

# 【For Privately Financed International Students】 Check Sheet for Submission Documents

## Description

- This sheet is to make sure that you have filled in all the information when submitting your documents.
- Please follow the instructions for each item and check the required documents.
- The application reference date is April 1 for the first semester application and October 1 for the second semester application.  
Application documents must be prepared based on the household situation **as of the application reference date.**

## 1. About household supporters and household members

- Refer to the "Simplified Chart" to identify your household supporters and household members, and enter the number of people etc. on the "Household Composition Confirmation Chart" below.
- The members listed on the Confirmation Chart are considered as your family members under this program. Please fill out the names, etc. of all family members on the "[Form 1] Record of family" and prepare the necessary documents.

### <Household Composition Confirmation Chart>

	Member	(Date of landing permission)	Number of people	Required documents
Household supporter(s)	Applicant	(    day    month    year    )	<b>1</b>	2. Documents that must be submitted by all applicants 3. Documents related to the income of applicants and household supporters 4. Documents related to applicants 5. Other necessary documents
	Spouse※	(    day    month    year    )		
Household member(s)	Child(ren)			2. Documents that must be submitted by all applicants 5. Other necessary documents
	Family member(s) living in Japan			

※ Since father/mother in Japan are household supporters, please include the number of persons in the "Spouse" column in the chart above and enter the date of landing permission.

### 【Reference】 Simplified Chart

	Applicant	Spouse	Child(ren)	Father/Mother	Grand parents	Siblings	Note
Privately Financed International Student	◎	◎	○	※	△	△	<b>Only family members residing in Japan</b> should be listed. ※Father/Mother in Japan are Household supporters.

◎ : Household supporter    ○ : Household member    △ : Household member if living together in Japan

## 2. Documents that must be submitted by **all applicants** (mandatory)

Please check the box for each document you complete.

Check	Required Documents	Notes
<input type="checkbox"/>	Submission Documents Check Sheet	Please ensure that all documents are ready at the time of submission.
<input type="checkbox"/>	[Form 1] Record of Family	Check the example and fill out correctly.
<input type="checkbox"/>	[Form 2] Application Form	Check the example and fill out correctly.
<input type="checkbox"/>	Latest Income Taxation Certificate (Original)	<b>Applicant and household supporter</b> must submit this certification. Submit a document which shows the following items: Statement of whether the residence tax is imposed or not, Amount of each income from salary and non-salary income, Spousal deduction, Number of dependents and breakdown of deductions *Note: Not required if you were not registered as a resident in Japan on January 1 of 2023 (at the first semester application) or January 1 of 2024 (at the second semester application)
<input type="checkbox"/>	[Form 3] Income Report	Fill out all income related to <b>applicant and household supporter.</b>
<input type="checkbox"/>	[Form 4] Budget Report Sheet (Original)	Fill out information about the person you live together with <b>in Japan.</b> Signature of academic advisor is required.
<input type="checkbox"/>	Photocopy of Residence Card	Copies must be submitted for the applicant and all family members living in Japan. Make copies of <b>both sides</b> of the latest residence card.
<input type="checkbox"/>	Photocopy of Apartment Lease Contract	The following items must be listed: Property address, name of tenant, name of landlord, contract period, monthly rent, name of occupant. *Note: If you live in a dormitory, MIRAI CREA, or HU international house, a copy of the certificate is acceptable.)

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Student ID number	
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### 3. Documents related to the income of applicants and household supporters

If "Yes", submit the documents. (●:Required, ○: One of the documents)

