

MIROKU no SATO JAPANESE LANGUAGE SCHOOL (MJLS)

-DOCUMENTS NEEDED FOR APPLICATION-

The person from

China/Myanmar/Bangladesh/Mongol/Vietnam/Srilanka/Nepal

Please choose one of the below and prepare the documents listed.

1. Applicant and sponsor are the same person:
Documents (A) + Certificate of Bank account balance
2. The sponsor is someone who resides overseas:
Documents (A) +(B)
3. The sponsor is Japanese, or somebody who resides in Japan:
Documents (A) +(C)

NOTES:

- Sponsor is the one who makes contract to pay all the expenses for the student while he or she is staying in Japan.
- If there is more than one sponsor, each sponsor must fill out a **Statement of Financial Responsibility**. If the relationship between two sponsors is husband and wife, please write both statements in one **Statement of Financial Responsibility** and write your signature in a joint signature. In both cases, **DOCUMENTS(B)** or **(C)** is necessary for each sponsor.
- Japanese translation is necessary to all the documents. If there is a difficulty in translating, **MJLS** may provide translation service. However, depending on the language used in the documentation, there may be an additional fee for translation.
- All certificates must be processed within **six months**. Within three months is desirable. (Certificate of Bank Account Balance must be processed within three months.)

■ DOCUMENTS (A)

| DOCUMENT | DETAILS/NOTICES |
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| Application | <p>School application form (Must be completed by applicant)</p> <ul style="list-style-type: none"> • There should be no difference of address or telephone number from the data written in other certificates. If the actual address or the telephone number differs from other certificates, certificates to prove why, and a statement of reasons are necessary. • There should be no difference of history of entering and leaving Japan from the length of your stay in Japan on passport. • Work/school history must be continuous. Leave no blanks between years . Preparing period for higher education, period of military service, and etc. must be written too. The date of entrance into school, graduation, joining company, and retirement from company should not differ from the date written in other certificates. If the actual dates of these differ, certificates to prove why, and a statement of reasons are necessary. • White-out fluid cannot be used. Therefore, please write it in pencil first, and then, write it by pen after ascertaining there is no mistake. |
| Purpose of Study | <p>School document form (Must be completed by applicant)</p> <ul style="list-style-type: none"> • Purpose of study should be written in English or your native language. • Japanese translation is necessary. |
| Plan after Graduation | <p>School document form (Must be completed by applicant)</p> <ul style="list-style-type: none"> • Describe your plan after graduation from MJLS specifically in English or your native language. • Japanese translation is necessary. |

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| <p>Other Documents</p> | <ul style="list-style-type: none">• 8 Photos Length 4 cm X width 3 cm Must be taken within three months of application. Do not wear a hat and must be in straight pose. Black and White or color accepted. • Diploma or Cert. of Graduation Original diploma or certificate of graduation If you are still attending university, certificate of studentship is necessary. If you are temporary absent from university, certificate of temporary absence from university (stating your attendance dates) is necessary. If you have left university before graduation, certificate stating your attendance dates is necessary. In these cases, you must submit original diploma or certificate of graduation of high school. Japanese translation is necessary. • Copy of Passport only if you have a passport (If you have no passport, then no copies are needed) The page that your photo is on. The page that the validity is stated. The page that the length of your stay in Japan is stated. (If you have never been to Japan, then it is not necessary) • Certificate of employment Only if you work on application (If you do not work, then no copies are needed) Certificate stating the job starting date and your salary at the time of application is mandatory. Japanese translation is necessary. |
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■ DOCUMENTS (B)

