

Tokyo Riverside School

Required Documents for Applications

All the documents should be 3 months new to application date. Please attach Japanese translation printed on A4 size papers to the documents with O (circle alphabet).

* DOCUMENTS ON AN APPLICANT

	Documents	Remarks
1	Application form	Provided by school
②	Personal records with a description of a purpose on learning Japanese	Handwriting by applicant
③	An original diploma or a certificate of the completion of the last school	
④	A report card from the last school	<input type="checkbox"/> Graduated from high school Report card with all subjects from high school is needed <input type="checkbox"/> Graduated from university Report card with all subjects from university is needed <input type="checkbox"/> A university student Report card with all subjects from high school & report card of all subjects from high school is needed
5	6 photographs	4cm long x 3 cm wide Write your name, nationality and date of birth on back
⑥	A certificate of Japanese learning history A result of Japanese language test * These tests will be an important information to ensure applicant's desire for overseas study. Please take these tests if can.	Specify duration of more than 150 hours <input type="checkbox"/> Japanese-Language Proficiency Test http://www.jlpt.jp/e/ <input type="checkbox"/> BJT Business Japanese Proficiency Test http://www.jetro.go.jp/en/bjt/ <input type="checkbox"/> J-Test http://j-test.jp/xp/ <input type="checkbox"/> Japanese NAT-TEST http://www.nat-test.com/
⑦	A school identification or job identification	
8	A passport copy	If you have

* DOCUMENTS ON A SPONSOR

	Documents	Remarks
<i>Documents on a sponsor who lives in Japan</i>		
1	A form of PAYING EXPENSES	Provided by school
2	A proof of income & payable tax or an official receipt of tax payment from the revenue office	For the last three years

3	A verification of bank balance	
4	A certificate of an occupation	<input type="checkbox"/> A certificate of employment (for an employee) <input type="checkbox"/> A patent roll transcription (for a proprietor or a director) <input type="checkbox"/> An original of final income tax return copy (for a self-employed)
5	A certificate of resident registration or a certificate on registered matters	Included all family members
6	A certificate of relationship between an applicant and a sponsor	
<i>Documents on a sponsor who lives in the same country as an applicant</i>		
①	A form of PAYING EXPENSES	Provided by school
②	A certificate of relationship between an applicant and a sponsor	
③	A verification of bank balance	Equivalent to 2,000,000 Japanese Yen or more in long-term deposits
④	A certificate of an occupation	
⑤	A proof of income	For the last three years
⑥	An official certificate of tax payment	If a sponsor is self-employed
⑦	A copy of a bankbook for the last three years, or A certificate of paying method from an employer, or An explanation of bank transactions	For China, Bangladeshi, Myanmar and Mongolia only
8	A copy of an employer's business license	For China, Bangladeshi, Myanmar and Mongolia only
<i>Documents on a sponsor who lives in a third country</i>		
①	A form of PAYING EXPENSES	Provided by school
②	A certificate of relationship between an applicant and a sponsor	
③	A verification of bank balance	Equivalent to 2,000,000 Japanese Yen or more in long-term deposits
④	A certificate of an occupation	
⑤	A proof of income	For the last three years
⑥	An official certificate of tax payment	If a sponsor is self-employed
⑦	A copy of a bankbook for the last three years, or A certificate of paying method from an employer, or An explanation of bank transactions	For China, Bangladeshi, Myanmar and Mongolia only
8	A copy of an employer's business license	For China, Bangladeshi, Myanmar and Mongolia only
9	A copy of permit of permanent residence, or an ID card	
10	A copy of passport	