

Check List For Necessary Documents ◆ Sponsor

13	<FORM ⑧ > Letter of Guarantee to school from sponsor. 身元保証書
14	(Translation) 経費支弁書 <FORM ⑨ > 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?
15	(Translation) 預金残高証明書 Bank Balance certificate. ● It should be issued by bank.
16	(Translation) 預金通帳 (取引履歴) Bank Statement. <For 3 years. > (Detailed record of deposit and withdrawal) ● Link with bank balance certificate. ● Please let us know how you raised your fund for applicant.
17	(Translation) 在職証明書 Certificate of employment. (Original) ● Company owner : Company Registration.
18	(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. < Recent 3 years > ● The company owner : the Financial Report by Chartered Accountant. ● It should be mentioned about <u>personal income</u> of the owner.
19	(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
20	(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.
21	(Translation) 収入、経費、生活費、貯蓄の表 Explanation (The list)about annual income, costs, living expenses and savings. <Recent 3 years、Attestation from official organization. >
22	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。
23	Resident Card. 在留カード

※ About Translation fee. 翻訳料について

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

日本語訳文の提出がない場合、本校で日本語訳をいたします。翻訳料は一式 20,000 円です。