Questions	Check	Required Documents	Issuer
Do you (and/or your spouse) receive employment income of part-time job?	<input type="checkbox"/> Yes	●Withholding Tax Certificate for the year 2023 *If not available, submit pay stubs (copy) or bankbook (copy) for 2023 (Bankbook should be highlighted where the name, period, and amount are written.)	Place of employment
Have you (and/or your spouse) been working at the same place of employment since before January 1 of the previous year? (*Excluding part-time jobs)	<input type="checkbox"/> Yes	●Withholding Tax Certificate for the year 2023	Place of employment
Did you (and/or your spouse) change jobs or start working after January 2 of the previous year and are you (and/or your spouse) still employed at the same place of employment? (*Excluding part-time jobs)	<input type="checkbox"/> Yes	●Withholding Tax Certificate for the year 2023 ● [Form 5] Certificate of (estimated) salary payment (Original)	Place of employment
Have you (and/or your spouse) changed employment status since January 2 of the previous year? (*Excluding part-time jobs)	<input type="checkbox"/> Yes	●Withholding Tax Certificate for the year 2023 ● [Form 6] Certificate of (planned) change of employment status (Original)	Place of employment
Have you (and/or your spouse) ever received any non-salary income* since before January 1 of the previous year and have you filed a tax return? (*non-salary income: income from business, agriculture, real estate, interest and dividend, and miscellaneous income)	<input type="checkbox"/> Yes	●Record of payment of rewards, fees, etc. (If received) ○The first and second pages of the final tax return of 2023 and the statement of earnings and expenses (or statement of blue return) *Third table, if any, must be submitted. *If "as per attached sheet" is indicated, a separate sheet must also be submitted. *A stamped receipt (for electronic applications, the receipt number) is always required. ○Front and back of the 2024 municipal tax declaration form and a statement of earnings and expenses *A stamped receipt (for electronic applications, the receipt number) is always required.	Tax Office/ Local government
Did you (and/or your spouse) start a new self-employment business on or after January 2 of the previous year?	<input type="checkbox"/> Yes	●Photocopy of notification of discontinuance of business *A stamped receipt is always required. ● [Form 9] List of income amounts (Original)	Tax Office/ Local government
Do you (and/or your spouse) receive a pension*? (*pension: public pension, private pension, corporate pension)	<input type="checkbox"/> Yes	○Latest pension payment notice ○Latest pension amount determination notice *Withholding Tax Certificates are not accepted.	Japan Pension Service, Mutual-benefit association, or Insurance companies, etc.
Did you (and/or your spouse) leave your employment on or after January 2 of the previous year?	<input type="checkbox"/> Yes	●Something that shows the date of separation from employment (e.g.: Withholding tax certificate or Employee release form1 etc.) *Not required for applicant's part-time jobs.	Place of employment
Are you (and/or your spouse) receiving employment insurance due to unemployment?	<input type="checkbox"/> Yes	●Employment insurance beneficiary certificate (both sides), page 1-4	Hello work (Public Employment Security Office)
Do you (and/or your spouse) have financial income such as stock transfer income, dividend income, etc.?	<input type="checkbox"/> Yes	●Annual transaction report (Documents showing details regarding profit and loss)	Securities firm
Do you (and/or your spouse) receive any allowances and benefits? (e.g.: child rearing allowance, injury and sickness allowance, workers' accident compensation insurance benefits, childcare leave benefits etc.)	<input type="checkbox"/> Yes	●Certificate stating name, the amount of money received and the period of receipt	-
Do you (and/or your spouse) receive any financial assistance from others?	<input type="checkbox"/> Yes	●Documents showing the amount and period of assistance (Bank book, etc.)	-
Are you (and/or your spouse) a fellow of the Japan Society for the Promotion of Science (JSPS)?	<input type="checkbox"/> Yes	●Notice of JSPS research fellowship screening results *Including prospective recipients	Japan Society for the Promotion of Science
Are you (and/or your spouse) a fellow of any of the following fellowships? • NEW SPRING • Next-Generation AI • Fellowship for Female Graduate Students	<input type="checkbox"/> Yes	●Notification of decision or certificate of approval *Including prospective recipients	University
Do you (and/or your spouse) receive any scholarships?	<input type="checkbox"/> Yes	●Documents showing the name of recipient, the amount and duration of scholarships (Notification, certificate, etc.)	Companies, University, etc.

