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Application Documents Guide for the Financial Sponsor living in **Japan**

【JPN】: Japanese translation is required

◎Documents all financial sponsors must submit

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

◎	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	Resident record	You can take "Resident record" at the ward office or city hall you are living.
◎	5	Bank balance certificate	
◎	6	Copy of the records of bank	The passbook of bank that shows financial sponsor's income or how to save the money.
◎	7	Proof of income and tax payments (last year) [e.g.1] Taxation certificate of residence tax [e.g.2] Withholding tax certificate [e.g.3] Copy of individual resident income tax return	It should be showing financial sponsors annual income. They can take "Taxation certificate of residence tax" at the ward office or city hall they are living. They can take "Withholding tax certificate" at their place of employment.
◎	8	Proof about the place of work and the post (or occupation) [e.g.1 Company employee] Certificate of employment [e.g.2 President or executive] Registration of the corporation [e.g.3 Self-employed individuals] Operating license	Certificate of employment should be showing the company informations (address, phone number, and so on) and financial sponsors post.

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

○	9	Financial statements of the company, or company brochures	If financial sponsor manages the company, please submit the materials showing statements of the company.
○	10	Copy of passport	If financial sponsor has a passport, please submit it.

<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 (No3~8) 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.