



**Thank you for your interest on Wospro Japan services.**

**You have downloaded all the document needed for your application to our long-term program**

Application form for the Japanese language school	1-2
Your personal records for the immigration office	3-4
Statement of financial commitment to be written by your guarantor for the ministry of justice	5
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### **Documents needed for your application**

- All documents should be issued within no more than three months before the deadline.
- All the documents should be translated into French or English with copies duly verified.  
Wospro Japan will provide Japanese translation services to its applicants

### **A-Wospro Japan Long-term program agreement (pages 6-7)**

### **B-Documents to be provided by applicant**

- Application form for the Japanese language school (pages 1-2)
- Personal Records (pages 3-4)
- Copy of graduation certificate (high school diploma or university degree)
- School records from the last school attended
- Passport photos (3 X 4 cm), 10 color photos w/white background
- Copy of passport
- Birth Certificate (in case your guarantor is one of your parent) or any official paper to prove the relation
- Certificate of employment or justified your activities (For student: Certificate of attendance of school)

### **C-Documents to be provided by guarantor**

*The guarantor makes contract to pay the expenses for the applicant while he or she is studying in Japan.*

- Statement of financial commitment (page 5)
- Annual income (> 20,000 USD)
- Bank account balance (> 35,000 USD)
- Certificate of occupation or any other document proving the guarantor activity.

*In case you are your own guarantor : Provide all the guarantor documents for yourself.*

***If you have any questions, please do not hesitate to contact us!***

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# APPLICATION FOR ADMISSION

No. \_\_\_\_\_

## 翰林日本語学院入学願書

<b>Photo</b> (写真)  最近3ヶ月以内に撮影した上半身正面脱帽のものに限る  3 cm × 4 cm	<b>Name(In Chinese characters)</b> 氏名(漢字)				<b>Sex (性別)</b>  <input type="checkbox"/> Male <input type="checkbox"/> Female
	<b>Name(English)</b> 氏名(英語)				<input type="checkbox"/> Single <input type="checkbox"/> Married
	<b>Nationality</b> 国籍				
	<b>Date of birth</b> 生年月日	Year 年	Month 月	Day 日	<b>Place of birth</b> 出生地
<b>Occupation</b> 現在の職業					
<b>Present Address</b> 本国住所		TEL ( ) -			
<b>Passport Number</b> 旅券番号		<b>Issuing Authority</b> 発行機関			
<b>Date of Issue</b> 発行日		Year 年	Month 月	Day 日	<b>Date of Expiration</b> 有効期限
<b>Previous Stay in Japan</b> 在日歴(来日回数)		<input type="checkbox"/> Yes (ある) [ Time ] <input type="checkbox"/> No (ない)			
<b>Date of Entry</b> 入国年月日		<b>Date of Departure</b> 出国年月日		<b>Status of Residence</b> 在留資格	
Year    Month    Day		Year    Month    Day			
Year    Month    Day		Year    Month    Day			
Year    Month    Day		Year    Month    Day			
<b>Previous Study of Japanese</b> 日本語学習歴		<input type="checkbox"/> Yes (ある) <input type="checkbox"/> No (ない)			
<b>Name of Institution</b> 機関名		<b>Location</b> 所在地		<b>Total study time</b> 総学習時間	
				hours	
				hours	
				hours	
<b>Japanese language proficiency test</b> 日本語能力検定試験受験		<input type="checkbox"/> Yes (ある) <input type="checkbox"/> No (ない)		<b>Grade (級)</b> <input type="checkbox"/> Pass (合格) <input type="checkbox"/> Fail (不合格)	
<b>Intended Length of Stay (修学期間)</b>		<b>Plans after Graduation (日本語学習終了後の予定)</b>			
<input type="checkbox"/> January entrance (1月入学) <input type="checkbox"/> April entrance (4月入学) <input type="checkbox"/> July entrance (7月入学) <input type="checkbox"/> October entrance (10月入学)		<input type="checkbox"/> Continue to study in Japan(進学) <input type="checkbox"/> Return home (帰国) <input type="checkbox"/> Other (その他)		<input type="checkbox"/> Graduate School (大学院) <input type="checkbox"/> University (大学) <input type="checkbox"/> College (短大) <input type="checkbox"/> Vocational School (専門学校)	

