

Student Visa Application Guide

— to all student visa applicants —

All applicants undergo a strict residence qualification examination conducted by immigration officials.
Prior to application submission, the school (Osaka YMCA) will conduct necessary assessments. Applicants must be knowledgeable regarding procedures and the documents necessary. Complete and review your documents as early as possible.

Regarding application documents and how to complete them

- ▼ Official documents are valid for only 3 months from the date of issue.
(6 months as for photos)
- ▼ Corrections can be made using correction fluid (white out) and correction tape, however all corrections must be handwritten by the applicant.
- ▼ Documents prepared in a foreign language must be submitted with Japanese translations. With the translation, the name, affiliation and contact information of the translator must be submitted.

*Submitted documents, regardless of the results of the examination (accepted or rejected), will not be returned to the applicant with the exception of original documents or certificates (i.e., diplomas)

Osaka YMCA Gakuin

I. List of documents to be submitted

1. Application form (predetermined format)

- * The form may be filled out by hand or digitally, however, the document must be signed by the applicant.
- * An applicant who has applied for any type of visa other than the short-stay visa is required to list past applications. Check the box marked 'yes' for *application history* regardless of the results of prior applications (include withdrawals). List application number and date of application. The information will be verified at a later date.
- * List your Japan history / educational background (including compulsory education), work history, Japanese language history, family information (include housemates, 2 parents or relatives).
- * Record school enrollment periods, **explain if there is more than a 6 month blanks in the academic record.**
- * **If there is some discrepancy between the date of graduation and the date the diploma**, provide an explanation on a separate piece of paper.

2. Statement of intent (predetermined format)

- * The applicant may write or type in his / her native language, however, make sure to sign the document by hand.
- * If the document is written in a foreign language, applicant must provide a Japanese translation with the name, affiliation and contact information of the translator included.
- * Essay content: Must explain in detail your study abroad purpose and motives as well as plans upon completion of Japanese language study. Use additional paper if necessary.
- * **If 5 years or more have passed since you were last enrolled in school**, explain very specifically your objectives for learning Japanese and give detailed plans for your future.
- * **Work experience** should be listed with an explanation of the correlation between former work experience and plans to study Japanese and future career plans.

3. Photographs (4cmX 3cm) 3 copies

- * Write your name and nationality on the back of each picture. Affix one picture to the application form.

4. Diploma or a copy from the last school last attended

- * The original will be returned to the applicant when the application review is completed
- * **Applicants enrolled in high school or college at the time of application and plan to study abroad upon graduation**, must submit an official certificate of completion at the time of application and upon receiving a diploma, must submit a copy of the diploma.

5. Photocopy of a transcript or grade report from the school last enrolled in

6. Certificate of employment

- * **Everyone with employment history** must submit this document. On the company letterhead, list the name of the company, phone number, date of issue and name of the boss.

7. Record of Japanese language study Both (1) and (2) are required documents.

(1) Official documents pertaining to the Japanese Language Proficiency Test

- * Submit certificates showing you've passed the Japanese Language Proficiency Test (Nihongo Noryoku Test) / J. Test – Practical Japanese test or the Japanese NAT-TEST.
- * **If you are scheduled to take the test**, submit a copy of the admission ticket.

(2) Certificate of Japanese language study

- * If you have completed 150 hours or more of Japanese language study at an institution, submit a document with the address of the educational institution, contact information, specific study period, weekly study hours, daily study hours, school closure days including public holidays (if school is closed on public holidays, specific dates must also be stated), current study hours, number of study days, attendance rate, and number of days attended.

8. Family registry, birth certificate, basic certificate of identification

* For verification purposes, the name, date of birth and location of birth are needed. If your guarantor is a relative, an official document proving the relationship between the applicant and the guarantor is necessary.

9. Photocopy of applicant's passport

* **For applicants with a passport**, submit a photocopy of the page with the photo and pages that are stamped showing travel to and from Japan.

10. Other (submit only if applicable)

* **If a stay was at least 1 month**, submit a statement explaining the purpose of the visit and where you stayed.

* **If you began elementary school at a non-traditional age even by your country's standard**, please state the reason.

* **During your stay in Japan, if you will be staying with family (parents, siblings, spouse, children) or relatives (uncle, aunt, etc)** submit copies of both sides of each person's residence card.

