

NECESSARY DOCUMENTS

Utsunomiya Japanese Language School

Documents from the applicant		Comments	●/○
①	Application Form	-Applicant's handwritten signature/Seal of applicant	●
②	Five Passport photos	-Size:4cm×3cm	●
③	Personal History Record / Resume	-Form④-1 -Applicant's handwriting -Write your Educational Records and Occupation Career	●
④	Purpose of studying Japanese	-Form④-2 -Applicant's handwriting -If it has been more than 5 years since you graduated from last school, you need to write the detail of your plan after our school.	●
⑤	Graduation certificate of last school	-Must be original	●
⑥	List of school grade from your last school	-Document which shows how many credits you got, or the document equal to that.	●
⑦	Copy of Passport	-All pages if you have	○
⑧	Certificate of studying Japanese	-Certificate of studying Japanese for a minimum of 150 hours and have a Japanese language skill equivalent to N5 level on the JLPT.	●
⑨	Certificate of Japanese language skill	-Equivalent to or greater than the N5 level on the JLPT or the 5 th grade on the NAT-TEST.	○
⑩	Certificate of applicant's employment	-If you have a job now	○

Documents from the sponsor		Comments	●/○
⑪	Affidavit of Support	-Form⑤ -Describe how and how much the sponsor will pay the costs in Japan (Tuition, Living expenses, etc.)	●
⑫	Sponsor's family information list	-Form⑥ -Sponsor's handwritten signature/Seal of applicant	●
⑬	Certificate of relationship between applicant and sponsor	-Certificate from public institution (e.g.: Family Register, Kinship Proof)	●
⑭	The reason for becoming a sponsor instead of applicant's parents	-Why the sponsor is him not a parent? -Why parents can't be a sponsor?	○
⑮	Proof of bank account balance	-Issued by bank -The account balance should be more than 3,000,000 yen	●
⑯	Copy of sponsor's passbook	-For the past three years showing the deposit formation process.	●
⑰	存单	-Only Chinese need it.	○
⑱	Certificate of sponsor's employment	-Certificate of employment / Business registration certificate / Business license	○
⑲	Copy of the sponsor's family register or kinship proof.	-Family register / Resident card / Birth certificate	○
⑳	Certificate of sponsor's income	-For the past three years -Issued by company or government	○
㉑	Tax payment certification	-For the past three years -Showing how much your income and tax are.	○
㉒	Sponsor's residence card	-If sponsor is from foreign country and lives in Japan.	○
㉓	Applicant's family's residence card and information of his/her business or school	-If applicant's family live in Japan	○
㉔	Japanese translation for all documents	-If you use language except Japanese	●
㉕	Information of intermediary	-Form⑦	●

※ The certificates issued in Japan are valid within three months before the application and the certificate issued in other countries are valid within six months before that.

※ “●” means “Required”. “○” means “Optional recommended”.

Guideline for applicants and Submitted documents

Outline of school and terms of application

◆ **Months of entrance** April , October

◆ **Essential requirement for admission**

Persons who have been educated more than twelve years in their countries, or who have the qualification equal to that.

◆ **Learning period** Two years course, A year and a half course.

◆ **School hours** Five days a week. (from Mon. to Fri.)
Either the morning or afternoon course
cf. From 9:00 to 12:45 (In the morning course)
From 13:15 to 17:00 (In the afternoon course)

◆ **Acceptance terms for necessary documents of Admission**

a. From 5th in Sep. to 15th in Nov. (For the entrance in April)

b. From 15th in Mar. to 15th in May. (For the entrance in October)

※All the documents should be submitted in this period.

※When the seats are full, it is possible that the application will close earlier.

Documents prepared by an Applicant

① Application Form

- ◇ Fill out the proper form in the original language.
- ※ Fill out in English except the students in Chinese speaking world.
- ◇ Write your birth place as same as your birth certificate and write it in full.

② Five Passport photos (4cm × 3cm)

- ◇ It should be taken with full face, no hat or cap within the last six months.
- ◇ Sign your name on the backs

③ Personal History Record / Resume (Form④)

- ◇ Fill out the proper form in the original language.
- ※ Fill out in English except the students in Chinese speaking world.
- ◇ Make sure that there is no difference between Application Form and it.
- ◇ Make sure that there is no blank period for study and employment, and write full address.
- ※If you have a blank period, please write the reason.

