

## GUIDELINES FOR APPLICANTS

\* Please, make sure to translate all documents below (except otherwise specified) into Japanese.

### 〈Application Documents〉

#### APPLICANT

1. Application for Certificate of Eligibility (No.1 to No.3)—**Jap. translation not required**
2. Application for Admission—**Jap. translation not required**
3. Personal Records (No.1, No.2) —**Jap. translation not required (only No.1)**
4. **Original** degree/diploma/certificate from last graduated school
5. Transcript of results from last graduated school
6. Certificate of Japanese studies
7. Certificate of employment (if in employment)
8. Pay slips or documents showing tax returns (if in employment)
9. A copy of applicant's family register
10. A copy of your passport
11. A copy of identity card, resident's card or birth certificate (with place of birth and present address written on it)
12. Photographs (no caps please) 4cm X 3cm      6 pieces
13. Application fee ¥20,000 (non refundable)

**\*Personal Records No.2 has to be translated into Japanese.**

#### GUARANTOR

※ In the event that guarantor is residing outside Japan

- (1) Certificate of Guarantor
- (2) Certificate of employment
- (3) Certified documents to show relationship between guarantor and applicant
- (4) A copy of guarantor's family register
- (5) Bank balance sheet
- (6) Photocopy of bank account passbook over past 3 years (only applicable to students from China, Mongolia, Myanmar and Bangladesh) —**Jap. translation not required**
- (7) Proof of steady income e.g. income tax returns or pay slips over a year (over past 3 years for students from China, Mongolia, Myanmar and Bangladesh)
- (8) Certificate of business registration (if self-employed)
- (9) Tax declaration certification (if self-employed)
- (10) A copy of identity card or resident's card

※ In the event that guarantor has Permanent Resident status and has resided in Japan for 3 years and above

Items 1, 2, 3, 5, 6, 7 (with Japanese translation) from above and

(8) A copy of Alien Registration Card

(9) Stamp register (issued by the City Council office)

※ In the event that guarantor is Japanese

Items 1, 2, 3, 5, 6 from above and

(7) Pay slips over a year (over past 3 years for students from China, Mongolia, Myanmar and Bangladesh)

(8) Income tax returns over a year (over past 3 years for students from China, Mongolia, Myanmar and Bangladesh)

(9) Family register (issued by the City Council office)

(10) Stamp register (issued by the City Council office)