If you are leaving family members (spouse, children) in your home country while you stay in Japan, submit an explanation regarding your family situation

II. DOCUMENTS REGARDING FINANCIAL GUARANTOR (the one who will provide living and tuition expenses)

A. If the applicant plans to be his / her own guarantor

1. Financial support document (predetermined format)

* the form may be completed by hand or on a computer, but make sure to sign the document by hand

2. Certificate of employment

* On the company letterhead, list the name of the company, address, phone number, date of issue and name of the boss.

* A copy of the company registration with the name of the company's representative (boss) or a list of board members. In the case of a private business, submit a copy of the business license and certificate of employment.

3. Income certificate for the past 1 years⁴.

Tax certificate for the past 1 years

(1) **If you worked as a company executive or as a full time employee**, submit one of the following:

(a) a company-issued income detail form complete with taxation method

(b) tax agency-issued income and taxation form. If you cannot have this form issued, submit a written explanation.

(2) **If you were self-employed**, submit the tax agency-issued income and taxation form. If you cannot have this form issued, submit a written explanation.

5. Document showing the current balance of the applicant's bank account _____

* This must not be a temporary account. The bank records must document a steady income over a long period of time.

6. Photocopy of the bankbook page showing the current balance. _____

* Enlarged high quality, color photocopies of the bankbook – 1 page per photocopy

* Documentation proving the formation of the balance. This document must verify that the balance is not temporary but it is an accumulation of money over a long period of time

* If there is no bankbook, submit an account detailing the accumulation of funds to verify the balance.

B. If the applicant's spouse, living in the country of origin, is the financial guarantor

1. Financial support document (predetermined format)

* the form may be completed by hand or on a computer, but make sure to sign the document by hand

2. Certificate of employment

* On the company letterhead, list the name of the company, address, phone number, date of issue and name of the boss.

* A copy of the company registration with the name of the company's representative (boss) or a list of board members. In the case of a private business, submit a copy of the business license and certificate of employment.

3. Income certificate for the past 1 years

Tax certificate for the past 1 years

(1) If you worked as a company executive or as a full time employee, submit one of the following:

- (a) a company-issued income detail form complete with taxation method
- (b) tax agency-issued income and taxation form. If you cannot have this form issued, submit a written explanation.

(2) If you were self-employed, submit the tax agency-issued income and taxation form. If you cannot have this form issued, submit a written explanation.

5. Document showing the current balance of the guarantor's bank account

*This must not be a temporary account. The bank records must document a steady income over a long period of time.

6. Photocopy of the bankbook page showing the current balance.

- * Enlarged high quality, color photocopies of the bankbook – 1 page per photocopy
- * Documentation proving the formation of the balance. This document must verify that the balance is not temporary but it is an accumulation of money over a long period of time
- * If there is no bankbook, submit an account detailing the accumulation of funds to verify the balance.

7. Document proving the relationship of the applicant with the guarantor (family registry or other)

* If the guarantor is not a parent, give details regarding the circumstances for this person to be the guarantor. If the guarantor is not a relative, provide in detail, information regarding the time when you met, the present relationship between you and why the guarantor has chosen to be your guarantor.

C. If the guarantor resides in Japan

1. Financial Support form (predetermined format)

* the form may be completed by hand or on a computer, but make sure to sign the document by hand

2. Certificate of employment (one of the following)

- # the certificate of company registration with the name of the boss or board members
- # the members listed on the certificate of employment must also provide certificates of employment
- # copy of a tax return (affix the special receipt stamp onto this form, they can be purchased at designated shops.)
- # withholding slip

3. Proof of income (submit any one of the following)

- # annual income (income tax)
- # tax notice
- # tax return notice (with the tax office seal)#
- withholding slip

* Regarding documents listed above, only use documents that give proof of the earnings for the previous year.

* #2 is to give proof of the guarantor's income and if the tax return notice or the withholding slip have been submitted, there is no need for any other documents in this category.

4. Photocopy of a bankbook with the guarantor's name and current balance

5. Document proving the relationship of the applicant with the guarantor (family registry or other)

* If the guarantor is not a parent, give details regarding the circumstances for this person to be the guarantor. If the guarantor is not a relative, provide in detail, information regarding the time when you met, the present relationship between you and why the guarantor has chosen to be your guarantor.

6. Resident certificate photocopy (for each person listed in the same household)

All documents in lists I & II are required for application.

Note: Depending on the circumstances, an applicant may be requested to submit additional documents.