

Application Documents Guide for the Applicant (Student)

【JPN】: Japanese translation is required

★: Original form of our school / you can download on HP

◎ Documents all applicants must submit

◎	1	Application Form (★)	
◎	2 【JPN】	Reasons studying Japanese (★)	If you graduated the last school over 5 years ago, you have to describe the relationship between your career and the purpose of studying Japanese.
◎	3 【JPN】	"Diploma" or "Graduation certificate" of the last school [Original]	In the case that you will graduate in a few months later, please submit "certificate of prospective graduation". After you receive your diploma, please submit it as soon as possible.
◎	4 【JPN】	Certificate of Japanese Language Proficiency [Original] e.g.1: Certificate of JLPT (over level "N5") e.g.2: Certificate of J.TEST (over level "F") e.g.3: Certificate of NAT-TEST (over level "5") e.g.4: "Japanese study history certificate" issued by 【JPN】 Japanese language school of your country	"Japanese study history certificate" issued in other country is difficult to be accepted by immigration Bureau. So, you should submit a official certificate of Japanese Language Proficiency, such as JLPT, J.TEST, NAT-TEST, BJT, STBJ, TOPJ, GNK, and so on. If you submit "Japanese study history certificate", it will be required to prove the following contents (①~③). ① The time when you started to study Japanese ② The time when you will graduate of the Japanese language school. ③ How long you studied Japanese (at least 150 hours or more)
◎	5	Photo (4 × 3cm) 8 pieces	Please put it (one of 8 pieces) on your Application Form.
◎	6	Statement of Pledge (★)	It is common to financial sponsor's "Statement of Pledge".

○ Documents that should be submitted by only those who have following materials.

○	7	Copy of passport	Only those who already have a passport at the time of your application. If you have been to Japan, all pages of passport should be copied.
○	8	Copy of family register records	If your country have family registration system, please submit the copy of family register records including birthday, address, relationship, and so on.
○	9	Certificate of "university graduation" or "score of standardized test for university admission" <u>issued by the government agency.</u> e.g.: "CREDENTIALS REPORT"	If you have already graduated the university, please submit "certificate of university graduation". If you are studying at the university, please submit "score of standardized test for university admission" Please contact us or the government agency how to apply these certificates. Please refer to the following notes (5).
○	10	Copy of examination admission card of official Japanese Language Test (*) *: JLPT, J.TEST, NAT-TEST, BJT, STBJ, TOPJ, GNK	Please submit in the case that you have not received the result of exam yet, or in the case that you will take the exam soon (within a few months), too.
○	11 【JPN】	"Certificate of prospective graduation" or "Student registration certificate"	If you will graduate within 6 months, please submit "Certificate of prospective graduation" In the case that you cannot submit it, you can submit "Student registration certificate" instead.
○	12 【JPN】	"Proof of employment" (Yours)	In case that you are working at the time of application.

<Note>

- (1) The Immigration Bureau sometimes requests materials other than the above, and so, please cooperate to submit those materials they request.
- (2) The mark "【JPN】" shows that the documents (materials) is required Japanese translation.
In case that it is difficult to submit Japanese translation, please contact and consult us.
- (3) The certificates (No11,12) have to be issued within 6 months from the deadline that the immigration bureau set.
- (4) If you want to try re-application, you must submit the description for the refusal reason of immigration bureau, and tell us the acceptance number of first application.
- (5) You can request for issuance of the certificate (No9) on the web. Please refer to following sites.

China Academic Degrees & Graduate Education Development Center

(<http://www.cdgd.edu.cn/>)

China Higher-education Student Information

(<http://www.chsi.com.cn/>)

Ministry of Education and Training Vietnam International Education Development

(<https://tuyensinh.vied.vn/japan/>)

Centre for International Professional and Technological Co-operation and Exchange

(<http://www.cepece.edu.vn/>)

The certificates should be sent to our school directly by the these government agencies.