

Procedure for Preparation of Application Forms

Application documents

◆ Precautions

- Be sure not to have any missing descriptions in the documents to be submitted. **The application will not be accepted if the application documents are not complete.** Be sure to refer to the application document check list before submitting the documents. (We will check upon receipt)
- Do not fill out school names or addresses in an abbreviated form and **write them in details including the house/building/room number.**
- All certificates issued by a school or a company must have the name, address, phone number, fax number, the name and the title of the issuer of the certifying institute, in addition to his/her signature.
- **All documents written in a language other than Japanese must have a Japanese translation attached to them.** All translated documents must have the name and contact address/phone number/e-mail of the translator on it.

If dates included in the certificate are not based on the western calendar, **change them so that they indicate the western calendar.**

- If several guardians or a spouse living together is an individual responsible for payment, both of them must sign the letter of financial support with joint names. In other cases, please sign the document individually.
- All certification documents must have been issued within three months after the date of acceptance of application by the immigration bureau. If these documents are issued beyond the three-month period, the certification documents will not be deemed valid.
- According to the admission acceptance examination, the applicant may be requested to submit additional documents either by the immigration bureau or KLA. In such case, submit the documents promptly.
- Make sure to attach Japanese translation with all the documents.

If any falsified or false documents are discovered, the qualification of admission will be canceled immediately.

Documents pertaining to the applicant

Document title	Details and precautions for entry	Check
Admission application form [Designated form]	<p>A form designated by KLA (must be written by the applicant)</p> <ul style="list-style-type: none"> • Write the name in Roman block letters above (China: Pinyin) • Write addresses and telephone numbers that are consistent with those written on other certificates. If there are any differences with other certificates, it will be necessary to attach a statement and certificates supporting the reasons. • Do not abbreviate current address (including school and company names). Include the house number for an individual house and the room number for an apartment house. • Write academic and occupational history in detail including the period in which the applicant belonged to no schools nor companies and the period of military service so that there are <u>no blank periods</u>. The dates of entrance into and graduation from schools, as well as the dates of entrance into and departure from companies, must be correct. <u>Check all certificates</u> to be sure that all of the dates are correct. If there are any differences between dates on certificates and actual dates or the age of school enrollment or term differ from the certificates, it is necessary to attach a statement and certificates supporting the reasons. • The records of embarkation to/disembarkation from Japan must be entered correctly so that there will be no differences from the records on the designated page of the passport. • <u>The use of correction liquids is not allowed</u> for the correction of written mistakes. Be sure to prepare drafts by pencil and then write out with a black ball-point pen if there are no mistakes. 	
A set of copies of the passport	<ul style="list-style-type: none"> • The page with the picture of applicant • The page showing the validity of the passport and other information • Pages showing records of embarkation to/disembarkation from Japan 	
Diplomas of high school and the last school graduated from	<ul style="list-style-type: none"> • Submit an original high school diploma with KLA. • If the applicant takes a leave of absent and comes to Japan, a certificate written the term of absence is required. • If the applicant has proceeded to the higher education after graduating from high school, the original copy of the diploma from the last school graduated from is required. 	

Academic transcript of high school and the last school graduated from	Submit the academic transcript from the high school and the last school graduated from.	
Certificate of Japanese language education	<ul style="list-style-type: none"> • The original copy of the notice of result of the Japanese Language Proficiency Test (JLPT) or that of the certification J-TEST. • Certificate of Japanese language education <p>* The applicant must have studied Japanese for at least 150 hours and have the level of the Japanese language proficiency Test (N5) ,<u>at the time of application.</u></p>	
Student registration certificate and certificate of employment	<ul style="list-style-type: none"> ● If the applicant is being enrolled in a school, submit the student registration certificate. <u>(Either the term of current course or the planned date of completion of the course must be provided)</u> ● If the applicant is engaged in service with a company, submit a certificate of employment. A certificate with descriptions of the starting date of employment, the term worked for the company, content of work and the amount of salary when applying for admission. (The certificate must be printed on the sheet of paper with the company letterhead including the company name, address, telephone number and fax number) 	
“Reason for studying in Japan” statement [designated format].	<p>A form designated by KLA (must be written by the applicant)</p> <ul style="list-style-type: none"> • Write these documents in your native language. • The reason for studying abroad and your plan after completing the study shall be written in details including the desire for studying in Japan and true reasons. • If the applicant has spent more than 5 years after graduating from the last school, write the purposes of studying and background in details (If the applicant goes to college or university in Japan, write more in detail about the fields of expected study and inevitabilities to studying in Japan) • Japanese translation must be attached. 	
Picture	<p>6 Pictures sized 4cm x 3cm. Taken within 3 months by facing front, without a hat or a cap with no background. The picture must be clear. After cutting the picture to the above size, write the applicant’s name and the date of birth on the back side of the picture.</p> <p>- Attach one picture on the admission application form.</p>	

Documents pertaining to the financial suponsor

Document title	Details and precautions for entry	Check
Statement of financial support [designated form]	<p>The form designated by KLA.</p> <ul style="list-style-type: none"> - Select and check appropriate box for the payment of academic fee (12 months, 18 months, 24 months) - Write the address and telephone number which are consistent with those on other certificates. If they are different from other certificates, it is necessary to attach a statement and certificates supporting the reasons. - Write either “remittance to the bank account” or “pay cash” in the method of payment column. In the case of cash payment at the time of entrance or the temporary return, a record showing the fact of record of fees and expensive payment, including a foreign currency being taken out. (For changing the visa status and at the time of renewal of the visa, payment of fees and expenses must be checked carefully) - For reference, estimated minimal monthly living expenses in Japan are about 40,000 JPY a month (*varies depending on your lifestyle) - Japanese translation must be attached. 	
Document required to certify the relation with applicant	<p>If the payers are parents, brothers/sisters or relatives</p> <ul style="list-style-type: none"> - Certificate issued by a public agency (family register, official certificate, military service certificate, etc.) - Name, gender, date of birth, age, current address and relationship (blood relationship) to the applicant must all be entered. The address must be consistent with the address written on the admission application form and descriptions on the family register. - Japanese translation must be attached. <p>Other case</p> <ul style="list-style-type: none"> - Documents which clearly certify the relationship to the applicant in detail (documents showing the business relationship, pictures or letters which prove a close relationship with the applicant). - Japanese translation must be attached. 	

<p>Certificate of bank balance</p>	<p>Certificate of bank balance of the bank account under the name of the individual or guardian who is responsible for the payment of fees and expenses.</p> <ul style="list-style-type: none"> - Certification using official paper designated by the bank, showing the address, phone number and fax number of the bank. - For the amount of balance, at least 1.5 million JPY/person is required for the 18-month course and 2 million JPY/person is required for the 24-month course. - When the certificate is issued in the applicant's home country, attach a color copy of the certificate of bank balance (in case of China, term deposit account). - The certificate of bank balance can be accepted even if the balance is shown in local currency (Chinese yuan, Vietnamese dong), however, <u>if the bank which certified the balance is not a bank with a function of foreign remittance, the certification may be rejected.</u> The certificates must always be official. - Documents which show the course of the formation of the said bank balance (copies of each page of bank passbook for past 1 year or more , evidence of any sale of assets, etc.) - Must be issued no later than 3 months earlier. 	
<p>Information of translators</p>	<ul style="list-style-type: none"> - A document must be written the translator's name , contact information and be signed by them. 	