

※ 適正校（クラス I 又はクラス II）
機関、高等専門学校（認定日本語

This is for reference only. You need to understand the contents by referring to this example and submit the designated list in Japanese.

<更新用>

番号	Documents	Necessary for everyone or not	いずれか選択		Notes
1	Application for extension of period of stay	○	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
2	List of documents to submit (This sheet and Confirmation of Language Ability)	○	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Confirmation of Language Ability is only necessary for new students from other schools. Even if you don't need to submit it, you should still circle "Yes" as you will submit the list.
3	Transcripts from all educational institutions attended since the most recent application for residence status. Graduation Certificate if you graduated during your period of stay. Certificate of attendance if you attended classes at a Japanese Language School during your period of stay	○	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If you submit the documents as instructed by the university, you can circle "Yes."
4	Certificate of Research Contents	△ (Refer to Notes)	Yes	No	If you are a current or prospective research student or were a research student during the current period of stay
5	Certificate of Course Enrollment	△ (Refer to Notes)	Yes	No	If you are a current or prospective elective course student or were an elective course student during the current period of stay.
6	Document explaining the university's management system	△ (Refer to Notes)	Yes	<input checked="" type="radio"/> No	If you are attending classes exclusively in the evening at a graduate school that offers evening classes.
7	Certificate of Enrollment (Certificate of Admission for students before enrollment)	○	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
8	Report regarding payment of expenses	△ (Refer to Notes)	Yes	No	Submit if you have received a warning concerning permission to engage in an activity other than that permitted under the status of residence at the time of your most recent application for extension of period of stay.
If you are paying for your own stay					
9	The most recent certificate of residence tax (taxable or non-taxable) and certificate of tax payment (if you have been working part-time for over a year) If both your total annual income and tax payment status are stated, a copy of your bankbook or web bankbook screen (showing your transaction history) with a statement of your part-time work income is also acceptable.	△ (Refer to Notes)	Yes	No	Submit if you have received a warning concerning permission to engage in an activity other than that permitted under the status of residence at the time of your most recent application for extension of period of stay and are using your income earned through permission to engage in an activity other than that permitted under the status of residence in Japan to pay for your expenses
10	A copy of your payslip (if you have been working part-time for less than one year) A copy of your bankbook or a screenshot of your online bankbook (showing your transaction history) that includes details of your part-time work income is also acceptable.	△ (Refer to Notes)	Yes	No	Submit if you have received a warning concerning permission to engage in an activity other than that permitted under the status of residence at the time of your most recent application for extension of period of stay.
11	Documents proving the amount of income or assets in the home country	△ (Refer to Notes)	Yes	No	Submit if you have received a warning concerning permission to engage in an activity other than that permitted under the status of residence at the time of your most recent application for extension of period of stay.
If someone else is paying for your stay					
12	Money Transfer Certificate	△ (Refer to Notes)	Yes	No	Submit if you have received a warning concerning permission to engage in an activity other than that permitted under the status of residence at the time of your most recent application for extension of period of stay.
13	Documents proving the identity of the person carrying cash	△ (Refer to Notes)	Yes	No	Submit if you have received a warning concerning permission to engage in an activity other than that permitted under the status of residence at the time of your most recent application for extension of period of stay.
14	Documents clarifying the relationship with the person paying your expenses	△ (Refer to Notes)	Yes	No	If there has been a change of person paying your expenses since your most recent application for residence status
15	Documents proving the income of the person paying for the expenses	△ (Refer to Notes)	Yes	No	If the person paying for the expenses is living in Japan and if you have received a warning concerning permission to engage in an activity other than that permitted under the status of residence at the time of your most recent application for extension of period of stay
16	Certificate of Scholarship	△ (Refer to Notes)	Yes	No	If you receive a new scholarship after your most recent application for residence status (excluding MEXT scholarship). For details, please see the list of certificates related to the provision of scholarships.

If you are a night student, please select "Yes" and inform the university. There is a fixed format.

Not required if the person paying for the expenses changes from someone else to yourself.

If you receive a new scholarship after your most recent application for residence status (excluding MEXT scholarship), submit the following:
1. Certificate of scholarship
2. Copy of your bankbook or online bankbook screen showing that you are receiving a scholarship.

You do NOT need to submit them unless you have got a warning about your part-time job by the Immigration Bureau. If you have got a warning, ask us about the format for No. 8.

University Name Waseda University

Your Name _____