

Instructions on Application Documents (for 5 nationalities)

ABK COLLEGE As in December, 2019

These are instructions on application documents for applicants from Bangladesh, Indonesia, Philippines, Nepal and Sri Lanka. As there are many required documents for applicants from these countries due to strict inspection at the Tokyo regional Immigration Bureau, please read following instructions carefully for application.

1. Qualifications for Application

Besides the qualification requirements on “Guide for admission”, applicants must have clear study plan in Japan and sound & enough financial capacity to support themselves during study in our school, or can cover basic financial capacity by doing part time job in Japan as little as not to disturb studying, and final education background within 5 years.

2. Application Documents *refer to Guide for Admission, too

You are requested to submit 3 kinds of documents: documents on an applicant, sponsor’s documents to prove financial capacity for study in Japan and documents on applicant’s parents. All documents must be issued within 3 months as of submitting to Tokyo Regional Immigration Bureau. Application for April entry documents are normally scheduled to submit around the end of November to Tokyo Regional Immigration Bureau. (Application for July entry – around beginning of March. Application for October entry - around the beginning of June. Application for January – around the middle of September.) Please follow prepare documents according to these schedules.

I. Documents on an Applicant

(1) Application form for Admission

1. Fill in all academic and occupation carrier (not to leave blank period). In case there is blank period in the carrier (ex. because of sickness), please attach documents, which explain the reasons for the blank period (free style. fill in the date, month and year of writing and name in your own hand).
2. Fill in month and year of admission and graduation which correspond with the certificate of graduation and the academic transcript.
3. Fill in family members’ information about parents, brother and sister (live together and apart) correctly.
4. Choose only 1 choice as the first plan after graduation from ABK COLLEGE on page 3, make correspond with contents of reason for studying in Japan on page 4.
5. Fill in specific reason for studying Japanese language and the plan after graduation from ABK COLLEGE in column of reason for studying in Japan on page 4.

(2) Diploma of Graduation and Transcript of secondary school or university

1. Those who graduated colleges or other schools (not get bachelor’s degree) after secondary education, must submit diploma (certificate) of graduation (original) and transcript of academic records (original) of upper secondary education together with certificate graduation and transcript of college or other school (copies are acceptable).
2. Those who are at university or secondary school should submit the certificate of student or certificate of expected graduation (those who will graduate in this academic year). In this case, please submit transcript until semester of present school, too.

(3) Certificate of Japanese Language Proficiency

Documents to prove Japanese language proficiency equivalent to or more than Japanese Language Proficiency Test level 4 (or N5). Please submit both of the following references.

1. *Certificate to prove to learn Japanese language: Documents to prove that an applicant have learned Japanese more than 150 hours* at any Japanese language schools in an applicant’s country. Name of applicant, the period of learning, the total hours of leaning on curriculum and the total hours of applicant’s learning, study contents, course name, target level on this course, textbook name, issued date/ month/year, and Japanese language school’s name / address / contact number should be written.
2. *Certificate of Japanese Language Proficiency Test: The certificate of higher than level 4 (or N5) of Japanese Language Proficiency Test.*
*If you have certificates of ‘Business Japanese Proficiency Test’, ‘J.TEST’ and ‘Japanese NAT-TEST’, please also submit them.

(4) Applicant work certificate

The status or position of the sponsor, the period of working, company address / phone number, and name and status of person in responsible for issuing should be subscribed on a paper with company letter head.

II. Documents to Prove Financial Capacity for Study in Japan

Regarding to who pays an applicant's course fee and living expenses, choose one item from A or B which is most suitable for the applicant. A person who pays student's expenses should be an applicant's family or relatives only (Except for scholarship project by a government etc).

A. In case that an applicant's family in his/her country bears student's expenses.

Applicants and sponsors are required to prove financial capacity that the sponsor can afford to pay our school course fee and living expenses for 1 year or during the expected study period at our school.

(1) Letter of Pledge

Write signature in the sponsor's own handwriting.

(2) Sponsor's family list (Prescribed form)

Fill in family information about family list about spouse, children (live together and apart) and those who live together correctly. Fill in entry date and sponsor's signature.

(3) Certificate of his /her Balance in the Bank

Copy and the notarial certificate are invalid. The amount of deposited money should be more than the total amount including tuition fees and life expenses in Japan for 1 year or during the expected study period at our school.

(4) Copy of Bankbook (3 years or present from opening date)

Submit a copy of bankbook in order to clarify the process leading to formation to the bank balance of (2). Attach page on which name of depositor, name of bank, account No. and bankbook No. are written. Period is 3 years or present from opening date. If present from opening date is shorter than 3 years, please submit another copy of bankbook before opening date of this account.

If a sponsor change banks which deposit money, please submit copy bankbook of old bank too.