### 記 録

※Office use (記入不要)

願書提出	<input type="checkbox"/> 本人郵送 <input type="checkbox"/> 保証人郵送 <input type="checkbox"/> 本人出頭 <input type="checkbox"/> 保証人出頭 <input type="checkbox"/> 代理人届出				
願書提出時の本人所在	<input type="checkbox"/> 国外 <input type="checkbox"/> 国内		大学の保証人	<input type="checkbox"/> 入管と同一 <input type="checkbox"/> 入管と別	
願書受付 年 月 日	願書受付済連続 年 月 日	合・否	可否通知書発行 年 月 日	学費納入 年 月 日	入学許可書発行日 年 月 日
在留資格			在留期間	年 月 日 ~ 年 月 日	
入審許可日付 年 月 日	上陸許可年月日 年 月 日	来校日 年 月 日	外国人登録番号:		



# PERSONAL RECORDS

## 履歴書

1. **Nationality** 国籍 : \_\_\_\_\_ **Name** 氏名 : \_\_\_\_\_
2. **Date of Birth** 生年月日 : \_\_\_\_\_ Year 年 \_\_\_\_\_ Month 月 \_\_\_\_\_ Day 日
3. **Present Address** 現住所 : \_\_\_\_\_
4. **Married status** 配偶者の有無 : Single 無・Married 有 (Name of Spouse 配偶者氏名 : \_\_\_\_\_)
5. **Education Record** 学歴 : [From Elementary school 初等教育(小学校)から順次最終学歴まで]

	Name of school 学校名	Address 所在地	Period of study	
			From (year, month, day) 入学年月日	To (year, month, day) 卒業年月日
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____
(4)	_____	_____	_____	_____
(5)	_____	_____	_____	_____

6. **Study Experience of Japanese Language** 日本語学習歴 :

	Name of school 学校名	Address 所在地	Period of study	
			From (year, month, day) 入学年月日	To (year, month, day) 卒業年月日
(1)	_____	_____	_____	_____

7. **Occupation Career** 職歴 : (就職年月日順に記載すること)

	Name of Company 勤務先	Address 所在地	Period of Employment	
			From (year, month, day) 就職年月日	To (year, month, day) 退職年月日
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____
(4)	_____	_____	_____	_____

8. **Your past visits to Japan** 出入国 :

	From (year, month, day) 入国年月日	To (year, month, day) 出国年月日	VISA Status 在留資格	Purpose of stay in Japan 入国目的
	(1)	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____
(4)	_____	_____	_____	_____

Fifth or more records are written below. さらに出入国歴がある場合は下に記入して下さい。

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



To: Minister of Justice

Date:

## STATEMENT OF FINANCIAL COMMITMENT

I will undertake all financial responsibility for

\_\_\_\_\_ Of \_\_\_\_\_  
(Name) (Nationality)

during his/her stay in Japan.

1. Tuition                    ¥ \_\_\_\_\_ /month, 6 months, year
2. Living expense        ¥ \_\_\_\_\_ /month

I will pay (the way of payment):

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Address:

Guarantor's full name:

Relationship to the applicant:

Signature \_\_\_\_\_



# 誓約書 LONG-TERM PROGRAM AGREEMENT

TO : WOSPRO JAPAN

## +Candidate himself 【本人】

Fullname(名前): \_\_\_\_\_

Nationality(国籍): \_\_\_\_\_

Date and place of birth(生年月日/出生地): \_\_\_\_\_ (y/m/d) \_\_\_\_\_

Gender(性別):  Male(男)  Female(女)

