

Application Document

Documents concerning the Applicants

1. Documents to submit without fail

Document to Submit	Remarks	Translation
① Application 【B1-1】	Applicant fills in the designated form in person	
② Resume 【B2-1,B2-2】	Applicant fills in the designated form in person.	Required
③ Reason for schooling & Schedule after learning Japanese 【B3】	Applicant fills in the designated form in person. Full description of the purpose, the reason for studying in Japan, and schedule after learning Japanese.	Required
④ Original diploma of the last school or graduation certification	The original is to be returned after verification by the Immigration Bureau.	Required
⑤ Original academic record of the last school	The original is to be returned after verification by the Immigration Bureau.	Required
⑥ Certification of studying Japanese	Description of the course, weekly study hours, total study hours (Required over 150 hours), and level.	Required
⑦ Job certificate (Including recommendation and reinstatement certificate)	Person who is working now.	Required
⑧ Eight Photographs (4cm × 3cm)	Taken full-faced and hatless within 3 months before submitting. Write nationality and name on the back.	
⑨ Copy of passport	Submit all pages.	
⑩ Written oath 【B5】	Applicant fills in the designated form in person.	

2. Documents to submit when necessary

Documents to submit	Remarks	Translation
① Original diploma, attendance certification, or provisional diploma of higher educational institution.	Person who has graduated, has been absent or suspended from graduate school, university, or junior college, or who is attending at present.	Required
② Original diploma or graduation certification, of primary school.	Person who enrolled primary school at the age of other than 6 or 7.	Required
③ Original diploma or graduation certification, or academic record of junior high school.	Person who enrolled junior high school in discord with educational system.	Required

《 Documents concerning expense payment 》

1. In case the applicant pays the expenses

Documents to submit	Remarks	Translation
① Financial supporter 's document 【B4】	Payer fills in the designated form in person	Required
② Original deposit balance certification. (Under his/her name)	The certificate must have account number and state which currency (Japanese yen or US dollar, or currency of your own country's) Submit a copy of fixed deposit balance in Foreign currency.	Required
③ Job certification	The certification must have entries of occupation, job description, position, and the period of employment.	Required
④ Income certification	Certification of annual income and tax payment. (Last 3 years)	Required

2. In case parents or relatives living overseas pay the expenses

Documents to submit	Remarks	Translation
① Financial supporter 's document 【B4】	Payer fills the designated form in person	Required
② Original deposit balance certification. (Under his/her name)	The certificate must have account number and state which currency (Japanese yen or US dollar, or currency of your own country's) Submit a copy of fixed deposit balance in foreign currency.	Required
③ Job certification	The certification must have entries of occupation, job description, position, and the period of employment.	Required
④ Income certification	Certification of annual income and tax payment. (Last 3 years)	Required
⑤ Copy of bankbook	Last 1-year record of payer's bankbook. Submit copy of pages written payer's name, the account number, name and address of the bank.	Required
④ National deed of kinship	The deed must have a name, residence, kinship, and relationship, between the payer and applicant.	Required
⑦ Family register	It must include all family members.	Required
⑧ Business license	When the paper is self-employed.	Required
⑨ Tax payment certificate	When the paper is self-employed. (Last 3years)	Required

3. When the financial supporter lives in Japan

Documents to submit	Remarks	Translation
① Financial supporter 's document 【B4】	Payer fills the designated form in person	Required
② Original deposit balance certification.	Under payer's name.	Required
③ Copy of bankbook	Last 1-year record of payer's bankbook. Submit copy of pages written payer's name, the account number, name and address of the bank.	
④ Job certification	Office worker ・・・Employment certificate Self-employed ・・・Duplicate of tax declaration ◆Must be sealed by tax office. The original is to be returned after processing. Company executive ・・・Company register.	Required
⑤ Original tax payment	【Tax certificate】or【Resident tax certification】issued by municipalities. Or 【Tax payment certificate】issued by tax office, which has total annual income. (Last 3 years)	Required
⑥ Resident's Card or Alien Registration Card	The Resident's Card must contain the whole household. Copy of Alien Registration Card is not accepted.	Required
⑦ Documents to verify the relation between applicant and the financial supporter.	If related by kinship, submit official documents to verify the kinship (National Deep of Kinship) If not, submit document to substantiate the relationship.	Required

- * Please follow our instruction in case need other documents.
- * Please attach Japanese translation with the documents written in other languages.
- * We do not return any documents except the original.
- * Documents to be only issued by the Immigration Bureau within 3 months.
- * Documents corrected with white out are invalidated
- * Applicants must fill out forms to be written by him/herself in his/her own handwriting.
- * Documents concerned about payer and guarantor must be filled out by him/herself in his/her own handwriting.