

Application Documents : Checklist

No. _____ /country _____ /Name _____

***** Original copy should be issued within 6 months // ALL DOCUMENTS need JAPANESE TRANSLATION *******I . Documents which applicants have to prepare.**

<input type="checkbox"/>	①	8 photos of the applicant which taken within last 3 month (height 4.0cm x 3.0cm) (Please write your name on the back of all photos and one of the photo need to be attached on the application form)
<input checked="" type="checkbox"/>		Application for certificate of eligibility (form provided by immigration office: will be prepared by UIS)
<input type="checkbox"/>	②	<input type="checkbox"/> Application for admission -- Form 1 provided by UIS (handwriting)
		<input type="checkbox"/> Purpose for studying in Japane -- Form 2 provided by UIS (handwriting)
		<input type="checkbox"/> Pledge -- Form 3 provided by UIS (handwriting)
<input type="checkbox"/>	③	Original copy of diploma or cerficate of graduation (original copy will be returned after verification)
<input type="checkbox"/>	④	Original copy of grades for each year of schooling
<input type="checkbox"/>	⑤	The orignal copy of certificate and score sheet of JLPT level N5 (or one of following tests, J-TEST level F, BJT business Japanese Proficiency Test, EJU "Japanese as a Foreign Language", NAT-TEST level N5、PJPT Beginner's C level)
<input type="checkbox"/>	⑥	Certificate of learning Japanese language (certification of enrolled Japanese course, learnig hours and text books that have been used. The listed information needs to be provided by the teacher of learnig center. Applicant's learning hours in the institution should be more than 150 hours.)
<input type="checkbox"/>	⑦	A copy of your personal identification (Citizenship certificate), household register (copy requirements: including birth location, latest address, the list of family members as well as their occupation)
<input type="checkbox"/>	⑧	A copy of your passport (only for the passport holders, there is no need to provide this document if you do not hold a passport. Applicants who have been to Japan, need to provide a copy of all pages which have Japanese visa and the document of entry, which stated in the passport)
<input type="checkbox"/>	⑨	Student registration certificate or letter (for enrolled students) / Certificate of employment (for salaried workers)/ Certificate of business license (self-employed)/ Document proving registered business matters (for members of the board of directors)

II . Documents which financial supporter have to prepare

Financial supporter who is NOT in Japan (As a general rule, his/her relation with the applicant must be int the third degree of consanguinity.)

<input type="checkbox"/>	⑩	Certificate of family registration which proves all members of the financial supporter.
<input type="checkbox"/>	⑪	Expense Support Oath -- Form 4 provided by UIS (handwriting) --- has to be written by finicial supporter.
<input type="checkbox"/>	⑫	The financial supporter's bank statement (Balance certificate), which proves that they have the assets to cover the tuition and all living expenses during the student's stay in Japan.
<input type="checkbox"/>	⑬	Colour copy of the deposit passbook/bankbook or original copy of Bank Statement (Statement of the bank account) in the latest 3 years. Or certificate/documents which explain how the financial supporter could have depisit/save money or assets.(S/he can explain how s/he could have assets in her/his own
<input type="checkbox"/>	⑭	Certificate of business license (self-employed)/ Document proving registered business matters (for members of the board of directors) / Certificate of employment (for salaried workers)
<input type="checkbox"/>	⑮	Income statement/certificate in the latest 3 years
<input type="checkbox"/>	⑯	Income tax certificate showing his/her annual income amount issued by the regional authority in the latest 3 years.(The annual income must be written in the certificate.)