

**Student Application
Requirements
Foreign Student Department
Bunkyo University
2023**

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[Spring Semester Admission (April) Application/Procedure Schedule] Overseas Application (Persons residing outside of Japan)

Please have your advisor complete all procedures other than the Application for Certificate of Eligibility.

Application period: September 14th (Wed) to October 5th (Wed), 2022

Refer to pages 4-6

Please prepare all the “Documents Required for Application” listed on page 5 and either bring them to the Foreign Student Department during the application period or post them to the University so that they arrive during the application period. (※)

Screening: Mid-to-late October 2022

Refer to page 7

[1] Document screening (Applicants will be screened based on the submitted documents. The University may conduct a conversational skill assessment via international phone call or the like depending on your Japanese language ability.)

November 12th (Sat), 2022

[2] Advisor interview test (Only for those applicants who have passed document screening.)

Notification of Acceptance/Rejection: November 18th (Fri), 2022

Refer to page 7

The notification of acceptance/rejection will be sent to your advisor.

Primary procedures: November 28th (Mon) to December 2nd (Fri), 2022

Refer to page 8

Please pay the admission fee using one of the following methods (*1):

【International wire transfer】 Pay through the payment system specified by the University.

【Domestic wire transfer】 [1] Transfer to the bank account specified by the university or [2] pay in person at the University.

The University will apply for issuance of a “Certificate of Eligibility” on your behalf after confirming payment of your admission fee.

Proxy application for Certificate of Eligibility: Mid-December 2022

Issuance of your “Certificate of Eligibility” by the Regional Immigration Bureau: Between late January and early February 2023 (estimate)

The University will contact your advisor upon receiving your COE.

Please note that your COE could be issued before or after the period stated above.

Secondary procedures: After issuance of the “Certificate of Eligibility”

Refer to page 8

Please pay the tuition fee and training fee using one of the following methods (*1):

【International wire transfer】 Pay through the payment system specified by the University.

【Domestic wire transfer】 [1] Transfer to the bank account specified by the University or [2] pay in person at the University.



The University will hand over your “Certificate of Eligibility” and “Certificate of Admission” to your advisor after confirming payment of the above-stated fees.



Please receive the necessary documents from your advisor and apply for issuance of a visa as soon as possible.

Arrival in Japan: Late March 2023

Please come to Japan promptly after the issuance of your visa.

You will need to present your “passport,” “Certificate of Eligibility” and “Certificate of Admission” to obtain a landing permit.

Your “Certificate of Admission” will be revoked if you are unable to come to the University by the expiration date stated in your “Certificate of Admission.”

(※) Please contact the University before applying for admission if you are residing outside of Japan and hold a Permanent Resident, Long-Term Resident or Dependent visa, etc.

(*1) For details about the payment method, please contact the Foreign Student Department.

[Spring Semester Admission (April) Application/Procedure Schedule] Domestic Application (Persons residing in Japan)

Please complete all procedures yourself or have your advisor do so.

Application period: February 13th (Mon) to February 18th (Sat), 2023

Refer to pages 4-6

Please prepare all the “Documents Required for Application” listed on page 5 and either bring them to the Foreign Student Department during the application period or post them to the University so that they arrive during the application period. (※)

Screening: February 25th (Sat), 2023

Refer to page 7

An interview test with you and your advisor will be conducted on the above-mentioned date following document screening.

Notification of Acceptance/Rejection: March 3rd (Fri), 2023

Refer to page 7

The notification of acceptance/rejection will be sent to your advisor.

Procedures: March 8th (Wed) to March 14th (Tue), 2023

Refer to page 8

You will be handed your “Certificate of Admission” and “Documents Required for Admission” at the Foreign Student Department.

Please pay the admission fee, tuition fee and training fee using one of the following methods (*1):

【International wire transfer】 Pay through the payment system specified by the University.

【Domestic wire transfer】 [1] Transfer to the bank account specified by the University or [2] pay in person at the University.

(※)Note that you are unable to apply for admission to the University if you have been studying at another Japanese language education institution over a year or more with the resident status of “Student”.

(*1) For details about the payment method, please contact the Foreign Student Department.

[Fall Semester Admission (September) Application/Procedure Schedule] Overseas Application (Persons residing outside of Japan)

Please have your advisor complete all procedures other than the Application for Certificate of Eligibility.

Application period: April 10th (Mon) to April 22nd (Sat), 2023 Refer to pages 4-6

Please prepare all the “Documents Required for Application” listed on page 5 and either bring them to the Foreign Student Department during the application period or post them to the University so that they arrive during the application period. (※)

Screening: Mid-to-late May 2023 Refer to page 7

[1] Document screening (Applicants will be screened based on the submitted documents. The University may conduct a conversational skill assessment via international phone call or the like depending on your Japanese language ability.)

May 20th (Sat), 2023

[2] Advisor interview test (Only for those applicants who have passed document screening.)

Notification of Acceptance/Rejection: May 26th (Fri), 2023 Refer to page 7

The notification of acceptance/rejection will be sent to your advisor.

