

Check List For Necessary Documents ◆ Applicant

① <ACC's original form.> Application for admission. (Without an omission.)

② <EN-04-①、②> Personal history . (Without an omission.)

<Educational career should be begin from elementary school.>

(Translation signed by translator)

③ The copy of ID card.

(Translation signed by translator)

④ <EN-05> Purpose for studying Japanese.

●Please explain about your academic history.

●What subject do you want to study in Japan after completed Japanese language course ?

●Why did you select Japan to study ?

(Translation signed by translator)

⑤ A student registration certificate. (Original) / Certificate of your job. (Original)

<It should be issued by your school or your company.>

(Translation signed by translator)

⑥ The certificate of the completion of a school. (Original)

<The applicants should complete study for 12 years.>

●Please notify if you left from your last school in less than 12 years.

<Sri Lankan : O/L certificate is required. It is better if you sat A/L examination.>

<Sri Lankan : PUPILS' RECORD SHEET is required. >

(Translation signed by translator)

⑦ School record. (Transcript.) (Original)

<It should be issued by your last school. >

<Sri Lankan : OFFICIAL STATEMENT issued by Department of Examinations is best.>

(Translation signed by translator)

⑧ Certificate of Education of Japanese Language . <A or B >

A. The Passing Certificate and Score Report of JLPT. (Original)

B. The Passing Certificate and Score Report of NAT-TEST. (Original)

●If you are university graduate, you don't need to submit it. <Only degree course. >

However, you need to speak Japanese language when you apply to the Japanese Embassy in Sri Lanka for the Student visa. So you should study Japanese language at the beginners' course.

●If you studied at Japanese language school in Sri Lanka, the Study Certificate issued by the school is required.

<Mention Items : School name, Teacher name, contact number of the school, Textbooks, Subjects, Duration of your study...etc.>

⑨ Copy of passport. (If you have)

⑩ <EN-06-①、②> Questionnaire 1 and 2.

⑪ 4 Photos. <4cm x 3cm / Taken within 3 months.>

●Different size photos and old photos are not accepted by the Immigration and Resident Card is not issued.

⑫ Medical certificate. (No form included)

Check List For Necessary Documents ◆ Sponsor

① <EN-07> Letter of Guarantee to school from sponsor.

<Your signature is required.>

(Translation signed by translator)

② <EN-08> Explanation of Particulars Concerning Payment of Expenses.

- Please mention why sponsor will assume the school fees and living expenses.
- Please mention about the relationship between sponsor and applicant.
- If the applicant has any relatives in Japan, please mention about it.
- If the applicant will live with their relatives in Japan, please mention about it.

(Translation signed by translator)

③ Certificate of the relationship between sponsor and applicant.

<It should be official documents. Birth Certificate, Family Member Certificate, etc.>

(Translation signed by translator)

④ A deposit balance certificate. <It should be issued by bank. For 3 years.>

(Translation signed by translator)

⑤ A document to prove a process of the assets formation.

<It must be official documents. Bank statement etc.>

<Please let us know how you raised your fund for applicant. >

(Translation signed by translator)

⑥ Certificate of sponsor's job. < A or B >

A. Certificate of sponsor's position issued by the company. (Original)

B. If sponsor is an executive, a copy of company's register book.

【Sponsor is in home country.】

(Translation signed by translator)

⑦ Certificate of sponsor's personal annual income. < A or B >

A. Monthly salary payment statement issued by the company. < For 3 years >

B. The company owner : the Financial Report by Chartered Accountant.

<Mention about personal income of the owner is required.>

⑧ Tax payment certificate. < For 3 years. >

【Sponsor is in Japan.】

⑦ Resident Card or Registration Card. (Original) (在留カード または 外国人登録証)

⑧ Tax payment certificate. < For 3 years. ><The amount of the income should be mentioned.>
(所得金額の記載のある課税証明書、3年分)

⑨ A certificate verifying registration of sponsor's seal impression.

※ About Translation fee.

<If you do not attach the Japanese translation, you should pay to school 20,000 yen for translation fee.>