④ Purpose of studying Japanese (Form④-2)

- ◇ Explain specifically and briefly.
- ◇ Describe your plan after graduate our school as much as you can.
- ※You should not write “Not decided yet”, especially if it has been more than 5 years since you graduated your last school,

- ⑤ Graduation certificate of last school
- ◇ It must be original.
 - ◇ The school certificate or the proof equal to that are required if you are still in the school.
※In case you graduated Night College, correspondence college or you are early leaver, or college student on leave, the following proofs are required; Proper proof of the university or college and graduation certificate of high school.
- Other proofs of school career
- Please submit the proper certificates if any of the following case are applicable to you.
- A. Finishing elementary school in five years or the entrance age is under six or above eight.
- B. Leaving school or skipping grade during school days from elementary to last school.
- ⑥ List of school grade from your last school
- ◇ Document which shows how many credits you got, or the document equal to that.
- ⑦ Copy of Passport
- ◇ All pages if you have
- ⑧ Certificate of studying Japanese (If you have studied Japanese before)
- ◇ Submit the certificate issued by an educational institution of Japanese.
※Preferable to have more than 150 hours of studying Japanese and have skill that equivalent to or greater than the N5 level on the JLPT.
 - ◇ Document which shows following contents; Studying period, Attendance rate, What you learned, Name of the course, Target level of the course, Name of the textbook.
- ⑨ Certificate of Japanese language skill (If you have the following qualification.)
- ◇ JLPT (Japanese Proficiency Test) N5
 - ◇ BJT (Business Japanese Proficiency Exam) Over 300 points
 - ◇ J.TEST (Japanese Proficiency Exam) F level / Over 200 points on the F-G level test
 - ◇ Japanese NAT-TEST Level.5
 - ◇ STBJ (Standard Business Japanese Proficiency Exam) Over 350 points
 - ◇ TOPJ (Total Practical Japanese Proficiency Exam) Beginner A
 - ◇ J-Cert (Certificate of Japanese as Foreign Language) Beginner
 - ◇ JLCT (Japanese Language Capability Test JCT5
 - ◇ PJC Bridge C-
 - ◇ JPT (Japanese Proficiency Test) Over 315 points
- ⑩ Certificate of applicant's employment (If you have a job now)
- ◇ Submit the certificate issued by the company you work for.

Documents from the sponsor

- ⑪ Affidavit of Support (Form⑤)
- ◇ The sponsor himself should fill out the proper form concretely with his handwritten signature or registered seal.
 - ◇ The detailed background to be a sponsor can be written on another sheet if it is necessary.

* Burden costs;

More than ¥80,000 for the living expense will be needed if the applicant does not share the room.

*Mode of remittance;

e.g.: Transfer money to applicant's bank account on a regular basis.

- ⑫ Sponsor's family information list (Form⑥)

- ◇ Make a list by sponsor himself and write the issued date with his handwritten signature or registered seal.
 - ◇ Write sponsor's family (spouse and child, include separate living people) and people who live in same house with sponsor.
 - ◇ Items: Nationality, Name, Sex, Date of Birth, Age, Occupation, Address, Living in the same house or Living Separate
- ⑬ Certificate of relationship between applicant and sponsor
- ◇ Certificate issued by public institution.
e.g.: Family Register, Kinship Proof
- ⑭ The reason for becoming a sponsor instead of applicant's parents
(If the sponsor is not your parents)
- ① Explain why he become a sponsor instead of applicant's parents in detail.
 - ② Explain why applicant's parents can't be a sponsor in detail.
- *Sponsor can explain it in Affidavit of support if there is enough space.
- ⑮ Proof of deposit balance
- ◇ Must be issued within three months. (Preferable to present the proof of deposit balance which has more than about three million yen.)
- ⑯ Copy of the sponsor's bankbook
- ◇ Required for the copy of the sponsor's bankbook for approximately three years as the proof of the record.
 - ◇ If the sponsor doesn't use a bank, please submit the document which shows monthly incomes / expenses and how much he saves money such as a cash book.
- ⑰ 存单
- ◇ Necessary if applicant is Chinese.
- ⑱ Certificate of the sponsor's employment
- ◇ It is necessary to present any of the following three types of work
 - ① A certified copy of corporate registration is required if you are company operator or corporate operator.
 - ② A copy of Business License and a copy of tax return with tax officer's seal are required if you are self-employed worker.
 - ③ Certificate of employment is required if you are an employee.
- ⑲ Copy of the sponsor's family register or kinship proof
- ◇ Family register or Resident card
 - ◇ Birth certificate or Identification papers can be proof
- ⑳ Proof of sponsor's income
- ◇ Income for the last three years should be written in the company's proper form.
(*Certificate of tax payment and a copy of financial statement is required if you are a corporate official.)
- ㉑ Certificate of tax payment
- ◇ Last three years' income amount should be written in it.
- ㉒ Sponsor's residence card
- ◇ If sponsor is from foreign country and lives in Japan.
 - ◇ Copy both sides.
- ㉓ Applicant's family's residence card and information of his/her business or school

- ◇ If the applicant's family live in Japan.
- ◇ Copy both sides of the residence card.
- ◇ e.g.; Certificate of employment, student card, business license

⑭ Japanese translation for all documents

*If we couldn't receive Japanese translation, we will submit the documents to the Immigration office without translation as needed but we can't ensure that it will be treated as the proof.

