② Diploma (Original) (Translation must be attached) ③ Certificates that equivalent to ①, ② issued by the public institution	require	<input type="checkbox"/> Name of School <input type="checkbox"/> Location <input type="checkbox"/> Name of the person responsible for issuing <input type="checkbox"/> School Stamp or Notarial seal <input type="checkbox"/> Signature of School Representative
	6b	[In school] Certificate of expected graduation with the date of expected graduation ※High school and above	require	<input type="checkbox"/> Name of School <input type="checkbox"/> Location <input type="checkbox"/> Name of the person responsible for issuing <input type="checkbox"/> School Stamp or Notarial seal <input type="checkbox"/> Signature of School Representative
Academic transcript	7a	Transcript (Original) from the most recent school	require	<input type="checkbox"/> Name of School <input type="checkbox"/> Location <input type="checkbox"/> Name of the person responsible for issuing or School Representative
	7b	Transcript (Original) from the applicant's school ※High school and above	require	<input type="checkbox"/> School Stamp <input type="checkbox"/> Signature of School Representative <input type="checkbox"/> Yearly Grades <input type="checkbox"/> For University/College, earned credits and grades
Certificate of employment	8a	Certificate of employment (original) ※If the financial supporter is employee.	require	<input type="checkbox"/> Name of Company <input type="checkbox"/> Location <input type="checkbox"/> Phone number <input type="checkbox"/> Period of employment <input type="checkbox"/> Type of work / Department <input type="checkbox"/> Name of the person responsible for issuing <input type="checkbox"/> Signature of Representative <input type="checkbox"/> Company seal

	8b	Copy of the original certified business permit or the original of the registration certificate ※ If the financial supporter is self-employed or a company representative/executive.	required	<input type="checkbox"/> Copy of the original certified business permit <input type="checkbox"/> The original of the registration certificate
Certificate of Japanese language ability Both 9a and 9b	9a	Japanese language learning history certificate proof (Original)	required	<input type="checkbox"/> Level <input type="checkbox"/> More than 150 hours of studying Japanese <input type="checkbox"/> Results for Japanese language skill equal to or more than JLPT N5 <input type="checkbox"/> Name of Institution <input type="checkbox"/> Location <input type="checkbox"/> Phone number <input type="checkbox"/> Issuer <input type="checkbox"/> Name of the person responsible for issuing or Representative <input type="checkbox"/> Stamp or
	9b	Certificate of Japanese language proficiency (If you are going to take the examination, a copy of your examination voucher)	required	Only those in possession Certificates that can be submitted: - At least one of the following in your possession. 1. JLPT (N5 or above) 2. BJT・JLRT 聽讀解 (300 points and above) 3. J.TEST FG level Test (250 points and above) 4. NAT-TEST (5 Level and Above) 5. STBJ (350 points and above) 6. TOPJ (Elementary A and above) 7. J-cert (Elementary and above) 8. JLCT (JCT 5 and above) 9. PJC Bridge (C-以上) 10. JPT (315 points and above)
Scholarship	10	Certificate on scholarship benefits.	required	Scholarship students only <input type="checkbox"/> Notification of the decision by the scholarship provider <input type="checkbox"/> Documentation of the conditions of the scholarship

Examinations that can be submitted with proof of Japanese language proficiency.
1-10

- 1 JLPT: Must be certified at JLPT N5 or above.
- 2 BJT: A minimum score of 300 in the BJT Business Japanese Proficiency Test and the BJT Listening and Reading Comprehension Test (written test).
- 3 J.TEST: in J.TEST must be accredited at F level or above or have obtained a minimum score of 250 in the FG level examination .
- 4 NAT-TEST: Must be certified at NAT-TEST level 5 (formerly level 4) or above.
- 5 STBJ: A minimum score of 350 on the STBJ Standard Test of Business Japanese.
- 6 TOOJ: Be certified at Elementary A or above in the TOPJ Practical Japanese Language Proficiency Test.
- 7 J-cert: J-cert Certificate in Japanese for Daily Life and Occupational Japanese at Beginner level or above.
- 8 JCT: JCT 5 or above of the JLCT Japanese Language Proficiency Test for Foreigners.
- 9 PJC Bridge: Must be accredited to level C or above in PJC Bridge
- 10 JPT: A minimum score of 315 on the JPT Japanese Language Proficiency Test.

