

# How to Provide Funding Information

Certificate of Finance (prescribed form)

- \* **Even if the bank account is in your name, if the saving deposits originally come from a third party, that third party has to be named as your sponsor** (i.e, in case the money comes from your parents or a relative⇒ the sponsor should be your parent or relative)
- \* **If you are self-sponsored (supported), please indicate your employer's information.**
- \* **If you have saved the money by working several part-time jobs in the past, indicate one of your employer's information.**

Original bank statement (under the name of the financial sponsor, in English/ issued by a bank within 2 months before the application date)

**※The Certificate of Finance is one of the most important documents in the application process for Certificate of Eligibility (COE). Incomplete forms may result in delay in the issuance of your COE.**

- \* You must submit an original bank statement, and/or a certificate for scholarship/financial aid.
- \* Evidence of cash deposit (credit limit not acceptable) of more than ¥ 600,000 for Spring semester only, ¥ 840,000 for Fall semester only, ¥ 1,320,000 for a full year is required.
- \* The bank statement must contain the name of the account holder and the cash deposit amount indicated above.
- \* Sponsor on the application form must be the same person as the account holder.

Ex1) Your parent is sponsoring you.

If the money comes from your parent, even if you have enough cash in your bank account, the sponsor is your parent. Your parent's employment information must be filled out with his/her signature. In that case, though, bank account statement in your name is acceptable.

Ex2) Self-sponsored by working part-time jobs (current or past)

Fill out the information of your current/past employment on the application form. If you have/had several jobs, you can indicate only one of them.

Ex3) Receiving scholarship/grant/financial aid

Fill out the information of the funding institution - government, private educational fund organization, etc. - on the Certificate of Finance. Also, send us a sealed and signed letter/certificate, issued in the name of the student, with the amount of the funds the student will receive, and the period for which the stipend/aid will be paid.