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Application Documents Guide for the Financial Sponsor living in his(her) country

【JPN】: Japanese translation is required

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

◎Documents all financial sponsors must submit

◎	1 【JPN】	Statement of paying expenses (★)	It must be written by the financial sponsor (by him/herself). If the financial sponsor is not applicant's parent, he(or she) have to describe the reason to take on sponsor more clearly.
◎	2	Statement of Pledge (★)	It is common to applicant's "Statement of Pledge".
◎	3 【JPN】	Certificate of family relations	It should be showing the relationships between applicant and financial sponsor.
◎	4	Bank balance certificate	
◎	5 【JPN】	Proof of income and tax payments (last 3 years)	Please request the issue to your place of employment or the tax office.
◎	6 【JPN】	Proof of employment Other case1 : Company executive,CEO ...certificate of corporate registration Other case2 : Self-employed individuals ...Operating license	Please request the issue to your place of employment (your company). It should be written about the name,address,telephone number of the company ,and financial sponsor's post. Those who are not employed refer to other case1or2.
◎	7 【JPN】	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.

○Documents which are required by us (or the Immigration Bureau) according to necessity.

○	8 【JPN】	Copy of the records of bank	The passbook of bank that shows financial sponsor's income or how to save the money.
○	9 【JPN】	The accounting report or earning statement of the corporation that financial sponsor manages.	In the case that the financial sponsor have stocks and manages the corporation.
○	10 【JPN】	Documents to prove the current address.	In the case that the financial sponsor does not live in the place where official document indicates.

<Notes>

- 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 (No3~10) have to be issued within 6 months from the deadline that the immigration bureau set.

<Who can be financial sponsor?>

The financial sponsor must pay all the cost (school expenses and life costs) during the time that applicant(student) lives in Japan. So,usually,the applicant's parents should be his(her) financial sponsor. But, for some reason, in case that it is difficult for parents to be financial sponsor, their relatives can be a financial sponsor.

When the relatives become a financial sponsor, they have to describe the reason and necessity in detail.