

Documents for Applicants

1. Required Documents (★designated form by school)

★	1	Application Form (attach photo)	Must use school-designated forms.
★	2	Personal Record (No.1 and No.2)	Please write detailed "reason for studying," since it's considered as motivation for study abroad to Japan.
	3	Diploma from last school (Original)	We will return it after verify by immigration. If you have lost it, please submit the certificate of graduation.
	4	Transcript (grade report) from last school (Original)	For current university student: Transcripts of both university and high school. For current grad student: Transcript of both university and graduate school.
	5	Student Registration Certificate (Original)	Please submit if you are currently student.
	6	Photos (6 pieces; 4cm length x3cm wide)	Must be taken within 6 months from the date of applying to immigration.
	7	Copy of family register, identification	Proof which verify the place of birth
	8	Proof of Japanese language study/ Proof of Japanese ability	Must be shown the name of course, study hours in a week, total study hours, level, and etc. Photocopy of the result of Japanese-language proficiency test, and etc.
	9	Photocopy of passport	From first page to last page if you have landed in Japan.

2. Documents as needed

1	School Certificate other than last school	If applicant has studied at other school such as technical school, online school, correspondence school, and etc.
2	Certificate of employment, confirmation of reinstatement, letter of nomination, company brochure, or etc.	If applicant has a job, he/she should prepare such as offer letter or employment certificate.

[Caution]

- ① 1-1 Application form and 1-2 personal record: Please fill out accurate information about the date, the name of organization or school, and address of applicants/ family/ schools/ companies.
- ② When documents are written in foreign language, everything has to be attached with Japanese translation. Please write translator's name and his/her signature, and the date at the bottom right of translated documents. Otherwise, we may not accept.
- ③ Applicants must have more than 12 years of school career. According to Japan immigration, the educational system usually consists of 6 years of elementary school, 3 years of junior high school, and 3 years of high school. If your school career is different from this, we may not accept your application because the age of entering elementary school is usually 6 years old (or 7 years old in some countries or areas.) Please note that correspondence school and the other optional school may not be included in school career.
- ④ In order to apply a college visa, applicants must have Japanese ability for purpose of study. Otherwise, we may not be able to accept his/her application. Also, when applicant just has high school career, he/she must have more than 150 hours Japanese study career. Please note that we may ask to take an exam to check your Japanese ability in some case.
- ⑤ Every form must be handwriting and written by applicants themselves. Please be careful to fill in everything. When you make a mistake, please correct with double-line and your signature. Do not use a whiteout.
- ⑥ Please note that all the documents is non-returnable once they are submitted to immigration.
- ⑦ Please note that we may ask applicants to submit to additional documents other than above.
- ⑧ When applicants submit photocopies of documents, please make photocopies in their actual size with original, and put copier 's name and date on the bottom right.