

Documents for a sponsor who lives in applicant's home country

1. Required Documents (★designated form by school)

★	1	Letter of Sponsor	Must use school-designated forms and write about the reason why sponsor support applicant's finance (living expense, tuition, etc), and sign sponsor's signature.
★	2	Pledge	Must use school-designated forms, sign sponsor's signature.
	3	Official document to prove a kinship	Must be shown detailed kinship between applicant and sponsor with name, current address, and relationship.
	4	Reason for supporting (Attached letter)	Must be handwriting, shown that a sponsor intends to support applicants financial, and explained the reason for supporting.
	5	Bank Balance Certificate (Original)	Proof that a sponsor can remit money to Japan by bank transfer each term.
	6	Bank statement (Photocopy of bank passbook)	As evidence of current balance. (For the past 3 years)
	7	Income verification	Must be shown monthly or annual income to prove sponsor's finance resource. (For the past 3 years)
	8	Certificate of employment	Proof to explain of sponsor's position, job description, years with the company, and status if sponsor works for company.
	9	Photocopy of business license	In case that sponsor owns business
	10	Certificate of Tax payment	Must be shown annual income and amount of tax payment. (For past 3 years)
	11	Copy of family register, identification	Proof of sponsor's the place of birth
	12	Tax registration	If sponsor owns business, please submit an original and copy of tax registration.

2. Documents as needed

1	P/L statement/ accounting report	Must be shown financial/ business condition of company where a sponsor works.
2	Documents which shows business with Japan	Documents such as partnership contract, certificate of foreign-capitalized company, or ratification instrument, if the company has a business relationship with Japan
3	Company brochure	Explained business contents of company where a sponsor works.
4	Photocopy of passport	If a sponsor has been in Japan, please submit photocopies of all pages of passport

[Caution]

- ① Please provide accurate information such as sponsor's/ company's address in letter of sponsor or pledge.
- ② When documents are written in foreign language, **everything has to be attached with Japanese translation.** Please write translator's name and his/her signature, and the date at the bottom right of translated documents. Otherwise, we may not accept.
- ③ "Family" means close family, which is like applicant's father, mother and etc.
- ④ Every document must be issued within 6 months from application date of immigration.
- ⑤ Every document must be filled in by sponsor's handwriting. If you make a mistake, please double-underline it, then put your signature above. **Do not use a whiteout.**
- ⑥ Please note that we may have an interview with sponsor to make sure that he/she intends to support applicant's finance in his/her home country as needed.
- ⑦ Please note that all the documents are non-returnable once they are submitted to immigration.
- ⑧ Please note that we may ask applicants to submit to additional documents other than above.
- ⑨ When applicants submit photocopies of documents, please **make photocopies in their actual size with original,** and put copier's name and date on the bottom right.