*There is a possibility that your application can not be accepted without Japanese translation.

⑮ Information of intermediary (Form⑦)

◇ Information of the person who introduced the applicant to Utsunomiya Japanese Language School.

*Name, Address, Phone number and E-mail address are necessary.

*Please describe the Relationship between the applicant and the person if he is not an intermediary agency.

*Please write the registration number issued by the government if the applicant is Vietnamese.

★Special attention.★

- Above-mentioned documents except the original of graduation certificate can't be returned .
- Supporting expenses for multiple applicants by one sponsor can't be accepted.
- Supporting expenses for one applicant by multiple sponsor can be accepted.
- An applicant oneself can pay his own expenses.
- In case the documents are written except in Japanese, please make sure to append Japanese translation in another paper.
- Please write down the correct birth place and present address.
- The present address written in the application form should be the same as that of identification card and resume .
- If an applicant who has the experience that authorization of resident eligibility* was not admitted before, please inform us. (*Resident eligibility includes Student visa and other visa.)
- If any of the following mentioned below is applicable, the applicant can't apply for it.
 - The necessary documents are not submitted within the acceptance period for the application.
 - There are omission in the documents.
 - Necessary fees for admission are not paid in a certain period.
- If more than five years have passed after the graduation from the last school, please write down the purpose of studying Japanese and the plan after graduation from our school.

宇都宮日本語学院 入学願書

Utsunomiya Japanese Language School APPLICATION FOR ADMISSION

氏名 Name In full	日本語表記 In Kanji		英文表記 In English		写真(Photo)	
	自国語表記 In your native language			性別 Sex		
	Family name 姓	Given name 名		男 ・ 女 Male / Female		
生年月日 Date of Birth		年 月 日 Year Month Day	年齢 Age		国籍 Nationality	
出生地 Place of Birth			婚姻状況 有 ・ 無 Marital Status Married /Single		職業(Occupation)	
現住所 Present Address				電話 Tel		
旅券 Passport	番号 (No)		発行年月日 (Date of Issue)			
	有効期限(Date of Expiration)		発行機関 (Issuing Authority)			
希望学習期間 Intended Length of Study		(1.5 / 2) 年 (1.5 / 2) Years		査証申請予定地 Place to apply for visa		

最終学歴 Educational Carrier	高校 ・ 専門学校 ・ 大学 ・ 大学院 High School / College / University / Graduated School	本国における合計修学年数 Total Education in your country
	卒業 (Graduated) ・ 中退 (Resign) ・ その他 (Others)	年(Years)

日本語学習経験 Japanese Language Experience

学校名 (Institution)	学校所在都市名 (Address)	合計履修時間 (Total Hours)	学習期間 (Period)
			年 月 ~ 年 月 From Year month To year month

家族 Family

氏名 Name in full	関係 Relatives	年齢 Age	職業 Occupation	住所/電話 Address/Phone No.

在日保証人・親戚・知人 Sponsor, Relatives, Friends in Japan

氏名 Name in full	関係 Relatives	年齢 Age	職業 Occupation	住所/電話 Address/Phone No.

以上の通り相違ありません。 I do hereby declare above statement is true and correct.

_____ 年(Year) 月(Month) 日(Day)

_____ 署名(Signature) :

PERSONAL HISTORY RECORDS

I, _____, who was admitted to the Japanese language institution named Utsunomiya Japanese Language School, hereby declare that my personal history is as follows:

1. Nationality: _____ 2. Name: _____

3. Date of Birth: _____ 4. Sex: (F / M)

5. Address: _____

6. Marital Status: Single / Married (Name of Spouse: _____)

7. Educational Records: (From elementary school to your latest academic background.)

	Name of School	Address	Period of Study	
			Date of Admission	Date of Graduation
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____
(4)	_____	_____	_____	_____
(5)	_____	_____	_____	_____
(Japanese Language Education)				
(6)	_____	_____	_____	_____
(7)	_____	_____	_____	_____

8. Occupation Career: (In order from oldest.)

	Name of Company & Position	Address	Period of Employment
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____

9. Family:

	Nationality	Name	Birthday	Occupation	Address
Father	_____	_____	_____	_____	_____
Mother	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

10. Previous Visits to Japan:

	Date of Entry	Departure Date	Status	Purpose of Entry
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____
(4)	_____	_____	_____	_____
(5)	_____	_____	_____	_____

11. Purpose of Studying Japanese Language:

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12. Specific Plan after Graduation:

(1) Enter a School

Name of School

Major Subject

(2) Work

Company Name

Address

Field of Business

(3) Manage a Business

Address of Company

Field of Business

Method of Raising

(4) Others (Return to home country, Apply for a family visa etc.)

