

Documents required for application of Certificate of Eligibility (COE)

※Other than Passport and Identification card, submit all the documents in Original. Any photocopies submitted shall be notarized by a lawyer or public notary. Submitted documents cannot be returned except original documents that cannot be reissued will be returned.

※Applicant must fill in the particular documents himself/herself and same is applied to Sponsor too.

※All the documents to be submitted to Immigration must be translated (Including Passport)

Please consult with us separately, if you want our school to translate the documents.

<出願者/Applicant>

① ID photos *6 (3cm*4cm)	Original	Color and hatless, front face, clear photos, <u>taken within last 3 months</u> Write your country, name and date of birth in the back side
② Passport	Copy	Those who don't have passport, please submit the passport application form or any other identification card
③ Application A	Original	FS designated form
④ Application B (Purpose of Study)	Original	Write why you want to study in Japan and what is your plan after completing the Japanese course from FS
⑤ Graduation Certificate of Last Education	Original	Graduation Certificate of last education. ※If you are still in school, please submit Certificate of Expected Graduation or provisional certificate
⑥ Academic transcript of last education	Original	Submit the Academic Transcript of last education (Submit the marksheets for all semester)
⑦ Language proficiency Certificate	Original	Submit official Japanese Language Proficiency Test certificate recognized by Immigration or (Submit Examination Admission Tickets or examination Number, which can prove the information of taking the examination) Proof of studying Japanese more than 150 hours
⑧ Work Proof	Original	Submit the certificate, only if you have experience of working

<経費支弁者・Financial Supporter>

⑨ Written Oath of Financial Support	Original	FS designated form
⑩ Certificate of occupation	Original	Certificate of employment of sponsor's current Job ※In case of self-employed, a business license or business registration permit etc. that is officially issued and can clarify the occupation
⑪ Certificate of Income	Original	Last 3 years income proof from the company you are working for.
⑫ Certificate of Income Tax	Original	Proof of paying income tax for last 3 years issued by the government.
⑬ Bank Balance Certificate	Original	Bank balance certificate issued by the particular bank, showing following amounts: ※The entry fee will differ according to your entrance period ①April : 2years course-More than 2,600, 000 Yen 1year course- More than 1,300,000 Yen ② July: More than 2,268,000 Yen ③ October: More than 1,944,000 Yen
⑭ Transaction Details (Account Statement)	Original	Statement of deposits and withdrawals for last 3 years
⑮ Relationship Certificate	Original	Official document showing the relationship between applicant and financial sponsor.
⑯ Family structure of applicant	Original	Submit the document that shows the details of Applicant's Family Structure (Grandparents, Parents, Siblings, Spouse, child etc.)
⑰ Family constitution of the sponsor	Original	Submit the documents which shows the family details of the sponsor (Grandparents, Parents, Siblings, Spouse, child etc.)

※Documents other than the above may also require at the request of 'Immigration'

※Documents, (especially documents of financial sponsor) must be issued within 3 months before the date of application

※If the applicant is sponsoring him/herself, ⑮ & ⑰ are not necessary to submit.

※If the financial supporter is living in Japan, other documents are required, please ask us.