Application requirements

●**Application qualification**

　　・Completed more than 12 years of formal education in mother country.

　　・Acquiring ability for level N5 of JLPT or NAT-TEST or same level

　 which can be proved objectively.

●**Required documents**

**[Documents when you enter for documents screening]**

**Please send data of those documents as PDF to** [**info@skokusai.com**](mailto:info@skokusai.com) **.**

**We select applicants who can apply for certificate of eligibility.**

|  |  |  |
| --- | --- | --- |
|  | **Documents** | **Notes** |
| １ | Application form | ※Specified form |
| ２ | Personal record | ※Specified form |
| ３ | Most recent graduation school’s  Diploma and Academic Transcript | \*Submit original or degree verification certificate.  \*Other school certificates may also be requested.  \*If you are taking a leave of absence from school, or you have quit school, please submit the supporting documents as you can. |
| ４ | Japanese proficiency certificates(original) | Certificates or report of results for Japanese tests such as JLPT, NAT-TEST, J-TEST, etc |
| ５ | Pledge | ※Specified form |
| ６ | Letter of remittance | ※Specified form |

**[Documents you need after passing documents screening]**

**All the applicants who passed documents screening, please send data of those documents except ★ mark as PDF file. We check all the data if there are any mistakes or not. Then we contact applicants and ask to send all document by mail such as DHL. Even if you pass the document screening, we won’t apply you for the certificate of eligibility if we find out there are falsehoods.**

　　＊Required documents for applicants

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|  | **Documents** | **Notes** |
| １ | Copy of passport (all pages) | Non-passport holders need to submit a copy of their IDs. |
| ２ | Data of headshot photo  （４cm vertically×３cm horizontally） |  |
| ３ | Application form★ | ※Specified form |
| ４ | Personal record★ | ※Specified form |
| ５ | Diploma and Academic Transcript  ＊ Last place of study | \*Submit original or degree verification certificate.  \*Other school certificates may also be requested.  \*If you are taking a leave of absence from school, or you have quit school, please submit the supporting documents as you can. |
| ６ | Student registration certificate(original) | If you are in school. |
| ７ | Educational certificate (original) | If your most recent graduation school is Chinese university or college, you need certificate from CHIS or CDGDC.  If your most recent graduation school is Vietnamese high school, you need certificate from VN-NARIC. |
| ８ | Japanese proficiency certificates(original)★ | Certificates or report of results for Japanese tests such as JLPT, NAT-TEST, J-TEST, etc  If the Japanese proficiency test you took has a certificate specific for Japanese immigration office, you are supposed to submit it. You might need to pay a fee. Most of the time, the person who takes the test can’t get the certificate for Japanese immigration office so we, SIEA get it. |
| ９ | Certificate of Japanese language study  （original） | Certificate from Japanese language school (more than 150hours of study)　(write length of term and number of hours you studied ) |
| １０ | Family registry and birth certificate(original) | Family registry needs to have all family members information. |
| １１ | Certificate of employment | Students who has work experience or are currently working. |
| １２ | Pledge★ | ※Specified form |

＊Required documents for financial guarantor

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| --- | --- | --- |
|  | **Documents** | **Notes** |
| １ | Copy of IDs. |  |
| ２ | Letter of remittance★ | ※Specified form |
| ３ | Certificate of bank balance(original) | You may need more than approximately $200,00 in Japanese yen in the bank. |
| ４ | Copy of bank passbook (for recent 1 year) | You may use other certificate as long as it shows how you built the money on the certificate of bank balance. |
| ５ | Certificate of relationship to the applicant(original) | Family registry, etc |

**[note]**

・There is a possibility to be asked to submit extra and different documents depending on your personal circumstances and country.

・Please try to make documents without any mistakes.DO NOT use white out.

・Please do not use any abbreviations when you make documents.

**・Applicants applying for the two year course need to submit documents issued after October 1st.**

**・Applicants applying for one and half year course need to submit documents issued after April 1st.**

・You can make documents with personal computer except your signature.

・Please attach Japanese translation of documents if documents are not written in Japanese. we charge you 3,000 Japanese yen per a document if you can not translate documents.

(Only English and Chinese are available)

・Please submit the documents by the dead line. We do not accept any documents after that time.

●**deadline for documents screening**

　　＊Two year course（April students）:October 15th

　 ＊1 and half year course（October students）：April 15th

There is a chance to close the list when the number of applicants reaches the quote.