

## Documents for Visa Application

#	Document	Note
1	School Application	School format, signed by applicant
2	Data of ID photo	Must be taken within 3months No hat, facing straight, nothing in the back
3	Photo copy of passport	Page of ID picture Pages of stamps of entry into/departure from Japan
4	Diploma / Degree	
5	Academic transcript from last education institute	
6	Certificate of enrollment and transcript	If you are currently a student
7	Verification of employment	Please refer to *Verification of employment on page 2
8	Certificate of Japanese proficiency  <b>*Total study hours must be at least 150 hours</b>	(1)Certified Japanese tests JLPT (Japanese-Language Proficiency Test) : N5 or above BJT (Business Japanese Proficiency Test) / JLRT : 300points or above J.TEST : F level or FG level 250points or above NAT-TEST : level 5 or above STBJ(Standard Test for Business Japanese) : 350points or above TOPJ : Beginner A level or above J-cert : pre-intermediate level or above JLCT(Japanese Language Capability Test) :JCT1, JCT2, JCT3, JCT4 or JCT5 PJC Bridge : A+,A-,B+,B-,C+, or C- JPT(Japanese Proficiency Test) : 315points or above  (2) Certificate of studying Japanese issued by a language school. Following information must be included. 1.Study periods , 2. Attendance, 3. Lesson details 4. Course name, 5. Target level, and 6. Text books information  (3) Other If you took Japanese courses at high school, college, or university, please submit academic transcripts issued by school.
9	Bank statement (Financial sponsor)	Equivalent to 2,000,000 yen (18,000 USD) or above
10	Explanation of funding process (Financial sponsor)	If applied (copy of bankbooks, etc.)

11	Business certificate (Financial sponsor)	If the financial sponsor owns a business
12	Passport copy or ID copy (Financial sponsor)	If applied
13	Proof of family relations	If your sponsor is not your parent
14	All bank transactions for past 3 years	Original. If the applicant is over 30, passed 3 years after graduating high school, or passed 5 years after graduation university.

### Applicant

#### ***\*Application Form***

1. Please contact us to get the application form if you decided to apply to Waseda BK

#### ***\*Certificate of Japanese proficiency***

1. Submit your JLPT N5 or above certificate. If you don't have JLPT you are required to study for at least 150 hour-lessons at a language school or any institutions in your home country before you apply for study visa. Self-study doesn't count for 150 hours study.

#### ***\*Diploma***

1. Scan your diploma or a certificate of graduation.

#### ***\*Bank Statement***

1. Current bank balance should be equivalent to 2, 000,000 yen or above

#### ***\*Verification of employment***

1. This must be issued by a company where a financial sponsor is currently working for.

Following information **MUST** be included:

1. Name of the company,
2. Issued date
3. Position, signature, and stamp of the issuer
4. Company address, phone number and FAX number
5. Monthly or annual income
6. Financial sponsor's position, duration of employment