Documents related to application for Certificate of Eligibility (CoE)

1. Available period of submitted documents

Please submit documents within 3 months of the date of issue.

2. Attachment of Japanese translation

(a) Documents prepared in foreign languages (including English) must be accompanied by a Japanese translation of each document.

* Please note that we have seen many cases where a Japanese translation is not attached to the bank statement. Please be sure to attach Japanese translations of all the information other than the transaction amount (the transaction type at the top of the bank statement, and the statements in the history of each transaction). In such cases, a list that includes a complete Japanese translation of all the section other than the transaction amount is acceptable.

(b) In the submitted documents, proper nouns such as names, names of institutions, and addresses may be written in English, but the body must be translated into Japanese.

(c) Please do not add any translation or comments to the original documents. If there are comments, etc., please include them on a separate sheet of paper.

3. Issuing organization for various certificates

In addition to the name and title of the issuer of the certificate, the address and contact information (telephone and fax numbers) of the issuing institution must be included.

In addition, please submit the certificate with the signature (or seal) of the issuer if possible.

4. Notes on each submitted documents

(7) Documents related to Japanese language proficiency

A transcript that proves that the applicant has Japanese language proficiency equivalent to JLPT N2 (Level 2) or higher. Please submit the original of any of the materials listed in ① through ④.

No.	Name of Examination	Level	Notes
①	Japanese Language Proficiency Test	N2 (level 2) or higher	
②	Examination for Japanese University Admission for International Students (EJU)	200 points or above	total of reading, listening and listening-reading comprehension (Japanese Language)
③	BJT Business Japanese Proficiency Test	400 points or above	
④	JPT Japanese Proficiency Test	525 points or above	

(15) Financial support statement

Please submit the documents personally handwritten or signed by the person who is to support applicant's life expenses.

If you or someone other than your parents, or if you are receiving financial support from the scholarship, please submit the following documents;

(a) When the financial supporter is a person other than parents (e.g., a relative, etc.)

Please explain the following on the financial support statement or other papers.

・The specific circumstances and reasons for the financial support on behalf of the applicant's parents.

・The specific circumstances and reasons for the applicant's parents' inability to meet their financial obligations.

(16) Official documentation evidencing relationship between the applicant and the financial supporter

Please submit a document (e.g., birth certificate or certificate of kinship) from a public institution verifying the relationship (e.g., parent-child relationship or kinship) between the applicant and the financial supporter. The following points should be noted;

(a) When submitting documents related to family registers

Please submit a photocopy of the page showing the address of the household and the status and occupation of all household members.

(b) If the applicant and the financial supporter are related

Please refer to the following example and submit documents showing that the applicant and the financial supporter are related.

e.g., If the financial supporter is the sister of the applicant's mother

①Documents that prove the mother-child relationship between the applicant and his/her mother

②Documents that prove the relationship between the applicant's mother and her sister.

(17) Bank balance certificate in the name of the financial supporter

Please be sure to submit the original.

Whenever possible, please submit it a short period of time between the date of issuance and the date of application.

(18) Official documentation evidencing financial supporter's occupation

Please submit the original.

Required documents differ depending on the occupation of the financial supporter.

(a) If the financial supporter is a company employee

Original certificate of employment issued by the employer or public institution

(b) If the financial supporter runs a business

A copy of business license, business registration certificate, or other documents issued by a public institution that shows that the business is run.

(c) If the financial supporter is engaged in an occupation other than (a) or (b)

e.g., an individual farmer, etc.

Documents issued by a public institution that can prove the occupation of the financial supporter.

*The certificate of employment should include the name and contact information of the place of employment, as well as the duration of employment, job description, job position, and any other noteworthy details (if applicable).

(19) Official documentation evidencing financial supporter's fund foundation

Prepare the documents showing the circumstances (1 year) that led to the formation of the amount shown on the Bank balance certificate. (e.g., bank statement, a copy of the bankbook, etc.)

(20) Official documentation evidencing financial supporter's income

e.g., tax payment (taxation) certificates or income (income) certificates for the past 1 year

Please submit the original.

Please submit an official documentation issued by a public agency with personal income tax jurisdiction that includes all of the following;

(a) Income and income amount

(b) Amount of income tax levied on (a)

*If the financial supporter is unable to submit the certification document issued by the public agency with jurisdiction over personal income tax, please submit an explanatory document prepared by an agency that can provide official proof of the financial supporter's income, income amount, income tax amount. In this case, please prepare a separate statement of reasons and explain the specific reasons why a certified document cannot be issued.