

在留資格認定書申請書類一覧

List of application documents for COE

A. 申請人 必要書類 Applicant (Required Documents)		
提出書類 (documents)		説明 (explanation)
1	写真 ID photos	Photograph of applicant's face taken within 3 months. (4 cm×3 cm) 8 pics.
2	パスポート Passport	copy If you already have it.
3	身分証明書 Identification	copy
4	入学願書、留学理由 Application form (for admission to our school)	original Please fill out the form our school made, without making false entry and typographical errors. Please do not use whiteout. Personal history: Please fill out to completion. Six months omission will not be accepted. Reason of study abroad: Please clearly state your purpose and plan after graduation.
5	卒業証明書 Graduation certificate of last school or institution	original
6	最終学歴成績証明書 Academic transcript of last school or institution	original Academic transcript of all years(grades) (ex. : high school... 3 years, university... 4 years, etc.)
7	在学証明書または卒業見込み証明書 Student enrollment certificate or Certificate of expected graduation	original If applicant is currently a student (and plan to graduate).
8	日本語能力試験の合格証書と成績表 Certificate of Japanese language test and the score	original Higher than JLPT N5, NAT-TEST level 5, J-Test level F. Please submit the certificate and the score of both. ※If you are yet to receive the result, please submit the copy of the admission ticket for test.
9	日本語学習歴証明書 Certificate of Japanese language learning	original Certificate of completion of Japanese language school in your country. ※It must be written: enrollment date, completion date, weekly study time, total study time, name of text used.
10	戸口簿、戸籍簿など Applicant's family register	original or copy The family register that shows applicant's family structure.
11	在職証明書 Certificate of employment	original If you have work experience. It must be issued by workplace. Include the name of workplace, address, phonenumber and the company seal.
13	その他 Others	

B-1. 経費支弁者（日本に住んでいない場合）必要書類 Financial supporter (if not living in Japan)		
提出書類 (documents)		説明 (explanation)
1	経費支弁書 Statement of financial support	original Please fill out the form our school made, without making false entry and typographical errors. Please do not use whiteout.
2	在職証明書 Certificate of employment	original Include company name, address, telephone no, signature of person in charge and company seal. If he/she is an executive officer or CEO, please submit the copy of corporate register. If he/she is a small business owner or self-employed, please submit the copy of business license.
3	収入証明書 Income certificate 【過去3年分】 (for the past 3 years)	original It must be issued by the employer or public agency. Include company name, address, telephone no, signature of person in charge and company seal.
4	納税（課税）証明書 Tax certificate 【過去3年分】 (for the past 3 years)	original It must be issued by the tax office. Income amount, tax amount, tax payment amount must be written.
5	預金残高証明書 Certificate of bank balance	original It must be issued within a month.
6	資金形成経緯を明らかにする資料 Documents that show how to the supporter formed the assets. (One of a~c) 【過去3年分】 (for the past 3 years)	original or copy a. Copy of the bank book b. Bank statements (original) c. Instructions on household budget and savings for the past three years(original) ect.
7	その他支弁能力を立証する資料 Other documents certifying the ability to pay	original or copy
8	親族関係公証書または出生証明書など Family relationship certificate or Birth certificate	original Certificate that proves the relationship between the applicant and the financial supporter.
9	戸口簿、戸籍簿など Supporter's family register	original or copy The family register that shows financial supporter's family structure.
10	身分証明書 Identification	copy

B-2. 経費支弁者（日本に住んでいる場合）必要書類			
Financial supporter (if living in Japan)			
提出書類 (documents)		説明 (explanation)	
1	経費支弁書 Statement of financial support	original	Please fill out the form our school made, without making false entry and typographical errors. Please do not use whiteout.
2	在職証明書 Certificate of employment	original	Include company name, address, telephone no, signature of person in charge and company seal. If he/she is an executive officer or CEO, please submit the copy of corporate register. If he/she is a small business owner or self-employed, please submit the copy of business license.
3	収入証明書 Income certificate 【過去3年分】 (for the past 3 years)	original	It must be issued by the employer or public agency. Include company name, address, telephone no, signature of person in charge and company seal.
4	納税（課税）証明書 Tax certificate 【過去3年分】 (for the past 3 years)	original	It must be issued by the tax office. Income amount, tax amount, tax payment amount must be written.
5	預金残高証明書 Certificate of bank balance	original	It must be issued within a month.
6	資金形成経緯を明らかにする資料 Documents that show how to the supporter formed the assets. (One of a~c) 【過去3年分】 (for the past 3 years)	original or copy	a. Copy of the bank book b. Bank statements (original) c. Instructions on household budget and savings for the past three years(original) ect.
7	その他支弁能力を立証する資料 Other documents certifying the ability to pay	original or copy	
8	親族関係公証書または出生証明書など Family relationship certificate or Birth certificate	original	Certificate that proves the relationship between the applicant and the financial supporter.
9	戸口簿、戸籍簿など Supporter's family register	original or copy	The family register that shows financial supporter's family structure.
10	住民票 Certificate of residence	original	It must be issued within a month.
11	身分証明書 Identification	copy	If the supporter is not Japanese, please submit the copy of residence card.

Notes:

- ★ There may be cases in which we request other documents, if immigration office requires.
- ★ Please attach Japanese translations of all documents.
- ★ Please make all documents on A4 paper.
- ★ If you need us to return to you original documents, please let us know and attach the copy of the original for our records.
- ★ Please pay the examination fee (20,000 yen), when you submit documents.