

提出書類一覧

List of documents to submit

(※)学校書式 School format

申請者 Applicant

①入学願書 (※)

Application for admission

②留学理由書 (※)

Your purpose of study in Japan

③最終学歴卒業証明書

Certificate of graduation from the last school (diploma)

④最終学歴成績証明書

Academic transcript from the last school

⑤在学証明書 (申請者が学生の場合)

Student enrolment certificate (if applicant is currently astudent)

⑥成績証明書 (申請者が学生の場合)

Academic transcript (if applicant is currently a student)

⑦休学証明書 (当てはまる場合)

Certificate of temporary leave from school (if applies)

⑧退学証明書 (当てはまる場合)

Certificate of withdrawal from school (if applies)

⑨在職証明書 (申請者が職員・社員の場合)

Occupational certificate (If applicant is currently anemployee)

⑩戸籍謄本(出生証明書)

Copy of applicant's family register (birth certificate)

⑪日本語学習証明書(150時間以上)

Certificate of Japanese language learning (more than150 hours)

⑫日本語能力証明書 (日本語能力試験N5、JテストF級、NATテスト5級以上)

Certificate of Japanese language proficiency (morethan JLPT:N5, J-TEST:F, NATtest:5)

⑬旅券コピー

Copy of passport

⑭写真6枚 (4×3cm)

6 photographs of applicant

経費支弁者 Sponsor

①銀行残高証明書(200万円以上)

Certificate of bank balance (It should be more than ¥2,000,000)

②在職証明書

Occupational certificate

③収入証明書(過去3年分)

Income certificate (for the past 3 years)

④納税証明書(過去3年分)

Tax certificate (for the past 3 years)

⑤営業許可書(自営業の場合)

Business license (if sponsor is the self-employed)

⑥入学誓約書(※)

Guarantee

⑦経費支弁書(※)

Statement of financial support

⑧身分証明書又は旅券の写し

Copy of passport or identification card

☆学校書式に関する注意(申請者の①・②, 経費支弁者の⑥・⑦)

Notice on school formats (①・② for applicant, ⑥・⑦ for sponsor)

履歴書(申請者)と保証書、経費支弁書(経費支弁者)は、サイン欄に黒ペンで自筆サインをして下さい。その他の欄は、出来る限りタイプで入力をお願いします。

Resume (applicant), and Guarantee and Statement of financial support (sponsor) require a handwritten sign with a black ink. The other fields of the school formats should be filled in by typing to confirm correct spelling. Handwriting is not preferable.

☆各種証明書に関する注意(申請者の③~⑫, 経費支弁者の①~⑤)

すべての証明書は、原本又は謄本をお送りください。原本又は謄本の言語が日本語と英語以外の場合、翻訳をつけてください。(日本語の翻訳が望ましいです。)

All documents sent to us must be original or certified true copies. If the documents are in a language other than Japanese or English, translated documents must be accompanied. Japanese translation is preferable to confirm correct spelling.