(5) Sponsor's Present Work Certificate

The status or position of the sponsor, the period of working, company address / phone number, and name and status of person in responsible for issuing should be subscribed on a paper with company letter head.

(6) Annual Income Certificate (3 years)

The amount of basic pay, bonus, allowance, income tax, net income after deducting tax, company address/phone number, and name and status of person in responsible for issuing should be described on a paper with company letter head. If you can submit (7) document, you don't need to submit (6).

(7) Tax Payment Certificate (3 years)

The certificate should be issued by tax office and written annual income.

(8) Copy of Family Register

Please submit the documents of all applicant's family members, which include address, an academic carrier and occupation of members if possible. These registration information should be latest one.

B. In case that an applicant's family or a relative in Japan bears a student's expense

(1) Letter of Pledge

Write signature in the sponsor's own handwriting

In the space of "Reason for Sponsorship", choose "Please refer to another sheet". Sponsors are requested to explain specific reasons, according to following points in another sheet (free style. entry date/ month/year, sponsor's name, stamp or signature same as those on letter of pledge).

[1] Relationship with the applicant

[2] Explanation about the source of deposited money in the bank

*Especially, a president or managing director of a company should explain specifically about kind of business, scale of a company or a business, background on establishment, and profit/personal income.

[3] Applicant's purpose for studying in Japan

[4] Reasons and background to pay the applicant's expenses. He/she should explain detail reasons why the sponsor is a not applicant's parent concretely.

*In the space of "The amount of expenses the sponsor will bear, and the measure of payment", write as follow as.

• Living Expenses : write the average money for a month which the sponsor will transfer

• The Measure of Payment: After coming to Japan, the applicant should certify to Tokyo Regional Immigration Bureau that he/she has received transferred money as Letter of Pledge, therefore, please choose " Remittance through bank".

(2) Sponsor's family list (Prescribed form)

Fill in family information about family list about spouse, children (live together and apart) and those who live together correctly. Fill in entry date and sponsor's signature.

(3) Certificate of Sponsor's Balance in the Bank

Certificate should be issued by a bank in Japan. The amount of deposited money should be more than the total amount including tuition fees and life expenses in Japan for 1 year or during the expected study period at our school.

(4) Copy of Bankbook (3 years or present from opening date)

Submit a copy of bankbook in order to clarify the process leading to formation to the bank balance of (2). Attach page in which name of depositor, name of bank and account No. are written. Period is 3 years or present from opening date. If present from opening date is shorter than 3 years, please submit another copy of bankbook before opening date of this account.

(5) Annual Income Certificate (3 years)

Tax certificate (課税証明書 Kazei shomeisho), which shows the sponsor's annual income issued by a local government.

(6) Copy of Family Register(住民票 Jumin hyo)

Witten all family member (not include my number)

(7) Others

In some cases, following documents are required in order to certify relationships between the applicant and the sponsor

○Marriage certificate

C. In case that an applicant him/herself bears his/her cost on "Guide for Admission"

Applications by the sponsor type C are not accepted at out school.

3.Document on a person who submit an application form.

In case of submitting an application documents at office of our school by hand, fill in a registration form about submitter's contact information.

In case of submitting an application documents by post, please attach a document in which ① submitter's name, ② the relationship between the applicant and the submitter, ③ submitter's contact information(address, telephone No., Fax No., and E-mail address)and ④ information to send important documents(address, name and telephone No.)is written.

4. Others

- (1) Any kinds of forms and documents modified with liquid paper are invalid.
- (2) Certificates should be written position of the issuer, name of the issuer and address, telephone No. and Fax No. of the issue institution. If possible, include signature of the issuer.
- (3) Documents written in foreign languages except for English, attach translation in Japanese or English. On Japanese translation, proper nouns (for ex. student's name, school name, company name and etc.) should be translated in English, not Katakana.
- (4) Keep all copies of application documents an applicant made before submitting to us in case our school might ask him/her about submitted documents.
- (5) In case to prove false statements or declaration on the documents, the applicant will fail even if he/she passed school screening.
- (6) Even all required documents are submitted to us, not all applicants pass our school's screening. Applicants should make another plan in case of failure in screening by our school or Tokyo Regional Immigration Bureau. Applicants can also apply for another school. If you would like to apply for another school together with our school, please inform us at the time of applying.
- (7) Those who have failed the screening by Tokyo Regional Immigration Bureau, Japanese Embassy or Consular office in the past, should ask the non-endorsement reason to the Tokyo Regional Immigration Bureau etc. before applying to our school. The Immigration bureau is sure to refer to the past failed record and screen the application case again.
- (8) Original certificate of graduation will be returned after screening at Tokyo Regional Immigration Bureau. Other documents will not be returned in principle. In case the applicant has any documents to be returned, please request our school at the time of applying.