

Required forms for the qualification confirmation of foreign students living in Tokyo

All applicants have to submit the following ①②③④. And ⑤ is required only for the relevant applicants. Please note that submitted documents will not be returned. Also, if your submitting documents are written in languages other than Japanese and English, they must be accompanied by Japanese or English translations.

- ① Copy of an official document issued by a public institution, which identifies the applicant's name, nationality, birth date, and entry/exit record (stamps) to Japan.
e.g. Copy of the passport pages which show the information listed above.
- ② Juminhyo Kisajjiko Shomeisho issued by your local ward/municipal office which certifies the address of the applicant and his/her guardians (father and mother in principle) in Tokyo. Please note that this is NOT the Juminhyo but rather the Juminhyo Kisajjiko Shomeisho. Use our form1/住民票記載事項証明書 (様式国際1).
Note: Not necessary if you are currently living in a foreign county
- ③ Copy of the documents which certify applicant's school enrollment in Japan or abroad

A) Students at schools abroad

a) Not yet completed 9th year/grade:

- ① Certificate of enrollment, or official transcript of applicant's last school year, or report card. The document has to have a school name and academic grades/scores.
- ② Certificate of expected graduation which shows scheduled completion date. (Not necessary if any document from ① shows the scheduled completion date)

b) Already completed 9th year/grade:

Academic record/report card/transcript of applicant's last school year, which shows academic grades/scores and completed date. Or graduation certificate which certifies the completion of 9th year/grade. (School name is necessary)

B) Students at foreign schools in Japan

a) Not yet completed 9th year/grade:

- ① Certificate of enrollment, or official transcript of applicant's last school year, or report card. The document has to have a school name and academic grades/scores.
- ② Certificate of expected graduation which shows scheduled completion date. (Not necessary if any document from ① shows the scheduled completion date)

b) Already completed 9th year/grade:

Academic record/report card/transcript of applicant's last school year, which shows academic grades/scores and completed date. Or graduation certificate which certifies the completion of 9th year/grade. (School name is necessary)

C) Students at Junior high schools in Japan (Chugakko/中学校)

a) Not yet graduated:

- ① Certificate of enrollment, or official transcript, or report card of applicant's last school year abroad. The document has to have a school name and academic grades/scores.
- ② Student ID of the currently enrolled junior high school in Japan.

b) Graduated:

- ① Certificate of enrollment, or official transcript, or report card of applicant's last school year abroad. The document has to have a school name and academic grades/scores.
- ② Graduation certificate issued by the junior high school the applicant graduated from.

- ④ Application for qualification confirmation. Please download the form from our website page (在京外国人生徒応募資格確認申込書 様式国際在京 2) .
- ⑤ "Statement of the reason (Form7) Riyusho / 理由書 (様式応 7) and an official certificate which proves one guardian (father and mother in principle) will not be able to live with the applicant in Tokyo due to special circumstances such as nursing care for the applicant's grandparent. Please note that at least one parent must live with the applicant in Tokyo. This form is downloadable from our website page.