

Documents for a sponsor who lives in Japan

1. Required Documents (★designated form by school)

★	1	Letter of Sponsor	Must use school-designated forms and write about the reason why sponsor support applicant's finance (living expense, tuition, etc), and sign sponsor's signature.
★	2	Pledge	Must use school-designated forms, sign sponsor's signature.
	3	Residential certificate or Alien registration	Japanese residential certificate or alien certificate with names of whole family.
	4	Bank Balance Certificate (Original)	Must be issued by bank.
	5	Photocopy of bank passbook	For the past 3 years.
	6	Certificate of Tax payment	1. Must be issued by municipal office ("Kazei shomei" or "Jumin nozei shomei"). 2. Must be issued by tax office ("Nozei shomei - No.1 & 2") Every document must show "annual income." (For the past 3 years)
	7	Certificate of employment (Submit one of form #1-#3)	1. If a sponsor is manager of company ... "Tokibotohon" 2. If a sponsor is owner of own company ... "Kakuteishinkokusho" (Original) ※With seal of tax office ※We will return original after check in immigration 3. If a sponsor is office worker (salaried employee) ... Certificate of Employment
	8	Reason for supporting (Attach letter)	Must be handwriting, shown that a sponsor intends to support applicants financial, and explained the reason for supporting.
	9	Koseki tohon (Family registration)	Must be shown the kinship between applicant and financial sponsor.

2. Documents as needed

1	Documents which shows business with foreign country	Documents such as partnership contract, certificate of foreign-capitalized company, or ratification instrument, if the reason of becoming sponsor is related to business.
2	Other proofs which explain about relationship between applicant and sponsor	Ex: Photos, which was taken with applicant or another relatives. Photocopy of sponsor's passport, or other information that explain relationships between applicant and relatives.
3	Company brochures	Explained business contents of company where sponsor works.

[Caution]

- ① Please submit all documents issued within 3 months from application date of immigration if they are issued in Japan.
- ② Every document must be filled in by sponsor's handwriting. If you make a mistake, please double-underline it, then put seal above. **Do not use a whiteout.**
- ③ Please note that all the documents are non-returnable once they are submitted to immigration.
- ④ Sponsor can only support one foreign student.
- ⑤ Please visit our school if sponsor lives in Japan.
- ⑥ Please note that we may ask applicants to submit to additional documents other than above.
- ⑦ The provision of punishment about forged or altered a document or drawing was newly established by revision of Immigration-Control and Refugee-Recognition Act in March 2002. Please pay attention.

The Immigration-Control and Refugee-Recognition Act (Deportation)

Article 24.

Any alien who comes under any one of the following items may be deported from Japan in accordance with the procedures provided for in the following chapter:

<(1)and(2) omit>

- (3) Any person who has forged or altered a document or drawing, has prepared a false document or drawing, or has used, possessed, transferred or lent a forged or altered document or drawing or false document or drawing, or has arranged the transfer or lending thereof with the intent of helping another alien to illegally receive an issue of a certificate, a stamp of permission for landing or permission in accordance with the provision of Chapter III, Section I or II, permission for landing in accordance with the provision of Chapter III, Section IV or permission in accordance with the provision of Chapter IV, Section I or Chapter V, Section III;