| DOCUMENT | DETAILS/NOTICES |
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| <p style="text-align: center;">Statement of Financial Responsibility</p> | <p>Immigration Office application form (Must be completed by sponsor)</p> <ul style="list-style-type: none"> • Refer to the paper attached for the tuition of each period for the blank of the cost of expense you will pay for an applicant. • More than 50,000 yen for a month is necessary for living expense. • Sponsor must write that the method of payment is to send tuition fee to applicant's own account. Handing directly into applicant's own hand or other ways is not acceptable. (At the time of extension of period of stay or the changing of the status of residence, Hiroshima Immigration Office ascertains whether the sponsor is really sending money.) • There should be no difference of address or telephone number from the data written in other certificates. If the actual address or the telephone number differs from other certificates, certificates to prove why, and a statement of reasons are necessary. • Japanese translation is necessary • White-out fluid cannot be used. Therefore, please write it in pencil first, and then, write it by pen after ascertaining there is no mistake. |
| <p style="text-align: center;">Certifications proving the relationship between you and sponsor</p> | <p>If the applicant's father, mother, brother, sister, or relative is the sponsor Certificates stating the relationship between applicants and sponsor issued by official agencies (An Extract of one's Family Register, Birth Certificate, etc.) is mandatory. Japanese translation is necessary.</p> <p>Someone who is not relative is the sponsor</p> |

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| | Certifications proving the relationship in detail are mandatory. Japanese translation is necessary. |
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| Certificate of Bank Account Balance | Must be an original bank statement including account number. The balance must be equivalent to or more than 2,500,000 yen. The balance at the bank must be stated in YEN or U.S Dollars. |
| Certificate of occupation | <ul style="list-style-type: none"> • Employed by a company Statement from a company confirming you worked there (current monthly salary must be stated) Japanese translation is necessary. • Self-employed Certificate of authority issued by official agencies Certificate of tax payment issued by official agencies Japanese translation is necessary. |

■ DOCUMENTS (C)

| DOCUMENT | DETAILS/NOTICES |
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| Statement of Financial Responsibility | <p>Immigration Office application form (Must be completed by sponsor)</p> <ul style="list-style-type: none"> • Refer to the paper attached for the tuition of each period for the blank of the cost of expense you will pay for an applicant. • More than 50,000 yen for a month is necessary for living expense. • Sponsor must write that the method of payment is to send tuition fee to applicant's own account. Handing directly into applicant's own hand or other ways is not acceptable. (At the time of extension of period of stay or the changing of the status of residence, Hiroshima Immigration Office ascertains whether the sponsor is really sending money.) • There should be no difference of address or telephone |

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| | <p>number from the data written in other certificates. If the actual address or the telephone number differs from other certificates, certificates to prove why, and a statement of reasons are necessary.</p> |
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| | <ul style="list-style-type: none"> • Japanese translation is necessary • White-out fluid cannot be used. Therefore, please write it in pencil first, and then, write it by pen after ascertaining there is no mistake. |
| <p>Certifications proving the relationship between you and sponsor</p> | <p>If the applicant's father, mother, brother, sister, or relative is the sponsor Certifications stating the relationship between applicants and sponsor issued by official agencies (An Extract of one's Family Register, Birth Certificate, etc.) is mandatory. Japanese translation is necessary.</p> <p>Someone who is not relative is the sponsor Certifications proving the relationship in detail are mandatory. Japanese translation is necessary.</p> |
| <p>Certificate of occupation</p> | <ul style="list-style-type: none"> • Employed by a company Statement from a company confirming you worked there (current monthly salary must be stated) Japanese translation is necessary. • Self-employed A duplicate of final income tax return sealed by a tax office (Must be an Original) |

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| | <ul style="list-style-type: none"> • Company owner or executive A duplicate of a company register |
| Certification of Total Income | <p>A certificate of tax payment issued by city office (Total income must be stated). Withholding tax certificate cannot be used.</p> |
| Inhabitants certificate | <p>Information regarding all family members must be stated Permanent residents must submit their Foreigners Registration Certificate (Information regarding all family members must be stated).</p> |

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| Certificate of Bank Account Balance | <p>Must be an original bank statement including account number. The balance must be equivalent to or more than 2,500,000 yen. The balance at the bank must be stated in YEN or U.S Dollars.</p> |
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