

## 【 ① Required Application of the applicant him/herself 】

★1	Admission application	The applicant him/herself needs to fill in the applicable parts of the prescribed form. The tuition sponsor's portion of the admission application form should also be written in by the applicant him/herself.
★2	The reason for studying Japanese	Write clearly and concretely the reason(s) why you wish to study Japanese, and what you plan to do after studying.
3	Applicant's diploma of the last attended school or a Graduation Certificate	For those who haven't graduated yet, provide proof of your expected graduation.
4	Transcript Certificate of the last attended school	Provide documentation of your grades for every grade.
5	Educational Record (For People from China and Vietnam only)	Please register at the URL written below at #3 of Notices for Applicants. The certifications will be sent directly to the school.
6	Japanese Language Studies Certificate	Provide documentation of the location of your school, period of study, and phone number of the school, the number of hours you studied per week, and the total amount of time that you have studied previously.
7	Test results (Certificate of Proficiency or Score Report of the Japanese-Language Proficiency Test)	Those in the process of applying to take Japanese Proficiency Test, please prepare a copy of Examination Admission Ticket. (Please submit test results later. )
8	Photo (3 cm x 4 cm) 5 pieces	From chest up to head, facing front wards. Make sure to write your name and nationality on the back of the photos.
9	Copy of Passport	All pages of entering and departing Japan
10	Occupation certificate	Only for those who have any working history. It is desirable to include detail job description.

The star sign indicates that there is a designated form from the school.

Please turn over.

## 【 Notices for Application ① 】

①	<p><u>1-1 Admission application</u> To be qualified to attend college in the future, applicant is required to have at least more than 12 years of schooling in total in his/her home country. If the school system in your home country was not a 12-year program like Japan's, please include an explanation along with your application.</p>
②	<p><u>1-3 diploma of the last attended school , Transcript Certificate</u> Those who have attended to any educational institution after graduating from high school and have received a certificate/degree other than B.A. or advanced degrees are required to submit the high school diploma and transcript in addition to the documents from their last attended school.</p>
③	<p><u>1-5 Educational Record</u> &lt;For People from China&gt; China Academic Degrees and Graduate Education Development Center <a href="http://cdgdc.edu.cn/">http://cdgdc.edu.cn/</a> China Higher Education Student Information and Career Center <a href="http://www.chsi.com.cn/">http://www.chsi.com.cn/</a> &lt;For People from Vietnam&gt; VIETNAM - JAPAN EDUCATION &amp; EXCHANGE CENTER <a href="http://vjeec.vn/portal/">http://vjeec.vn/portal/</a></p>
④	<p><u>1-6 Japanese Language Studies Certificate</u> History of studying Japanese language is considered an important evaluation factor for admission. It is recommended to take the Japanese Proficiency Test held every July and December prior to application.</p>
⑤	<p><u>1-7 Test results</u> Submit such certificate Japanese Proficiency Test results (Certificate of TEST OF PRACTICAL JAPANESE, NAT-TEST, The Japanese Language Test TOP-J, etc., ) or Score Report of the Japanese-Language Proficiency Test)</p>
⑥	<p>Make sure to have Japanese translation prepared along with all submitting forms. Please have the translator sign the original translated papers. If the translator is a private individual, please submit a photocopy of his or her identification as Attachment.</p>
⑦	<p>Should applicant be rejected after screening or interview tests held by YWCA, applicant will be returned only those certificates that cannot be copied or reissued. If accepted by YWCA, the applicant then will be undergoing Immigration Bureau's evaluation. However, among the submitted documents, applicant will only be returned the originals that cannot be reissued such as your diplomas whether application is approved or rejected. Should applicant need to be returned of others, please inform YWCA of it upon application.</p>
⑧	<p>Should you have difficulty obtaining any of the above stated forms, please contact us. Documentation besides the aforementioned documents may be required depending on individual needs and circumstances of the applicant.</p>
⑨	<p>When submitting your application to the Immigration Office, all photos a certificates should have been prepared within three months of the application date.</p>

## 【 ② Required forms for the Remitter him/herself 】

### 1. For remitters living overseas

★1	Pledge	The remitter him/herself needs to fill in all of the applicable parts of the prescribed form. This is not required if the remitter is the applicant him/herself.
2	Balance Statement	Statement of account in remitter's name.
3	Proof of income, or proof fulfillment of tax obligation	Documentation of annual earnings and amount of tax paid (Previous 3 Years)
4	Documentation of income and funds over the past three years	Documentation of transactions, bank book, and income and funds.
5	Occupation certificate	Documentation of the present location of your workplace, their phone number, the occupational field and job description.
6	Documented evidence of the relationship between the remitter and applicant	Birth Certificate. If they are a relative, provide evidence of your connection to them.
7	Family Registry	Documentation of the family make-up of the remitter. (In circumstances where this information overlaps the information in items 2-6, it will no longer be necessary.)
8	A copy of personal ID	

### 2. For remitters' living in Japan

★1	Pledge	The remitter him/herself needs to fill in all of the applicable parts of the prescribed form. This is not required if the remitter is the applicant him/herself.
2	Balance Statement	Statement of account in remitter's name.
3	Proof of income, or proof fulfillment of tax obligation	Documentation of annual earnings and amount of tax paid (Previous 3 Years)
4	Documentation of income and funds over the past three years	Documentation of transactions, bank book, and income and funds.
5	Occupation certificate	Documentation of the present location of your workplace, their phone number, the occupational field and job description.
6	Documented evidence of the relationship between the remitter and applicant	Birth Certificate. If they are a relative, provide evidence of your connection to them.
7	Official Copy of Family Registry	Documentation of the family make-up of the remitter. (In circumstances where this information overlaps the information in items 2-6, it will no longer be necessary.)
8	A copy of personal ID	

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Please turn over.

**【 Notices for Application ② 】**

<p>①</p>	<p><u>Pledge</u> Please detail how expenses will be paid, the amount being paid, and the relationship between the remitter and applicant. In situations where the remitter is not a relative of the applicant, detail concretely how expenses will be paid on a separate sheet of paper, and submit along with documentation of the relationship between the applicant and remitter.</p>
<p>②</p>	<p><u>Balance Statement</u> There is no predetermined minimum balance requirement. However, the required balance varies depending on the remitter's financial condition. For reference, it is required that all students have enough funds to live in Japan as a student for a year or a year and a half.</p>
<p>③</p>	<p><u>Proof of Tax Fulfillment</u> For those who are self-employed, submit a permit for business management, or proof of fulfillment of tax obligations.</p>
<p>④</p>	<p><u>Certificate of Employment (For those living in Japan)</u> For those who are company employees, submit proof of employment issued by the company head. For those who are self-employed or business owners, submit a copy of the registration certificate, or a business permit, or a declaration of taxes withheld that states the name of a member of the tax office and the tax office, or management.</p>
<p>⑤</p>	<p>Make sure to have Japanese translation prepared along with all submitting forms. Please have the translator sign the original translated papers. If the translator is a private individual, please submit a photocopy of his or her identification as Attachment.</p>
<p>⑥</p>	<p>Should you have difficulty obtaining any of the above stated forms, please contact us. It is possible that documentation other than that listed above will be requested in response to the condition of the financial sponsor.</p>
<p>⑦</p>	<p>When submitting your application to the Immigration Office, all photos a certificates should have been prepared within three months of the application date.</p>