



## Required Documents for Application

### ■ Documents for Applicant

	Necessary Documents	Note
1	Admission application form	Form specified by school, written by the Applicant, photograph attached.
2	Resume	Form specified by school, written by the Applicant.
3	Diploma from the last school attended	Graduation diploma or certificate from the last school attended, or a graduation letter (originals only), notarial deed. ※China: Submit Report of Degree Recognition Certificate for graduates of university or higher (original). ※High school diploma is also necessary for graduates of high school or higher (copy).
4	Transcript from the final school attended	For all academic years (copy), notarial deed. ※Certificate of NECC for those who are senior high school graduates and have taken the NCEE in China (original).
5	Proof of documentation for Japanese proficiency	Certificate of passing for Japanese Language Proficiency Test N5 or higher (copy), or certificate of passing for Japanese language exams equal to that of above (copy), or certificate of Japanese study of minimum of 200 hours (original), notarial deed.
6	Family registry	All pages (copy).
7	Form of identification	Copy of identification. ※colored
8	Photograph	3 copies. height 4cm×width 3cm Must have been taken within 3 months of application submittance. Taken from the bust up, no hat. ※Write name and date of birth on the back of photos.
9	Certificate of Health	Form specified by school.
10	Passport	For those who have one (copy of all pages).

### ■ Documents for Financial Supporter

	Necessary Documents	Note
1	Statement of Financial Support	Form specified by school.
2	Document for proof of relationship	Proof of document for relationship between the supporter and applicant, notarial deed.
3	Certificate of bank balances	Proof of documents such as certificate of bank balance (original), certificate of deposit (copy).
4	Document of financial formation	Proof of document for financial formation such as copy of bank balance book (for past 3 years).
5	Certificate of proof of employment	For those who are; Employed by a company: Proof of employment (original) An executive of a company: Registration of Corporation (copy), notarial deed. Self-employed: Business permit (copy), notarial deed.
6	Family registry	All page(s) (copy) ※Omitted if the supporter and the applicant are on the same registry.
7	Certificate of tax payment	For the past 3 years (original). Total income must be stated.
8	Form of identification	Copy of identification ※colored

### ■ Others

	Necessary Documents	Note
1	Written Oath	Form specified by school, written by the financial supporter.
2	Dormitory Entrance Application	Form specified by school.

### ■ Note

1. Attach a copy of Japanese translation to all documents written in languages other than Japanese.
2. All submitting documents must be the original document unless indicated as "copy of".  
Submitting documents must be produced within 3 months (within 6 months for documents formatted in foreign country).
3. Documents with corrections (e.g. correction fluid, eraser) will be voided
4. All proof of documents shall be submitted with information such as issuer's title, name, name of institution, address, telephone number, and fax number.
5. We may ask for additional documents not listed above.