



# 履 歴 書

## PERSONAL RECORDS

国籍  
Nationality

名前  
Full Name

### 1. 学歴 (Educational Background): 小学校から最終学歴 (From elementary school to final school)

学校名 School Name	学校住所 Address	修学期間 (Period of Study)		年数 Number of years
		入学年月 From (YYYY/MM)	卒業年月 To (YYYY/MM)	
(1)			~	
(2)			~	
(3)			~	
(4)			~	
(5)			~	

### 2. 日本語学習歴 (Japanese Language Learning History):

学校名 Name of School	学校住所 Address	修学期間 (Period of Study)		総学習時間 Total study hours
		入学年月 From (YYYY/MM)	卒業年月 To (YYYY/MM)	
(1)			~	
(2)			~	
(3)			~	

### 3. 職歴 (Employment History):

会社名 Name of Company	会社住所 Address	就業期間 (Period of Employment)	
		就職年月 From (YYYY/MM)	退職年月 To (YYYY/MM)
(1)			~
(2)			~
(3)			~
(4)			~
(5)			~

### 4. 日本出入国歴 (Japan Entry and Exit History):

入国年月日 From (YYYY/MM/DD)	出国年月日 To (YYYY/MM/DD)	在留資格 VISA Status	入国目的 Purpose of Stay in Japan
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			

5. 留学理由 (Purpose of Study)

6. 日本語学校修了後の予定 (Your plans after graduation from Japanese Language School)

- (1) 進学希望       (2) 就職希望       (3) 事業経営希望       (4) その他  
Higher education      Work      Starting Business      Others

(1) 進学希望先学校名 : \_\_\_\_\_  
School Name  
希望科目 : \_\_\_\_\_  
Course or department

(2) 就職予定先名 : \_\_\_\_\_  
Company Name  
事業内容 : \_\_\_\_\_  
Type of work

(3) 自営 : \_\_\_\_\_  
Running a Company  
事業先住所 : \_\_\_\_\_  
Address  
事業内容 : \_\_\_\_\_  
Type of business  
資金計画・方法 : \_\_\_\_\_  
Funding plan and method

(4) その他 Others : \_\_\_\_\_

以上のことは総て真実であり、私(下記下線部記入)が直筆したものです。

I, \_\_\_\_\_ hereby declare the above statement is true and correct.

作成年月日:                      年                      月                      日  
Date:                              Year                      Month                      Day

申請者署名: \_\_\_\_\_  
Signature of Applicant

**申請者の家族一覧表**  
**List of the Applicant's Family Members**

続柄 Relationship	氏名 Full Name	生年月日 Date of birth YYYY/M/D	国籍 Nationality	職業 Occupation	住所 Address 電話番号 TEL
					TEL:
					TEL:
					TEL:
					TEL:
					TEL:
					TEL:

**在日親族**  
**Family members or close relatives residing in Japan (if applicable)**

続柄 Relationship	氏名 Full Name	生年月日 Date of birth YYYY/M/D	国籍 Nationality	通勤先名・通学先名 Place of employment/school	住所 Address 電話番号 TEL
					TEL: 在留カード番号 Residence card number
					TEL: 在留カード番号 Residence card number
					TEL: 在留カード番号 Residence card number

To: Minister of Justice

Date:

## STATEMENT OF FINANCIAL COMMITMENT

I will undertake all financial responsibility for

\_\_\_\_\_ of \_\_\_\_\_  
(Name) (Nationality)

during his/her stay in Japan.

1 Tuition fees ¥ \_\_\_\_\_ / year  
2 Living expenses ¥ \_\_\_\_\_ / month

I will pay (the way of payment):

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Address :

Telephone Number :

Guarantor's Full Name :

Relationship with the Applicant :

Signature of  
Guarantor

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■ REQUIRED DOCUMENTS  
CHECK LIST

Student's name:

A Student

Important Check

Status of Completion

1	<input type="checkbox"/> Application for Admission	<input type="checkbox"/>	Age ( ) Occupation ( ) Marital status [ Single / Married ]	
2	<input type="checkbox"/> Personal Records P1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Personal history [yyyy/mm] Do not leave any records blank Input exact dates of entry and exit from Japan in the past Input detailed current residential address until District/Ward	
	<input type="checkbox"/> Personal Records P2	<input type="checkbox"/> <input type="checkbox"/>	Reason for applying/Purposes/Plans after graduation Sign of applicant	
3	<input type="checkbox"/> Family list of the Applicant			
4	<input type="checkbox"/> Certificate of Graduation	<input type="checkbox"/>	From latest academic institutions	
5	<input type="checkbox"/> Academic Transcript	<input type="checkbox"/>	From latest academic institutions	
6	<input type="checkbox"/> Certificate of current occupation	<input type="checkbox"/> <input type="checkbox"/>	Certificate of school enrollment Certificate of employment (or Certificate of previous employment)	
7	<input type="checkbox"/> Certificate of Japanese language learning records	<input type="checkbox"/> <input type="checkbox"/>	JLPT N5 level and above 150 hours of Japanese learning verification	
8	<input type="checkbox"/> Relationship Certificate to Guarantor	<input type="checkbox"/>	Birth Certificate / Certificate of Family Register	
9	<input type="checkbox"/> Passport copy	<input type="checkbox"/> <input type="checkbox"/>	Front page of personal date Pages including entry and departure records to Japan	
10	<input type="checkbox"/> Photos (4 x 3 cm)	<input type="checkbox"/>	6 pieces	

B Financial Guarantor

Important Check

Status of Completion

1	<input type="checkbox"/> Statement of Financial Commitment	<input type="checkbox"/>	Relationship ( ) *Explanations are required if the financial guarators are not the applicant's parent(s).	
2	<input type="checkbox"/> Relationship Certificate to applicant	<input type="checkbox"/>	Birth Certificate / Certificate of Family Register	
3	<input type="checkbox"/> Bank Balance Certificate	<input type="checkbox"/>	3,000,000 yen and above	
4	<input type="checkbox"/> (Bank account statement of transactions for 1 year)	<input type="checkbox"/>	1 year transactions counting back from date of issuance of the Bank Balance Certificate	
5	<input type="checkbox"/> Certificate of Employment (or Certificate of Business Registration)	<input type="checkbox"/>	Confirm company's tel	
6	<input type="checkbox"/> Certificate of Annual Income /	<input type="checkbox"/>	Annual Income ( )	
7	<input type="checkbox"/> Certificate of Tax Payment			
Guarantor residing in Japan	8 <input type="checkbox"/> Certificate of Tax Payment / Certificate of Tax Payment Amount	<input type="checkbox"/>	Annual Income ( )	
	9 <input type="checkbox"/> Certificate of Residence	<input type="checkbox"/>	Including information of all family members	

※  **All certificates must be issued within 3 months prior to the date of submission to Immigration.**

※  **Japanese translations are required for documents not written in Japanese.**

**Submission Deadline:** January session (end of August)  
July session (end of February)

April session (end of October)  
October session (middle of May)