

4. APPLICATION PROCEDURES

Applicants must submit the following documents to the Embassy of Japan in their home countries by **December 5, 2025**. Early submission of application forms and documents is encouraged. The submitted documents will not be returned.

★ Applicants are required to submit **THREE** applications as follows:

- a. One application with all **original** documents
- b. Two applications with **photocopies** of the documents

Document	Original	Copy
1) Application Form	1	2
2) Self-Report of Medical Conditions	1	2
3) Certified Academic Record/Transcript <ul style="list-style-type: none"> ● Inclusive of all college/university courses. ● If a physical copy is not provided by your institution, a printed copy of the digital version must be submitted. 	1	2
4) Essay (Statement of Purpose) <ul style="list-style-type: none"> ● Typed, single-sided, double-spaced on A4 paper (210mm x 297mm) or letter-sized paper (8.5in x 11in), not exceeding two pages. This page limit must be strictly observed. 	1	2
5) Certificate of Graduation <ul style="list-style-type: none"> ● A certified copy will be accepted as the original document. ● If a physical copy is not provided by your institution, a printed copy of the digital version must be submitted. ● If you have not graduated yet, you must submit a certificate of expected date of graduation indicating that you will complete your degree in December 2025. 	1	2
6) Letters of Reference <ul style="list-style-type: none"> ● References written in either Japanese or English must be submitted. ● If you have not graduated yet, one of the referees must be someone related to your university. 	2	2 each
7) Teaching or language proficiency qualifications (TEFL/TESL/TESOL/JLPT) (*Only for applicants with these types of qualifications)	0	3
8) Document which shows your nationality (passport, etc.)	0	3
9) Criminal Record (*Only for applicants with a criminal history, or applicants who indicate on their application an interest in an April/Early Arrival) <ul style="list-style-type: none"> ● Please see 6. (1) in regard to obtaining a Criminal Record. 	1	0
10) Certificate of Health (*Only for applicants who indicate on their application an interest in an April/Early Arrival) <ul style="list-style-type: none"> ● Please have a physician fill in the designated form provided in either Japanese or English. 	1	0