

Important Notice to Applicants

<Required Documents for Applicant>

1. Application Form

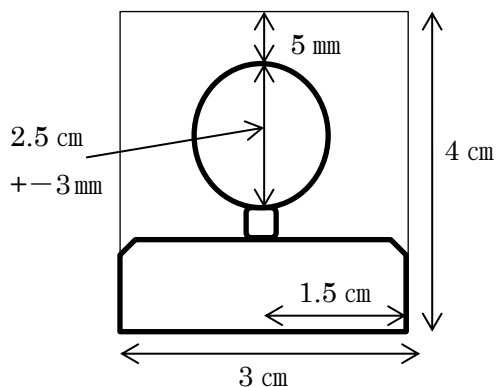
① Name

Write down your name as listed on the passport (All capital and Do not shorten.) The spelling must be exactly the same in the applicant's passport. If you don't have a passport, write down your name as listed on the documents issued by official organization.

② Photo

Take ID photo without cap/hat or anything covering your face. Photo size should be 4cm × 3cm ID photo with plain backgrounds. NO texture or shadow in the background. Body and face should be facing the camera and head straight. Color printed photo is not allowed. Write down your name and date of birth at the back side of a photo.

※The image of photo size is listed below. Measure all the sizes of the photo before you send us. Also, if you happen to wear certain clothes religiously or medically for some reasons, please send us an explanation with a photo as well.



③ Place of Birth

Please write the zone and district as well.

④ Home Address

Write full address correctly (including street address and house number.)

⑤ Any previous application records for certificate of eligibility in the past.

If you have ever applied for certificate of eligibility to the immigration office in the past years in order to enter Japan, declare all the records you have.

Even though in those cases, withdrawing before acquiring certificate of eligibility, cancelling after certificate of eligibility is issued by the immigration office or certificate of eligibility is unissued.

⑥ Educational background

- Write educational backgrounds from elementary school to the last academic institution.
- Write full name of school correctly. Do not shorten.
- Write exact full address including street and house number as well as the city, state and zip code.
- Elementary school starting age is not age of 6, for example, 5 years or less OR 7 years or older, send us the clarification.
- If you are currently in school, write an expected graduation date of school.

⑦ Work Experience

Write your work experiences if you are currently working in a company or have any work experiences.

Leave it blank if you never worked before.

⑧ History of entering Japan

If you have entered Japan in the past, write number of entering Japan and the last entry record correctly, but any re-entry is not included.

⑨ Family

Write second degree of relationship by blood including parents, spouse, siblings, and children.

⑩ Family member, friends, and acquaintances in Japan

Fill out if you have any family member or anyone you are closed to living in

Japan. Do not write if you don't have anyone living in Japan.

① Japanese Language Proficiency Test

If you have taken any Japanese language test such as JLPT, J.TEST, NAT-TEST, write down the exam you passed.

2. **The purpose of study**

Setting a goal is the first step towards a successful goal achievement. When entering SAELU Gakuin, there are some specific goals and plans you can set. Therefore, after you entering SAELU Gakuin, we will regularly have a meeting with you and talk about how you can accomplish a goal you set. The reason why we do this is to help students to pursue their career and most importantly to make a career decision clear.

Japanese government will try to actively accept more excellent personnel internationally from now on, and if a person meets certain requirements, the government will give favorable treatment.

We consider that our role is not only providing Japanese language education (for non-native speakers) but also involving and spending important time which might influence students' future. We use limited time as productive as possible and try to offer the best support.

3. **Character Certificate from your last educational background**

Send us character certificate (original one) from the last attended school. The immigration office will check the original character certificate. We will return the character certificate but not the diploma. Character certificate should be issued within 3 months.

4. **Transcript**

If you need to have it re-issued, send us the re-issued one that is issued within 3 months.

5. **Certificate from Japanese Language school**

Submit a certificate of Japanese language school from your home country. Write down number of hours an applicant completes.

If you are currently in a Japanese language school, write down number of hours you have at the present. Completing 150 hours is required. Certificate should be within 3 months.

6. Certificate(s) of Japanese Language Proficiency Test

Submit certificate(s) if you have taken any Japanese language exam, such as, JLPT, J.TEST before.

- JLPT N5 or higher
- BJT (China, Thailand, Taiwan, Vietnam, Malaysia, Indonesia)
- J.TEST (China, Taiwan, Korea, Thailand, Mongol, Vietnam, Nepal, Myanmar, Indonesia) it has to be higher than EF level. Studying hours is not enough on G level. If you have taken J.TEST, you need to submit an academic transcript for immigration office. You need an examination number in order to have academic transcript issued.

- Japanese NAT-TEST

(China, Vietnam, Nepal, Bangladesh, Myanmar, Indonesia, Sri Lanka, Cambodia, Mongol, the Philippines) Higher than N5. If you have taken NAT-TEST, a transcript is required to submit to the immigration office. Examinee's number is required in order to get a transcript issued.

7. Certificate of Registration for School

Submit if you are currently in school and have not graduated yet. If you are in high school at the moment, you need to graduate from high school first. If that is the case, submit a certificate of expected graduation which should be issued within 3 months.