Present Address(現住所): \_\_\_\_\_

Email Address(メール): \_\_\_\_\_

Tel(電話番号): \_\_\_\_\_

Fax(ファクス): \_\_\_\_\_

Passport Number(旅券番号): \_\_\_\_\_

Date of issue(旅券発行日): \_\_\_\_\_

Date of expiration(有効期限): \_\_\_\_\_

Choose your program plan (プログラムプランの選択)

<input type="checkbox"/> <b>15months from January</b>	<input type="checkbox"/> <b>18months from October</b>
<input type="checkbox"/> <b>21months from July</b>	<input type="checkbox"/> <b>12/24months from April</b>

I am admitted to enter into Japan. After the entry into the country, I pledge to observe the Japanese law and do my best for study. (私はこのたび日本に入国を許可されました。入国後は法律を堅く守り、勉学に専心努力することを誓約いたします。)

I hereby declare the above statement filled out by me, is true and correct. (以上の内容はすべて私が直筆したものであり、上記の通り相違ありません。)

Upon being permit to join the Wospro Japan program, I will respect all the rules of Wospro Japan and Wospro Japan Partners. (私は、この度、ワspro・ジャパンのプログラムに参加することに同意し、ワspro ジャパンと提携社のすべてのルールを守ることを誓います。)

## +Guarantor 【保証人】

We guarantee this person will surely observe the law, and we undertake full responsibility for him before and while his stay in Japan. (上記の者については、法律を堅く守らせ、本人の入国前及び在国中における一切のことについて、私どもが責任をもってお引き受けいたします。)

Guarantor's fullname (経費支弁の氏名) : \_\_\_\_\_

Address (住所): \_\_\_\_\_

Phone/Mobile (電話): \_\_\_\_\_

Email Address(メール): \_\_\_\_\_

Date of Birth (生年月日): \_\_\_\_\_

Relationship with the Candidate (本人との関係): \_\_\_\_\_

We accept to pay the wospro services fees after the issue of the certificates of eligibility and admission of school. This amount depend to the country, the distance from Japan. Please ask a estimation after given us all the details about you.

認定書及び入学許可書を降りたら、私達はワspro・ジャパンサービス料を納入することを同意します。ワspro・ジャパンサービス料は国と日本国と距離により違いますので自分の状況をワspro・ジャパンに知らせて、見積書を聞いてくださいますようお願いいたします。

Note(留意点):

♠ Your signature must be preceded by the mention **"readed and approved"** (自署で記入して“すべて読んで同意しました”とサインしてください。)

♠ This contract form must be filled out by the candidate and the guarantor themselves. (本人・保証人記入欄は、必ず自署で記入してください)

♠ Print out the contract in 2 exemplaries. (二通用意して下さい。)

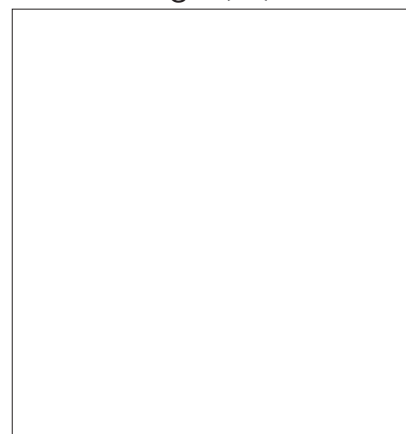
Date of application (作成年月日) \_\_\_\_\_

Sign (印)

Guarantor's fullname \_\_\_\_\_  
(経費支弁の氏名)

Applicant fullname \_\_\_\_\_  
(申請者の氏名)

Wospro Japan or Representative \_\_\_\_\_  
(ワspro・ジャパン)