### 4. Documents related to applicants

If "Yes", submit the documents. (●:Required, ○: One of the documents)

Questions	Check	Required Documents	Issuer
[For graduate students exceeding the standard term of study for thesis preparation] Is this your first semester beyond the standard term of study?	<input type="checkbox"/> Yes	● [Form 7] Supervisor's statement (Original) • To be filled out by academic supervisor • After exceeding the standard term of study, students may apply for an exemption only for the first half year.	MOMJI website

### 5. Other necessary documents

If "Yes", submit the documents. (●:Required, ○: One of the documents)

Questions	Check	Required Documents	Issuer
Do you share a room?	<input type="checkbox"/> Yes	●Residence card of the roommate	Roommates
Are any of your household members enrolled in high school or above?	<input type="checkbox"/> Yes	●Student ID card or Certificate of enrollment (Original) *Not required for applicant	School enrolled in
Do any of your household members have a disability?	<input type="checkbox"/> Yes	●Physical disability certificate, Rehabilitation certificate etc. *Proof documents with name, certificate number, name of disability, and level (grade) of disability	City, ward, town or village office
Are you a single-parent household?	<input type="checkbox"/> Yes	○One of the certificates that show widow(er) or single parent (Income taxation certificate, withholding tax certificate, or tax return) ○Family register (Original)	City, ward, town or village office · Place of employment etc.
Do any of the items (A) through (E) listed on pages 2 and 3 of the "Application Guide" apply to you?	<input type="checkbox"/> Yes	● [Form 8] Declaration of sudden change in household finances	MOMJI website

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**<Household Composition Confirmation Chart>**

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Household supporter(s)	Applicant	day month year ( 28 Sep. 2023 )	1	2. Documents that must be submitted by all applicants 3. Documents related to the income of applicants and household supporters 4. Documents related to applicants 5. Other necessary documents
	Spouse※	day month year ( 20 Dec. 2022 )	1	
Household member(s)	Child(ren)		3	2. Documents that must be submitted by all applicants 5. Other necessary documents
	Family member(s) living in Japan		0	

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**【Reference】 Simplified Chart**

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Have you (and/or your spouse) been working at the same place of employment since before January 1 of the previous year? (*Excluding part-time jobs)	<input type="checkbox"/> Yes	●Withholding Tax Certificate for the year 2023	Place of employment
Did you (and/or your spouse) change jobs or start working after January 2 of the previous year and are you (and/or your spouse) still employed at the same place of employment? (*Excluding part-time jobs)	<input type="checkbox"/> Yes	●Withholding Tax Certificate for the year 2023 ● [Form 5] Certificate of (estimated) salary payment (Original)	Place of employment
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Do you (and/or your spouse) receive any allowances and benefits? (e.g.: child rearing allowance, injury and sickness allowance, workers' accident compensation insurance benefits, childcare leave benefits etc.)	<input type="checkbox"/> Yes	●Certificate stating name, the amount of money received and the period of receipt	-
Do you (and/or your spouse) receive any financial assistance from others?	<input type="checkbox"/> Yes	●Documents showing the amount and period of assistance (Bank book, etc.)	-
Are you (and/or your spouse) a fellow of the Japan Society for the Promotion of Science (JSPS)?	<input type="checkbox"/> Yes	●Notice of JSPS research fellowship screening results *Including prospective recipients	Japan Society for the Promotion of Science
Are you (and/or your spouse) a fellow of any of the following fellowships? ・ NEW SPRING ・ Next-Generation AI ・ Fellowship for Female Graduate Students	<input type="checkbox"/> Yes	●Notification of decision or certificate of approval *Including prospective recipients	University
Do you (and/or your spouse) receive any scholarships?	<input type="checkbox"/> Yes	●Documents showing the name of recipient, the amount and duration of scholarships (Notification, certificate, etc.)	Companies, University, etc.

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Do any of your household members have a disability?	<input type="checkbox"/> Yes	●Physical disability certificate, Rehabilitation certificate etc. *Proof documents with name, certificate number, name of disability, and level (grade) of disability	City, ward, town or village office
Are you a single-parent household?	<input type="checkbox"/> Yes	○One of the certificates that show widow(er) or single parent (Income taxation certificate, withholding tax certificate, or tax return) ○Family register (Original)	City, ward, town or village office ・ Place of employment etc.
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