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I hereby declare the above statement is true and correct.

Date:

Signature of Applicant:

Affidavit of Support

To: The Minister of Justice

Applicant's Nationality: _____

Name: _____

Date of Birth: _____

Sex: _____

1, Please write the reason why the sponsor supports the applicant and the relationship between the sponsor and the applicant.

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2, I, _____, declare that I will provide the funds during the applicant's stay in Japan as follows:

(1) Tuition of JY _____ 730,000 _____ yen / 1 year • 1.5 years • 2 years

(2) Living Expenses of JY _____ yen / month

(3) Method of Support (Remittance, and etc)

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When the applicant applies for renewal of living period, I will submit documents which certify that I support the applicant, such as a certification of remittance and a copy of the applicant's passbook.

Sponsor's

Address: _____

Phone number: _____

Kind of occupation: _____ Yearly income: _____

Relationship with the applicant: _____

Signature: _____

Date: _____

誓 約 書

私が貴宇都宮日本語学院に入学及び在学するにあたり、保証人と連帯して下記のことを誓約します。
記

【学校生活について】

- 一、本国の法律及び入国管理法を遵守し、学校の指導に従い、規則を守ります。
また、日本入国の際に提出した目的に沿った行動をし、学生らしい生活を行います。

【外国人登録、保険加入、健康診断について】

- 二、入国後速やかに外国人登録をし、国民健康保険に必ず加入します。
- 三、健康診断は必ず受診致します。

【転校について】

- 四、入学後の転校は正当で合理的な理由がない限り、入国管理局も貴校も認めないことを承知しています。

【授業料及び学校納付金について】

- 五、選考料は、いかなる場合も返還されないことを承知しています。
- 六、入学金・設備費・授業料は、在留資格認定書と引き換えに必ず納付します。
- 七、一度納付した授業料及び学校納付金は、一切返還されないことを承知しています。
 - ①在留資格認定許可申請が不許可になった場合、納めた入学金は戻されることを承知しています。
 - ②入学許可書受領後、本人、その他経費支弁者等の都合で入学を辞退した場合、納めた入学金は返還されないことを承知しています。
 - ③在留資格認定証明書受領後、在外公館が査証を不許可にした場合、入学金は返還されないことを承知しています。
 - ④授業料はコース途中で専門学校・大学・大学院の正規生に進学し、資格変更がパスポートの原本等の提示により確認された場合以外には返還されないことを承知しています。
 - ⑤出席不良等で除籍退学となった場合、法に違反し警察に拘留された場合、退去強制の手続きが取られた場合、すべての納付金は返還されないことを承知しています。

【その他】

- 八、学校に提出した申請書類等は、卒業証書原本を除き一切返却されないこと、学内審査の結果、不合格になる場合もあることを承知します。また申請書類の整備が不十分等の理由で申請時期が6ヶ月遅れる場合があることを承知します。
- 九、居住場所（アパート等）の確保及びその契約に関する連帯保証、アルバイトの紹介、空港への出迎えは保証人の私が責任をもって行います。出席不良、怠学または入国管理局の資格外活動の許可なしにアルバイトをするなどして、学校を除籍された場合、私が帰国旅費を負担し責任をもって、本人を速やかに帰国させること誓います。
- 十、誓約書は諸事情（法令・学則等）の変更により、事前の通達をもって変更されることがあることを承知しています。

年 月 日

学生 氏名： _____ (印)

保証人氏名： _____ (印)

住 所： _____

電 話： _____

経費支弁者家族一覧表

Sponsor's family information list

nationality

国籍：_____

the applicant name

申請人氏名：_____

sex

性別 男・女

man

woman

date of birth

生年月日 _____ 年 月 日

私_____は、このたび上記の者が日本国に留学中の経費支弁者になりましたので、家族構成に関して、以下の表のとおり説明いたします。

(I will provide the funds during the applicant's stay in Japan, so I'll explain about family structure as follows.)

続柄 relationship	氏名 name	年齢 age	生年月日 Date of birth	職業 occupation	居住地 address	国籍 nationality	同居・別居 Living/separation

payment person

【経費支弁者】

Preparation date

作成年月日 _____ 年 月 日

address

住所：_____

Telephone number

電話番号 _____

署名

Signature of payment person

経費支弁者氏名 _____ 印

Relation with an applicant

申請人との関係 _____

Information of intermediary

Name of intermediary

Relationship with the applicant (Unnecessary for the Intermediary agency)

Address

Phone number

E-mail

Registration number issued by the government (Necessary for Vietnamese)
