

## List of Required Documents

**Saitama International School**

### <Applicant >

No.	Documents	Remarks
1	Application of Admission	Please fill out accurate information in English. Regarding home address, if your permanent address is the same as present address, please fill out the same address.
2	Personal Records	
3	Statement of Purpose	Purpose of studying Japanese : Please describe the specific reason for studying Japanese, and the relevance of your educational background or work history. Future path plan after graduation : Please describe your detailed plan after graduating from Japanese language school. If you have already found out the details such as company name, school name, and planned date, please describe this information as well.
4	Copy of your passport	Profile page of your passport. If you have a Japanese immigration history, please submit a copy of the stamped page as well.
5	Original Diploma/Certificate	Please submit your original diploma/certificate and original transcript. The original diploma/certificate and transcript will be returned after the screening of immigration.
6	Original transcript	
7	Certificate of Japanese study	Please submit certificate that prove you have completed more than 150 hours of Japanese study.
8	Japanese proficiency document※	Please submit the original document. (Ex. Score report)
9	Certificate of employment	If you are currently working full-time, please submit a certificate of employment.
10	Photos (4cm × 3cm)	Taken within 3 months. 6 photos with no cap, no background, front view.

※Japanese Language Proficiency Test (JLPT), BJT Business Japanese Proficiency Test, J. TEST, NAT-TEST, Standard Test for Business Japanese, TOP J TEST, J-cert, Japanese Language Capability Test (JLCT), Practical Japanese Communication Exam-Bridge (PJC Bridge), Japanese Proficiency Test (JPT)

### <Guarantor >

No.	Documents	Remarks
1	Certificate of Guarantor	Please fill out in English.
2	Guarantor's Family Structure	Please fill out in English.
3	Documents to prove the relationship with the applicant	Please submit official document such as birth certificate or kinship certificate that prove your relationship with the applicant.
4	<u>Overseas guarantor</u> Documents that prove the family structure of the guarantor	Please submit a document issued by official organization that can verify the family structure of the guarantor, such as the family register in which the entire family member is listed.
	<u>Guarantor residing in Japan</u> Documents that prove the family structure of the guarantor	Please submit residence certificate (Juminhyo) in which the entire family member is listed. <u>The residence certificate must not be described my number.</u>
5	Certificate of bank balance	Please submit the original certificate of balance that prove more than 2 million yen.
6	Documents that prove guarantor's occupation.	Please submit a certificate of employment or business license. If the guarantor is corporate executive, please submit a copy of corporate registration.
7	Documents that prove funding formation process	Please submit account activity statement for the past three years or a copy of the bankbook for the past three years.
8	Documents that prove the income of the guarantor	Please submit a tax payment certificate for the past three years or income certificate for the past three years issued by official organization where administrate personal income tax.

## 《Notes》

### 1. Japanese translation

- Japanese translation must be attached to each document submitted in a foreign language (including English). Please be careful that there is no mistranslation. Mistranslation may affect the results of the screening of application documents.

### 2. Application for Admission

- Regarding place of birth, please describe the city name without omission.  
If you have Chinese or Vietnamese citizenship, please describe ○○ province ○○ city (○○ prefecture).

### 3. Personal Records

- If you have a Japanese visa application history, be sure to check “Yes” and fill out the status of residence and application result.
- Please fill out everything you can think of as academic background from elementary school admission to last graduated school. Please describe the school location exactly without omission.
- If you have a history of enter to Japan, please fill out the number of times, date of entry, date of leaving, status of residence, purpose of entry correctly in the column.

### 4. Japanese proficiency document

- In addition to the total number of study hours, please describe the followings in a certificate of Japanese study.  
① Duration ② Attendance rate ③ Course content ④ Course title ⑤ Target level of the course ⑥ Textbook name

### 5. Certificate of Guarantor

- Please describe the relationship with the applicant and the reasons for accepting to become guarantor.

### 6. Guarantor's Family Structure

- Please submit a list in which the guarantor's family (spouse and child, all members with or without a living together) and the person who lives with the guarantor are listed.

### 7. Validity period of required documents

- Please submit the documents issued within 3 months from the date of collective application, regardless of whether the location of the issuing institution is in Japan or overseas.

### 8. Documents which can submit the certified copy

- Applies to documents that cannot be issued multiple times, such as a family register book or a diploma. In case of documents that can be issued multiple times, such as certificate of bank balance or certificate of Japanese language study, please submit original documents.

### 9. Issuing institution of each certificate

- In addition to the issuer's title and name in the certificate, the address of the issuing institute and contact information (telephone, fax number), and the signature of the issuer must be described.