



Coto Japanese Institute COE Document Checklist

Required Documents

Important: In general, applicants must submit original documents or certificates if they can be reissued. For documents that can only be issued once (e.g., passports, birth certificates, or family registration certificates), submit a signed and dated copy instead of the original. *Examples of one-time-issued documents include passports, birth certificates, and family registration certificates.*

✓	Item	Description	Type
☐	Passport	A copy of your passport's identification page, signed and dated.	Copy
☐	Photo ID	4 cm x 3 cm, white plain background, with your name written on the back. Please provide 8 of these.	Original
☐	Pledge to Study at Coto Japanese Institute	Please read, sign, and date this pledge to confirm that you understand and agree to comply with Coto Japanese Institute's policies and student responsibilities.	Original
☐	Statement of Purpose	A statement from the applicant explaining their reason to study Japanese at Coto Japanese Institute.	Original
☐	Certificate of Graduation of Last School Attended	Proof of completion from your most recent school. Use a signed and dated copy if the document can only be issued once in a lifetime (e.g., diploma).	Copy/ Original
☐	Document Proving Japanese Language Ability	Original test transcript or equivalent proof of A1 level or above, such as JLPT, NAT-TEST, or other study certificate.	
☐	Statement of Expense Support	Your sponsor signed pledge to cover tuition and living costs	Original
☐	Proof of Relationship Between Financial Supporter and Applicant	Official proof (e.g., birth certificate, family register) linking you to your financial supporter (not required if you are self-sponsoring).	Copy
☐	Certificate of Bank Deposit Balance	An official Bank Balance Certificate shows the total liquid funds in the account on a specific date, indicating around 3,000,000 JPY.	Original
☐	Proof of Funds Accumulation/Transaction History	Transaction History shows how those funds accumulated over time. You must submit 12 full consecutive months of transaction records from the exact same account as your balance certificate.	Original
☐	Proof of Financial Supporter's Occupation	If the financial supporter is an employee, submit the ORIGINAL certificate of employment issued by the employer. If self-employed or a business executive, submit official corporate registration documents.	Original
☐	Proof of Income/Tax Documents	Tax slips, official taxation certificates, or annual income statements proving how the supporter earned their money over the past year	Original
☐	Additional Explanation Letters*	If your financial history shows large one-time deposits or withdrawals, such as real estate sales, investment liquidations, or family gifts, you must include a written explanation letter detailing the origin of those funds along with supporting receipts or evidence.	Original
☐	Tuberculosis certificate*	Health certificate confirming no active TB	Original

*May not be required depending on your background and nationality.

Make Sure Your Documents Satisfy the Following Conditions

1. Originals & Reissuable Documents

✓	Item	Description
☐	Confirm "original" status	Each document is the actual issued document, not a copy or printout
☐	Confirm issuing body	Public-institution documents come from a government body or public authority, not a private company
☐	Check reissuability	Confirmed whether each document can be reissued, since submitted documents are never returned
☐	One-time documents	For documents like a family register or diploma, submitted a copy where permitted and an original where required

2. Validity & Timing

✓	Item	Description
☐	3-month rule	Document was issued no more than 3 months before the submission date
☐	6-month exception	If older than 3 months (but within 6), a written statement of reasons is attached explaining why

3. Certificate Formatting

✓	Item	Description
☐	Issuer identified	Certificate shows the issuer's title and name
☐	Contact details included	Certificate shows the issuing institution's location, phone, fax, and email
☐	Signature or seal	Certificate carries the issuer's signature or seal

4. Paper Size & Layout

If the original documents are provided in different paper sizes and layouts, refer to the following instructions.

✓	Item	Description
☐	Smaller than A4	Original submitted as-is (not attached to backing paper), plus a single-sided A4 copy enlarged to fit
☐	Larger than A4	Original folded to A4 top-edge length, plus a single-sided A4 copy reduced to fit
☐	Double-sided A4	Original submitted, plus an additional single-sided A4 copy

5. Copies (Where Permitted)

✓	Item	Description
☐	First-generation copy	Copy is made directly from the original, not a copy of a copy. Any copy must be signed and dated.
☐	Single-sided	Copy is single-sided, even if the original is double-sided
☐	A4-sized	Copy fits A4, even if the original was a different size
☐	Certified in margin	Copy includes the date made, the copier's name, and their relationship to the applicant, and signature.