# REGISTRATION FORM:

## Students housing

<b>Full Name</b>			
<b>Date of birth</b>	(y/m/d)	<b>Gender</b>	<input type="checkbox"/> M <input type="checkbox"/> F
<b>Phone</b>		<b>Fax</b>	
<b>Nationality</b>		<b>Email</b>	
<b>Visa Type</b>	<input type="checkbox"/> Tourist (90Days) <input type="checkbox"/> Pre-college <input type="checkbox"/> College <input type="checkbox"/> working-holiday <input type="checkbox"/> other		
<b>Date of arrival</b>	(y/m/d)	<b>Airport</b>	
<b>Flight informations</b>	<b>Airline</b>	<b>Flight No.</b>	<b>Hour of arrival</b>
			( am / pm )
<b>Pick-up</b> <input type="checkbox"/> yes <input type="checkbox"/> no	<b>What kind of pick-up do you want?</b>		
	<input type="checkbox"/> at the airport (¥30,000) <input type="checkbox"/> at Tama-plaza station (¥5,000)		
	Have lunch at the airport or on the way to school <input type="checkbox"/> yes <input type="checkbox"/> no		
<b>Date of entry</b>	(y/m/d)	<b>Contract</b>	<input type="checkbox"/> 3months <input type="checkbox"/> 6months <input type="checkbox"/> 1year
<b>Type of room</b>	<input type="checkbox"/> Shared room <input type="checkbox"/> Single room		<b>Futon (¥10,000)</b> <input type="checkbox"/> yes <input type="checkbox"/> no
<b>Request:</b>			



# WOSPRO JAPAN HOUSING AGREEMENT

*This contract includes three pages, please read them and sign on the 3rd page.*

I, ....., will follow the rules and regulations below during the time I stay on Wospro Residence.

Date and place of birth: .....

Nationality: .....

## **Rules of Wospro Residence**

### **Facility**

When you enter the room for the first time, please check if there is any facilities broken or missing. If you break any facilities during your stay, you will be charge to repair/replace the damage.

### **Garbage (gomi)**

You must sort the garbage so they can be picked up. An unsorted trash will not be taken during the passage of garbage truck!

Burnable waste (food waste, paper towels, ...)

Non-burnable waste (plastics, packaging, bento box, ...)

Recyclable waste x2 - (plastic bottle, cans, tin can, glass, ..)

- (Cardboard, newspaper, milk carton, orange juice, ..)

Drop the garbage in the place provided for this purpose before 8 hours of the morning the same day, the day of passage (referencing to the table displayed in the kitchen to know the days of passage of the garbage truck)

Do not leave garbage in the kitchen / common room / balcony to prevent odors and damage to the equipment from the residence! Garbage attracts cockroaches as well, then take out the garbage every day of passage !

If you need to drop heavy equipment such as TV, fridge, .. please contact the companies approved and follow their instructions. We speak of course about personal materials and non-owned by Wospro Japan, in which case you will be asked to repay the broken material.

If you have any questions regarding the garbage please ask the Wospro residence staff or the information desk from the school.

Do not drop out the garbage when it is not the day of passage!

## Daily life

Do not disturb your roommates after 10pm. Every one schedule is different ( Morning Classes, lessons in the afternoon, part-time job, etc ...)

Smoking is prohibited in the apartments! If you want to smoke, you buy an ashtray, and go OUTSIDE (Do not throw cigarette butts on the ground or over the balcony!)

You must keep the apartment clean! Get organized with your roommates so that the cleaning of Public and Private is done regularly.

- **The kitchen:** After cooking, please clean and store your materials directly in order to make space for your roommates (Everything that is not stored in your cabinet or cart when a check is done will be throw away)
- **The bathroom:** After your shower, please arrange your product, clean the shower, take off your hair ... so that the next person can take a shower. Let the door of the shower open when not in use to avoid deposit of fungi. Do not leave your dirty clothes in the bathroom. Keep it in your room until you wash them. (Everything in the bathroom that has nothing to do there will be throw away during inspection visits)
- **The toilet:** After using it make sure to clean the pot, soil, .. Do not throw anything other than toilet paper. Do not leave trash behind the toilet, leave the toilet clean and airy for the comfort of each one.
- **The Common Room:** Always leave the table cleared, so that each one can eat there if desired. Please do not leave anything personal in that room, which is a passage points in case of an emergency (fire, earthquake, ..) (Everything in this room that has nothing to do there will be thrown away during inspections)
- **Your room:** Whether you are on a single or shared room, always make sure the room is clean to avoid health problems, cockroaches, smell, .. From time to time, and always in the presence of the students, a check will be done.
- **Outside:** Do not leave your belongings in the halls of the residence, please keep the space outside your door clean and clear. If you have a bicycle, please park it in the space provided for this purpose.

