

## Check List For Necessary Documents ◆ Applicant

1	<p>&lt;FORM ①&gt; Application for admission. ( Without an omission. ) 入学願書</p>	
2	<p>The copy of passport. パスポート</p>	
3	<p>&lt;FORM ②、③&gt; Personal history . ( Without an omission. ) 履歴書</p> <ul style="list-style-type: none"> <li>● Academic history is very important.</li> </ul>	
4	<p>(Translation ) &lt;FORM ④&gt; Purpose for studying Japanese. 日本語学習目的</p> <ul style="list-style-type: none"> <li>● Please explain about your academic history.</li> <li>● What subject do you want to study in Japan after completed Japanese language course ?</li> <li>● Why did you select Japan to study ?</li> </ul>	
5	<p>&lt;FORM ⑤、⑥、⑦-1、⑦-2&gt; Questionnaire 1~4 調査書</p>	
6	<p>(Translation ) A student registration certificate. (Original) 在学証明書</p> <ul style="list-style-type: none"> <li>● It should be issued by your school .</li> </ul>	
7	<p>(Translation ) The certificate of the completion of a school. (Original) 卒業証書</p> <ul style="list-style-type: none"> <li>● The applicants should complete study for 12 years.</li> <li>● Sri Lankan : PUPILS' RECORD SHEET.</li> </ul>	
8	<p>(Translation ) School record. (Original) 成績証明書</p> <ul style="list-style-type: none"> <li>● It should be issued by your last school.</li> <li>● Sri Lankan : OFFICIAL STATEMENT of A/L and O/L</li> </ul>	
9	<p>(Translation ) Certificate of Japanese Language . 日本語能力証明書 (Pass certificate &amp; Score report.) 合格証、成績証明書</p> <ul style="list-style-type: none"> <li>● JLPT = N5                      ● NAT-TEST = 5 kyu</li> <li>● J-TEST = F level            ● TOP J = Shokyu A</li> <li>● JLCT = JCT 5</li> </ul>	
10	<p>(Translation ) Certificate of your job. (Original) 在職証明書</p> <ul style="list-style-type: none"> <li>● It should be issued by your company.</li> </ul>	
11	<p>6 pieces of Photos. &lt;4cm × 3cm / Taken within 3 months.&gt; 写真</p> <ul style="list-style-type: none"> <li>● <u>Different size is not accepted.</u> 写真サイズ厳守</li> </ul>	
12	<p>Medical certificate. 健康診断書</p>	

## Check List For Necessary Documents ◆ Sponsor

13	<p>&lt;FORM ⑧ &gt; Letter of Guarantee to school from sponsor. 身元保証書</p>
14	<p>(Translation) 経費支弁書                  &lt;FORM ⑨&gt; Explanation of Particulars Concerning Payment of Expenses.                  ● Why will you support the applicant? ● Relationship between sponsor and applicant.                  ● Will the applicant live with you in Japan?</p>
15	<p>(Translation) 預金残高証明書                  Bank Balance certificate.                  ● It should be issued by bank.</p>
16	<p>(Translation) 預金通帳 (取引履歴)                  Bank Statement. &lt;For 3 years. &gt;                  (Detailed record of deposit and withdrawal)                  ● Link with bank balance certificate.                  ● Please let us know <b>how</b> you raised your fund for applicant.</p>
17	<p>(Translation) 在職証明書                  Certificate of employment. ( Original )                  ● Company owner : Company Registration.</p>
18	<p>(Translation) 所得課税証明書 (市民税所得証明書)                  Certificate of <u>annual income</u>.                  ● Official certificate of <u>annual salaries</u> issued by the company. &lt; Recent 3 years &gt;                  ● The company owner : the Financial Report by Chartered Accountant.                  ● It should be mentioned about <u>personal income</u> of the owner.</p>
19	<p>(Translation) 納税証明書                  Certificate of <u>tax payment</u>.                  The amount of the income should be mentioned.                  所得金額の記載のある納税証明書</p>
20	<p>(Translation) 親族関係証明書                  Certificate of the relationship between sponsor and applicant.                  ● It should be official documents. Birth Certificate, Family Member Certificate, etc.</p>
21	<p>(Translation) 収入、経費、生活費、貯蓄の表                  Explanation (The list )about annual income, costs, living expenses and savings.                  &lt;Recent 3 years、Attestation from official organization. &gt;</p>
22	<p>住民票                  Certificate of residence.                  It should mention about <u>all family members</u>.                  家族全員の氏名が記入されているもの。</p>
23	<p>在留カード                  Resident Card.</p>

※ About Translation fee.

<If you do not attach the Japanese translation, we receive **20,000 yen** as translation fee. >