

This checklist is designed for students applying to Japanese language schools and universities, with emphasis on Certificate of Eligibility (CoE) documentation, financial traceability, and complete enrollment evidence.

01

Identity and Civil Documents

- Valid passport (recommended study-period validity with buffer)
- National ID/citizenship records
- Birth certificate (if required by institution or visa stage)
- Name-change or legal-status documents where records differ
- Relationship documents for dependents

02

Academic Qualification Package

- Grade 10/12 transcripts and certificates
- Bachelor or Master transcripts and degree/provisional records
- English test score report (IELTS/PTE/TOEFL as accepted)
- Gap explanation letter with evidence
- Updated CV with academic/professional timeline

03

Admission and Enrollment Evidence

- Offer letter and acceptance record
- CoE (Confirmation of Enrolment)
- Tuition deposit/payment receipts
- Course details and intake timeline
- Institution communications and condition-fulfillment records

04

GS and SOP Readiness

- Genuine Student statement mapped to profile
- Course and provider selection justification
- Career pathway narrative linked to home country opportunities
- Explanation for gaps/stream changes
- Prior refusal/travel declaration where applicable

05

Financial Capacity and Sponsor File

- 6-12 month bank statements with source clarity
- Sponsor income proof: salary/business/tax records
- Loan sanction/disbursement letter (if loan-backed)
- Affidavit of support and sponsor relationship proof
- Asset/liquidity support papers where necessary

06

Health and Compliance

- OSHC policy for required duration
- Medical examination receipts where requested
- Police/character documents if applicable
- Declaration forms accuracy check
- Dependents health/compliance records

07

Final Submission Governance

- Indexed e-file with logical naming
- Cross-check consistency across SOP, finances, forms
- Response-ready folder for additional document requests
- Interview preparation notes and key answers
- Backup archive of all uploaded documents

Final Verification Before Submission

- Review all files for consistency of names, dates, amounts, and signatures.
- Keep originals available for interview and maintain a secure backup archive.