

DOCUMENTS TO SUBMIT Updated in May, 2020

◎Documents to be prepared by applicants. (Essential)

1	Application Form for Admission with your photo on	Please use the form designated by our school.
2	Resume	Please fill out the details in sequence. Please do not skip any career in your past. Please make a clear description of the purpose of your study in Japan and your future planning.
3	Diploma of your last school (original)	This will be returned to you after ISJA (Immigration Services Agency of Japan) checks it. In case of its unavailability, please submit the certificate of your graduation.
4	Certificate of the academic transcripts of your last school(original)	① In case of an undergraduate → both your high school and university(college) academic transcripts ② In case of a postgraduate → both your university(college) and graduate school academic transcripts
5	Certificate of your academic backgrounds(original) (for only Chinese applicants)	① in case of university(college) graduates or technical school graduates → Certificate of your academic backgrounds ② in case of high school graduates → Certificate of your high school graduation
6	Enrollment Certificate(original)	if you are in school
7	Photos	4.5cm x 3cm taken within 3 months of application, 6 copies except for the Application Form
8	Census Register (copy) or Personal Identification(copy)	It must certify your birthplace.
9	① Certificate of your Japanese learning backgrounds ② Certificate of your Japanese proficiency	① ex. certificate of the programs you have taken, study hours per week, the total hours of your studies in school if you ever enrolled in your country. ② ex. passing certificate (JLPT level 4) (original)

10	Passport (copy)	If you have visited Japan, please make photocopies of all the pages of your passport.
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◎Documents to be prepared by applicants. (if necessary)

1	Certificates of your academic backgrounds (except for your last school)	If you have learned in a technical school, a higher education institute for adults, a correspondence course, or a Chinese 自学考试(self-taught examination of higher education), in addition to your last school, please submit the certificate.
2	<ul style="list-style-type: none"> • Certificate of employment of your current job • Recommendation Letter • Consent to your reinstatement • Company brochure 	If you have working experiences, please submit the documents to certify what kind of jobs you have done, and that your company has consented to your leave from work and your schedule for reinstatement. Your company profile is also necessary..

*Notes

- ① As for 1-1 (Application Form for Admission) and 1-2 (Resume), please be very careful to fill in accurate information about the dates, the name of the agency and the name of the school as well as the addresses (of the applicant, family, school, company). You have to fill in the house number and street number of the address, if you have.
- ② All the documents must be with Japanese translations in separate sheets. Translated documents must come with the translator's signature and its date (at the bottom right of the documents) No documents without translations can be accepted.
- ③ As for 1-5 (Certificates of your academic backgrounds), please apply for them in your own country. The authorities in charge will send them directly to our school.

Please check the following websites.

學歷認證書：全國高等學校學生信息諮詢與就業指導中心 <http://www.chsi.com.cn/>

高考認證書：中國教育部學位與研究生教育發展中心 <http://www.cdgd.edu.cn/>

- ④ A minimum of 12-year school education at home is necessary for application. The Immigration Office inspects your school years in accordance with our school years (6-year elementary school, 3-year junior high school, and 3-year senior high school) Please be careful if you started your elementary school education at the age of seven or later unlike at the age of six in Japan. In that case, you need to explain the reason properly. As for Chinese school systems shown in 1-5, those school years may not be officially counted.
- ⑤ To achieve your goal, your Japanese proficiency must be good enough to learn our program. When your Japanese doesn't meet our level, we might not be able to accept your application. If you are a high school graduate, you need to learn Japanese (approximately) more than 150 hours at school in advance. In some cases, we may need to ask you to take an approved Japanese proficiency test at home to check your current level.
- ⑥ An applicant must fill in the necessary information by themselves. Using a white-out is not allowed. When you need to correct your writings, please cross out the mistake with two lines and put your seal or write your signature under the corrected part.
- ⑦ If necessary, we may interview you in your country to check your determination.
- ⑧ No documents you submit to ISAJ (except for the diploma of graduation) will be returned to you.
- ⑨ When we need additional documents from you, we may ask for them.
- ⑩ When you make a photocopy, please be careful to copy it of the same size as the original. Please write down the name of the person who has copied it and the date. (at the bottom right)

㊦ DOCUMENTS TO SUBMIT (if your financial supporter lives in your country)

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◎Documents to be prepared by applicants. (Essential)

1	Document for Supporter	Please explain the reason clearly why he/she supports the student and how they cover the tuition and living expenses of him/her. Please put your seal on it.
2	Pledge	Please use Printed Form provided by our school.
3	Registration copy of your family	It must be issued by the municipal authority. Family relationship between the supporter and the

		applicant have to be confirmed by the registration copy.
4	Addition Sheet for your support	Please handwrite your willing and reason to support the student financially. Please write the supporter's capability and responsibility for all the expense during the applicant's stay in Japan.
5	Certificate of the balance of a bank account under the name of the supporter. (Original)	It must certify that the supporter possesses foreign currency deposits and he/she can send necessary expenses abroad on a regular basis.
6	Certificate of savings (photos or colored copy)	It must certify that 2-5 (Certificate of the balance of a bank account) is properly issued. Photos or colored copies must certify that he/she has used the bank for the last three years.
7	Certificate of the annual income	It must show the monthly or yearly income and where the income comes from. (for the last three years)
8	Certificate of employment by the employer.	If he/she works for a company, please submit the certificate of his/her job, position, and career
9	Business License (copy)	in case of the executive of a company or the owner of self-supporting business.
10	Certificate of tax payment	Both the annual income and the amount of tax must be shown on it. (for the last three years)
11	Census Register (copy) or Personal Identification(copy)	It must certify his/her birthplace.
12	Certificate of tax registration (copy)	In case of the executive of a company or the owner of self-supporting business, it must certify that he/she has made tax registration.

*Documents to be prepared by applicants. (if necessary) (if your financial supporter lives in your country)

1	Profit & Loss statement Financial report	In case of the executive of a company or the owner of self-supporting business, it must show the financial status of the supporter's company or business.
2	Documents about trade with Japan	If he/she has a trade with Japan, please submit the certificates of their contract. (copy)

3	Company brochure	It must certify the financial status of the supporter's company or business.
4	Passport (copy)	If he/she has visited Japan, please make photocopies of all the pages of their passport.

*Notes

- ① Please be very careful to fill in accurate information about the name of the supporter and the names and addresses of his/her house and company.
- ② All the documents must be with Japanese translations in separate sheets. Translated documents must come with the translator's signature and its date (at the bottom right of the documents) No documents without translations can be accepted.
- ③ Close family members are defined as parents, brothers and sisters.
- ④ All the documents to submit must be within six months before the application.
- ⑤ The financial supporter must fill in the necessary information by themselves. Using a white-out is not allowed. When they need to correct their writings, please cross out the mistake with two lines and put their seal or write their signature under the corrected part.
- ⑥ We interview the supporter in your country to check his/her determination and financial capability.
- ⑦ No documents the supporter submit to ISAJ will be returned to them.
- ⑧ When we need additional documents from the supporter, we may ask for them.
- ⑨ When the supporter makes a photocopy, please be careful to copy it of the same size as the original. Please write down the name of the person who has copied it and the date. (at the bottom right)