2 【Required documents for Financial supporter】 ※In case of more than 2 supporters, all the member's documents are required.

A If the Financial supporter is in a foreign country

	No.	Documents	Japanese translation	Items/Matters to be included in the Documents
Letter of Agreement Regarding Payment	1	The Statement of Financial Support (designated form) ※ Written by Financial supporter	required	<input type="checkbox"/> Signature of Supporter

Status of Financial supporter and Certificate of relationship with Applicant	2	Residential registration (Original)		<input type="checkbox"/> Family register <input type="checkbox"/> Residential registration <input type="checkbox"/> Certificate from your Country (Certificate of relations between the applicant and the Financial supporter)
	3	Certificate of relations between the applicant and the financial supporter (Original) ※ Documents issued by a public authority required to establish the relationship. e.g. : Certificate of Family relationships (Birth Certificate, etc.)	required	<input type="checkbox"/> Name of public institution who issued <input type="checkbox"/> Public Institution Certification (like Seal) <input type="checkbox"/> Date of Issue ※Issued within 3months prior to apply to Immigration Bureau ※No certificates required if you have documents in column No.2
	4a	Identification of Financial suportrer 1		<input type="checkbox"/> Copy of passport (If you have it)
	4b	Identification of Financial suportrer 2	required	<input type="checkbox"/> Copy of Residence card or <input type="checkbox"/> Copy of ID card
Document showing your financial ability	5	Certificate of employment (original) ※If the financial supporter is employee.	required	<input type="checkbox"/> Name of Company <input type="checkbox"/> Location <input type="checkbox"/> Phone number <input type="checkbox"/> Period of employment <input type="checkbox"/> Type of work / Department <input type="checkbox"/> Name of the person responsible for issuing <input type="checkbox"/> Signature of Representative <input type="checkbox"/> Company seal
	6	Salary payment certificate (original) ※ Issued by your employer, showing the total annual salary paid	required	<input type="checkbox"/> Name of Company <input type="checkbox"/> Location <input type="checkbox"/> Phone number <input type="checkbox"/> Type of work / Department <input type="checkbox"/> Name of the person responsible for issuing <input type="checkbox"/> Amount of annual/monthly Salary
	7	Documents show your type of work ※ If the financial supporter is self-employed or a company representative/executive.	required	One of the following <input type="checkbox"/> Copy of the original certified business permit <input type="checkbox"/> The original of the registration certificate
	8	Certificate of your annual income (Original) ※For over the past one year	required	<input type="checkbox"/> Certificate of income for the past three years(issued by your local municipality)
	9	Certificate of tax payment (Original) ※For over the past one year	required	<input type="checkbox"/> Certificate of tax payment for the past three years (issued by your local municipality)
	10	Certificate of bank balance (Original)	required	※If you have several deposits, submit all.
	11	Copy of the bankbook of the account holder's (Showing Funds Formation Process) ※For over the past one year	required	<input type="checkbox"/> Complete copy of the bankbook for the past three years. Including the page with Bank name, branch name, account number, and holder's name. ※If you have several deposit-book, submit all. ※Be sure to record the latest deposits and withdrawals.

