

Check List For Necessary Documents ◆ Applicant

1	<p><FORM ①> Application for admission. (Without an omission.) 入学願書</p>	
2	<p><FORM ②、③> Personal history . (Without an omission.) 履歷書</p> <ul style="list-style-type: none"> ● Academic history is very important. 	
3	<p>(Translation)</p> <p><FORM ④> Purpose for studying Japanese. 日本語学習目的</p> <ul style="list-style-type: none"> ● 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 ? 	
4	<p><FORM ⑤、⑥、⑦-1、⑦-2></p> <p>Questionnaire 1 Applicant's Information</p> <p>Questionnaire 2 Sponsor's Information</p> <p>Questionnaire 3 Applicant's Family Information</p> <p>Questionnaire 4 Sponsor's Family Information</p>	調査書
5	<p>(Translation)</p> <p>A student registration certificate. (Original)</p> <ul style="list-style-type: none"> ● It should be issued by your school . 	在学証明書
6	<p>(Translation)</p> <p>The certificate of the completion of a school. (Original)</p> <ul style="list-style-type: none"> ● The applicants should complete study for 12 years. ● Sri Lankan : PUPILS' RECORD SHEET. 	卒業証書
7	<p>(Translation)</p> <p>School record. (Original)</p> <ul style="list-style-type: none"> ● It should be issued by your last school. ● Sri Lankan : OFFICIAL STATEMENT of A/L and O/L 	成績証明書
8	<p>(Translation)</p> <p>Certificate of Japanese Language . 日本語能力証明書</p> <p>(Pass certificate & Score report.) 合格証、成績証明書</p> <ul style="list-style-type: none"> <li style="width: 33%;">●JLPT = N5 <li style="width: 33%;">●J-TEST = F level <li style="width: 33%;">●NAT-TEST = 5 kyu <li style="width: 33%;">●TOP J = Shokyu A <li style="width: 33%;">●JLCT = JCT 5 <li style="width: 33%;">●STBJ = 510 points <li style="width: 33%;">●J-cert = Pre-Intermediate <li style="width: 33%;">●PJC Bridge = C+ <li style="width: 33%;">●BJT = 300 points <li style="width: 33%;">●JPT = 315 ponts 	
9	<p>(Translation)</p> <p>Certificate of your job. (Original)</p> <ul style="list-style-type: none"> ● It should be issued by your company. 	在職証明書
10	<p>6 pieces of Photos. <4cm × 3cm / Taken within 3 months.> 写真</p> <ul style="list-style-type: none"> ● <u>Different size is not accepted.</u> 写真サイズ厳守 	
11	The copy of passport.	パスポートコピー
12	Medical certificate.	健康診断書

Check List For Necessary Documents ◆ Sponsor

13	<FORM ⑧ > Letter of Guarantee to school from sponsor. 身元保証書
14	<p>(Translation) 経費支弁書</p> <p><FORM ⑨> Explanation of Particulars Concerning Payment of Expenses.</p> <ul style="list-style-type: none"> ● Why will you support the applicant ? ● Relationship between sponsor and applicant. ● Will the applicant live with you in Japan ?
15	<p>(Translation) 預金残高証明書</p> <p>Bank Balance certificate.</p> <ul style="list-style-type: none"> ● It should be issued by bank.
16	<p>(Translation) 預金通帳 (取引履歴)</p> <p>Bank Statement. <For 1 years. ></p> <p>(Detailed record of deposit and withdrawal)</p> <ul style="list-style-type: none"> ● Link with bank balance certificate. ● Please let us know how you raised your fund for applicant.
17	<p>(Translation) 在職証明書</p> <p>Certificate of employment. (Original)</p> <ul style="list-style-type: none"> ● Company owner : Company Registration.
18	<p>(Translation) 所得課税証明書 (市民税所得証明書)</p> <p>Certificate of <u>annual income</u>.</p> <ul style="list-style-type: none"> ● Official certificate of <u>annual salaries</u> issued by the company. < Recent 1years > ● The company owner : the Financial Report by Chartered Accountant. ● It should be mentioned about <u>personal income</u> of the owner.
19	<p>(Translation) 親族関係証明書</p> <p>Certificate of the relationship between sponsor and applicant.</p> <ul style="list-style-type: none"> ● It should be official documents. Birth Certificate, Family Member Certificate, etc.
20	<p>(Translation) 収入、経費、生活費、貯蓄の表</p> <p>Explanation (The list)about annual income, costs, living expenses and savings.</p> <p><Recent 1 years、Attestation from official organization. ></p>
21	<p>住民票</p> <p>Certificate of residence.</p> <p>It should mention about <u>all family members</u>.</p> <p>戸籍簿、戸口簿など</p> <p>家族全員の氏名が記入されているもの。</p>
22	<p>在留カード (日本在住の外国の方)</p> <p>Resident Card. (Foreign people who lives in Japan.)</p>

※ About Translation fee.

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