

# Example of How to Fill Out International Student Personal Information Form

## Notes:

\*Please fill out the International Student Personal Information Form referring to the <sample>.

\*Please use a black ballpoint pen (non-erasable ballpoint pen).

<個人情報取り扱いについて>  
留学生身上書にご記入いただく個人情報、本校への入学資格及び日本在留資格の確認に使用し、他の目的には一切使用いたしません。

**留学生身上書**  
■記入日: 年 月 日

姓 (Family Name)	名 (Given Name)	国籍・地域 (Nationality / Region)
フリガナ		
氏名		生年月日 (Date of birth) <SEX>
Name in English ※/パスポート裏面に 記載してください		年 月 日 <男女>
母国住所 Permanent Home address	postal code :	TEL :
		E-MAIL :

■日本国内に在住している場合はA,B,C,Eを記入してください。Fill in the following A,B,C and E.  
日本国外に在住している場合はA,D,Eを記入してください。Fill in the following A,D and E.

A: 旅券番号 Passport No.	有効期限 Date of expiration
B: 在留資格 Types of status	有効期限 Date of expiration
C: 在留カード番号 Residence card number	
D: 過去の出入国歴 (日本国外在住者) Past entry into / departure from Japan 有・Yes / 無・No 上記で「有」を選択した場合 (Fill in the followings when the answer is "Yes") 回数 回 (time/s) 最近の出入国歴 The latest entry from 年 月 日 から 年 月 日 Year Month Day to Year Month Day	
E: 犯罪を理由とする処分を受けたことの有無 Criminal record (in Japan and overseas) 有・Yes / 無・No	

■家族 (父母・兄弟・保証人 / 経費支弁者) Family or Guarantor / Supporter

氏名 Name in English	本人との関係 Relationship ( )
住所 Address	TEL:
氏名 Name in English	本人との関係 Relationship ( )
住所 Address	TEL:

■経費支弁方法 Method of support to meet the expenses while in Japan

学費 Tuition Fees	経費支弁者分 Supporter	円/年 Yen/per year	本人分 Self	円/年 Yen/per year
生活費 Living Expenses	経費支弁者分 Supporter	円/年 Yen/per year	本人分 Self	円/年 Yen/per year
経費支弁者名 Name of supporter	TEL:	年収 Annual income	円/年 Yen/per year	
勤務先名 Place of Employment				

Write your address and phone number in your home country.

International students currently residing in Japan do not need to fill out this form.

This information is needed so that the school can directly contact your family in your home country—if a problem has arisen related to your school life, etc. after you have entered the school. Also, there are cases in which tuition needs to be remitted overseas to an account under a family name, and this information is necessary for an account name inquiry in such cases.

Please state how much of the 2,170,000 yen for the one-year program or the 1,916,000 yen for the two or three-year program (one-year tuition) that you will be applying for will be covered by your financial supporter, and how much will be covered by you. (Please make sure that the portion of your financial supporter and your portion add up to the relevant tuition amount.)

Please state how much of your living expenses after you enter the school will be covered by your financial supporter, and how much will be covered by you. Please calculate and write down the amount for 1 year, referring to how much you expect to use in 1 month.

Please convert the annual income of your financial supporter into yen and write this down here.

If a financial supporter will be paying for any of your tuition, please make sure to write down the name of the financial supporter and his/her place of employment. If the financial supporter is unemployed, please write down how he/she will cover your tuition and living expenses. In this case, not stating an annual income is acceptable.

Please state the name and address of the examination admission postcard receiver.  
\* If this is an overseas address, please write this in English letters.  
\* If you want materials sent to your Japanese language school, write its address instead.

# Example of How to Fill out Examination Admission Postcard

郵便はがき

料金後納郵便

**tsuji**  
料金のたすきを学ぶ

重要

住所

氏名 様

※記入例を参照のうえ、郵便番号・住所・氏名を記入してください。

受験票

学校記入欄	
番号	
カナ氏名	
試験日時	年 月 日 ( ) 時 分 開始
試験会場	(裏面地図参照)
連絡先	(+81)-6-6629-0208
持参物	・ 本受験票 ・ 筆記用具 — 日本国外から直接入学試験に来る留学生のみ— ・ 入学検定料2万円・パスポート顔写真のコピー1部 ・ 在留資格認定証明書交付申請書 (写真付)

Please state the name and address of the examination admission postcard receiver.  
\* If this is an overseas address, please write this in English letters.  
\* If you want materials sent to your Japanese language school, write its address instead.