B If the Financial supporter is in Japan

No.	Documents	Japanese translation	Items/Matters to be included in the Documents
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Letter of Agreement Regarding Payment	1	The Statement of Financial Support (designated form) ※Written by Financial supporter	Mandatory field (Only written in any language other	<input type="checkbox"/> Signature of Supporter
Status of Financial supporter and Certificate of relationship with Applicant	2	Residential registration (Original)		<input type="checkbox"/> Family register <input type="checkbox"/> Residential registration <input type="checkbox"/> Certificate from your Country (Certificate of relations between the applicant and the Financial supporter)
	3	Certificate of relations between the applicant and the financial supporter (Original) ※Certificate of Family relationships (Birth Certificate, etc.)	Mandatory field (Only written in any language other than Japanese)	<input type="checkbox"/> Name of public institution who issued <input type="checkbox"/> Public Institution Certification (like Seal) <input type="checkbox"/> Date of Issue ※Issued within 3months prior to apply to Immigration Bureau ※No certificates required if you have documents in column No.2
	4a	Identification of Financial suportrer 1		<input type="checkbox"/> Copy of passport (If you have it)
	4b	Identification of Financial suportrer 2		(Foreiner) <input type="checkbox"/> Copy of Residence card (Japanese) <input type="checkbox"/> Copy of My number card or <input type="checkbox"/> Copy of Driver's lisence
Document showing your financial ability	5	Certificate of employment (original) ※If the financial supporter is employee.		<input type="checkbox"/> Name of Company <input type="checkbox"/> Location <input type="checkbox"/> Phone number <input type="checkbox"/> Period of employment <input type="checkbox"/> Type of work / Department <input type="checkbox"/> Name of the person responsible for issuing <input type="checkbox"/> Signature of Representative <input type="checkbox"/> Company seal
	6	Salary payment certificate (original) ※Issued by your employer, showing the total annual salary paid		<input type="checkbox"/> Name of Company <input type="checkbox"/> Location <input type="checkbox"/> Phone number <input type="checkbox"/> Type of work / Department <input type="checkbox"/> Name of the person responsible for issuing <input type="checkbox"/> Amount of annual/monthly Salary
	7	Documents show your type of work ※If the financial supporter is self-employed or a company representative/executive.		One of the following <input type="checkbox"/> Copy of the original certified business permit <input type="checkbox"/> The original of the registration certificate
	8	Certificate of your annual income (Original) ※For over the past one year		<input type="checkbox"/> Certificate of income for the past three years (issued by your local municipality)
	9	Certificate of tax payment (Original) ※For over the past one year		<input type="checkbox"/> Certificate of tax payment for the past three years (issued by your local municipality)
	10	Certificate of bank balance (Original)		※If you have several deposits, submit all.
	11	Copy of the bankbook of the account holder's (Showing Funds Formation Process) ※For over the past one year.		<input type="checkbox"/> Complete copy of the bankbook for the past three years. Including the page with Bank name, branch name, account number, and holder's name. ※If you have several deposit-book, submit all. ※Be sure to record the latest deposits and withdrawals.

C If the Financial supporter is the applicant himself/herself

	No.	Documents	Japanese translation	Items/Matters to be included in the Documents
Letter of Agreement Regarding Payment	1	The Statement of Financial Support (designated form) ※Written by Financial supporter	required	<input type="checkbox"/> Signature of Supporter
Cost payment plan	2	Explanation of the funding process for study abroad expenses and plans for paying expenses while in residence.	required	<input type="checkbox"/> Free format *Please be more detailed than in the reimbursement form.
Proof of identity	3	Residential registration (Original)	required	<input type="checkbox"/> Family register <input type="checkbox"/> Residential registration <input type="checkbox"/> Certificate from your Country (Certificate of relations between the applicant and the Financial supporter)
Document showing your financial ability	4	Certificate of employment (original) ※If the financial supporter is employee.	required	<input type="checkbox"/> Name of Company <input type="checkbox"/> Location <input type="checkbox"/> Phone number <input type="checkbox"/> Period of employment <input type="checkbox"/> Type of work / Department <input type="checkbox"/> Name of the person responsible for issuing <input type="checkbox"/> Signature of Representative <input type="checkbox"/> Company seal
	5	Salary payment certificate (original) ※Issued by your employer, showing the total annual salary paid	required	<input type="checkbox"/> Name of Company <input type="checkbox"/> Location <input type="checkbox"/> Phone number <input type="checkbox"/> Type of work / Department <input type="checkbox"/> Name of the person responsible for issuing <input type="checkbox"/> Amount of annual/monthly Salary
	6	Documents show your type of work ※If the financial supporter is self-employed or a company representative/executive.	required	One of the following <input type="checkbox"/> Copy of the original certified business permit <input type="checkbox"/> The original of the registration certificate
	7	Certificate of your annual income (Original) ※For over the past one year	required	<input type="checkbox"/> Certificate of income for the past three years (issued by your local municipality)
	8	Certificate of tax payment (Original) ※For over the past one year	required	<input type="checkbox"/> Certificate of tax payment for the past three years (issued by your local municipality)
	9	Certificate of bank balance (Original)	required	※If you have several deposits, submit all.
	10	Copy of the bankbook of the account holder's (Showing Funds Formation Process) ※For over the past one year.	required	<input type="checkbox"/> Complete copy of the bankbook for the past three years. Including the page with Bank name, branch name, account number, and holder's name. ※Do <u>not</u> record the latest deposits and withdrawls