You should always keep your keys (room and front door) with you. If you lose it you must pay in order to have a new one (sometimes it may be the lock on the door that is changed in order to prevent theft)

It is forbidden to move the material out of the residences.

Pets are not allowed in residences (dog, cat, hamster,...)

## Internet

The internet subscription is 1500 yen / month per person. If you want internet, tell the staff of Wospro residence before signing the contract so that the sum can be add to the rent.

The rent is paid for every 3 months, internet must be paid in the same way (¥ 4,500 / 3 months)

## Le contract

The contract is renewable every 3 months. New students arrive every 3 months, so if you want to renew your contract, please let the staff of Wospro residence know at least 45 days before the end of your contract (note: there is a renewal fee of ¥ 10,000)

When you leave the room, the staff of Wospro residence must be presents for the check-out. Please make an appointment with the staff of Wospro residence.

### **Crime, safety and fire prevention**

Wospro Japan will not be held liable for any loss or theft of your material, then it is your responsibility to make sure that your door is closed and your valuables safe.

Wospro Japan will not be held liable for accidents from a student, so please be careful when you use hazardous materials, such as knives, heater, ..

To prevent fire, always check that the gas is off before leaving the apartment.

### **Others**

It is forbidden to host a person (friends, family, ..) in you room! For insurance and safety reasons, an accident with the presence of a person not under Wospro Japan insurance at the scene would have catastrophic consequences for students living in the apartment.

Any violation of these rules may result in immediate expulsion of the student from the residence!

Wospro Japan reserves the right to change the accommodation and services fees as necessary and without notice.

The contract comes into effect on the day the student signs it.

Date: .....

Signature: .....



# WOSPRO JAPAN DOCUMENT

## Documents Check-list 確認書

Fullname			Gender	<input type="radio"/> Male <input type="radio"/> Female
Address				
	TEL		-	-
Nationality		eMail		
Guarantor name			Relation	
Address				
TEL	-	-	eMail	

Copy of documents must be certified. Write at the back of this page which original documents you would like to take back after application is done.

= Document to be completed, downloaded from the website of wospro

### DOCUMENT TO PROVIDE BY THE CANDIDATE

<b>1</b>	Long term Application form	<input type="checkbox"/>	Observations:
<b>2</b>	Personal records	<input type="checkbox"/>	
3	Last diploma	<input type="checkbox"/> O <input type="checkbox"/> C	
4	School records	<input type="checkbox"/> O <input type="checkbox"/> C	
5	Certificate of employment or student	<input type="checkbox"/>	
6	Photographs x 10 ( 4x3cm)	<input type="checkbox"/>	
7	Relation with the guarantor (family record book)	<input type="checkbox"/> O <input type="checkbox"/> C	
8	Passport	<input type="checkbox"/> O <input type="checkbox"/> C	
<b>9</b>	Long term program agreement	<input type="checkbox"/>	
<b>10</b>	Housing Application form and Agreement	<input type="checkbox"/> <input type="checkbox"/>	

### DOCUMENT TO PROVIDE BY THE FINANCIAL GUARANTOR

<b>1</b>	Statement of financial commitment	<input type="checkbox"/>	Observations:
2	Relation with the candidate (official document)	<input type="checkbox"/>	
3	Certificate of employment	<input type="checkbox"/>	
4	Annual income (salary )	<input type="checkbox"/>	
5	Bank income	<input type="checkbox"/>	