8. Certificate of Expected Graduation

If you are expected to graduate from High school/College/University before studying in Japan, submit a certificate of expected graduation, and it should be issued within 3 months.

9. Leave of Absence from School

If you completed 12 years of education, and are currently in College/University or other institution and are/will be taking leave of absence from school, submit a proof from school.

10. Proof of Withdrawal from School

Submit if applicable. Proof should be issued within 3 months.

A) You completed 12 years of education and is currently in College/University but will withdraw and study abroad (e.g. Japan).

B) You completed 12 years of education and went to College/University but already quit.

C) You quit high school, however, passed the high school equivalent test; you need to send us the proof from the school you quit.

11. Certificate of Employment

You need to send certificate of employment if you have been working or have work experiences. The proof need to include length of service, work contents and has to be issued by the employer.

12. Family Registration and Birth Certificate

If you don't have a passport, submit one of them. It should be issued within 3 months.

13. Copy of Passport

Send us the copy of the page that has photo of your face and your name. If you ever entered Japan, copy those pages as well, and copy size should be all A4.

<Required documents for a financial sponsor>

14. Letter of Agreement Regarding Payment

This letter must be filled out by the sponsor not the applicant.

The information of nationality/ name/ date of birth, written on the top are about the applicant. Please provide the details about relationship to the applicant and why you need to support him/her. If there are several sponsors, please create documents separately.

15. Certificate of Relationship with the Applicant

All financial sponsors must provide an official Certificate of Relationship with the applicant issued within 3 months.

16. Certificate of Deposit Balance

All financial sponsors must provide a letter that includes a copy of deposit balance issued by sponsor's financial institution within 3 months. If there are several sponsors, please provide separately. The balance has to have the ability to cover tuition fees and living expenses.

17. Copy of Bank Statement

Applicants must provide a copy of their bank statement to prove that sponsors have steady income for the past 3 years to support their family who will study abroad. In cases of significant deposits immediately prior to application, the sponsors may be deemed unsuitable.

All details, Account holder/ Name of financial institution/ Account number/ Bank number/ Bank stamp etc. on the copy must be clearly visible. In cases in which the original documents being damaged and unable to make a clear copy, a statement of reason must be provided.

18. Certificate of Employment

It needs to be provided if the sponsors are employees. Certificate has to have Issue date/ Name of issue authority/ Contact number/ Name of sponsor/ employment period/ Title, Position/ Job role etc. If the sponsors are self-employed, they must provide an official certificate from a public institution. Both has to be issued within 3 months

19. Company Registration Certificate

Please submit if the sponsor's name has been described in the certification, whether the sponsors are the owner or investors,

20. Business license

Please submit if the sponsors are self-employed.

21. Certificate of Annual Income.

Please submit the sponsor's annual income for the past 3 years.

22. Tax Certificate

Please submit the sponsor's tax income for the past 3 years.

※Sponsor (Financial supporter) is/are living in Japan.

If you have anyone in Japan who can help and support you financially.

23. Copy of Residence Certificate

Copy of residence certificate should include family members and is issued within 3 months.

24. Proof of Tax Payment

- a) If a sponsor (financial supporter) is a company employee, submit an income tax proof of total income of last 3 years. The proof should be issued by a municipality and within 3 months.
- b) If a sponsor is a self-employed, submit a proof of tax payment 1 and 2 issued by the tax office, and it should be within 3 months as well.
 - ①The amount of Tax supposed to be paid, and a tax payment certification including tax amount.
 - ②Certificate of income amount

25. Income Certificate

If a sponsor (financial supporter) is a company employee, tax withholding or proof of income for the last 3 years is required. It should be issued within 3 months.

26. Certificate of Employment

- a) Submit an employee certificate if sponsor is a company employee. It should be within 3 months.
- b) If operating company, certificate of registration is required.
- c) If self-employed, copy of operating license is required.

*Others

27. Clarification of Blank Period/Gap

If you have any blank period of over 6 months in education, send us the

clarification.

28. *If it's been more than 5 years since you graduated from the last academic institution, send us clarification about it.*

If it has been 5 years since an applicant graduated from last academic institution, send us an explanation of Purpose of study Japanese and career aim as much details as possible.

29. *Unissued History of Certificate of Eligibility of Resident Status and Reasons*

If you applied for certificate of eligibility of resident status before, and it happened to be unissued, history of unissued and reasons why, have to be submitted as well

If you don't declare, there is a possibility that an applicant might not get issued as well.

30. *Clarification of Application Withdrawn*

If you withdraw before you get the result of Certificate of Eligibility of Resident status, declare the purpose of stay and date of application.

31. *Clarification of Application in the Past*

If you applied for a Certificate of Eligibility of Resident status in the past, but it was unissued, send us the clarification of the purpose of study, date of application, and reasons.

32. *Japanese Translation*

If the documents are not written in Japanese, attach Japanese translation with them. If the documents are written other than English, attach English and Japanese translations. (If Japanese translation is not being able to be attached, we can only translate English version into Japanese. However, if that is the case, extra fee will be charged.)