Primary procedures: May 30th (Tue) to June 6th (Tue), 2023 Refer to page 8

Please pay the admission fee using one of the following methods (*1):

【International wire transfer】 Pay through the payment system specified by the University.

【Domestic wire transfer】 [1] Transfer to the bank account specified by the University or [2] pay in person at the University.

The University will apply for issuance of a “Certificate of Eligibility” on your behalf after confirming payment of your admission fee.

Proxy application for Certificate of Eligibility: Mid-June 2023

Issuance of your “Certificate of Eligibility” by the Regional Immigration Bureau: Early-to-mid August 2023 (estimate)

The University will contact your advisor upon receiving your COE.

Please note that your COE could be issued before or after the period stated above.

Secondary procedures: After issuance of the “Certificate of Eligibility” Refer to page 8

Please pay the tuition fee using one of the following methods (*1):

【International wire transfer】 Pay through the payment system specified by the University.

【Domestic wire transfer】 [1] Transfer to the bank account specified by the University or [2] pay in person at the University.



The University will hand over your “Certificate of Eligibility” and “Certificate of Admission” to your advisor after confirming payment of the above-stated fee.



Please receive the necessary documents from your advisor and apply for issuance of a visa as soon as possible.

Arrival in Japan: Early September 2023

Please come to Japan promptly after the issuance of your visa.

You will need to present your “passport,” “Certificate of Eligibility” and “Certificate of Admission” to obtain a landing permit.

Your “Certificate of Admission” will be revoked if you are unable to come to the University by the expiration date stated in your “Certificate of Admission.”

(※) Please contact the University before applying for admission if you are residing outside of Japan and hold a Permanent Resident, Long-Term Resident or Dependent visa, etc.

(*1) For details about the payment method, please contact the Foreign Student Department.

1. Course

- Spring Semester Admission (April) ...1 Year Course (the enrollment period: April 2023~March 2024)
- Fall Semester Admission (September) ...1 Year 6 Months Course (the enrollment period: September 2023~March 2025)

2. Number of Students Up to 40 students (Overseas application: 35 students, Domestic application: a few students)

3. Application Requirements Applicants must fulfill the following four requirements.

- (1) Possess a nationality other than Japanese.
- (2) A person who has completed at least 12-years school education in his/her home country or meets any of the following items.
 - Spring semester enrollment (April): A person who is expected to complete it by March, 2022
 - Fall semester enrollment (September): A person who is expected to complete it by July, 2022
- (3) Possess at least a score of 100 points on the Japanese as a Foreign Language of the Examination for Japanese University Admission for International Students (EJU), or N5 (former Level 4) of the Japanese Language Proficiency Test, or F level of the J.TEST of Practical Japanese, or Japanese NAT-TEST Level 5.
If none of the tests above are held in the applicants' country, they are required to possess equivalent Japanese skills.
- (4) Have an advisor in Japan. (If not, please contact the university.)

***Advisor:** a person who will assist the applicant from the application process to his/her university life in Japan. The applicant's sponsor, family, relative, or acquaintance may become his/her advisor as long as all the following requirements are fulfilled.

- A resident of Japan who can speak Japanese, regardless of nationality. (Students not accepted.)
- Will complete all the application and admission procedure, and if any other required procedure on behalf of the applicant.
- Knows the applicant well personally and officially.
- Will advise or counsel the applicant regarding problems in his/her life after his/her admission is approved.

4. Application Procedure

(1) Application submission

Bring the application documents to the office or send them in via postal mail by the deadline. If the application is sent by postal mail, it must reach the office no later than the closing date.

(2)

Type	Application Period		Submitted by
Overseas application	Wed. September 14, 2022 – Wed. October 5, 2022 (Spring semester admission)	Mon. April 10, 2023 – Sat. April 22, 2023 (Fall semester admission)	The advisor
Domestic application	Mon. February 13, 2023 – Sat. February 18, 2023		The applicant or his/her advisor

(3) Office hours

Monday – Friday: 9:30 – 11:00, 12:30 – 16:00 Saturday: 9:30 – 11:30 *Sunday and holiday: Closed

Phone: +86-48-974-8811 (Foreign Student Department, 1st floor of Building No.11)

(4) Submitted to: Bunkyo University Koshigaya Campus (Foreign Student Department,)

(5) Payment method of the application fee (JPY 10,000)

Make a payment of the fee during the application period after preparing the necessary documents for application.

Bank charges are to be borne by the remitter if it is paid by bank transfer.

【International wire transfer】 Pay through the payment system specified by the University.

【Domestic wire transfer】 [1] Transfer to the bank account specified by the University; submit a copy of the payment report after bank transfer. [2] Pay in person at the University; Pay the fee at the Foreign Student Department, 1st floor of Building No.11.

[Documents Required for Application]

	Required document / certificate	Overseas recruitment	Domestic recruitment	Remarks	Japanese translation
1	Application for admission	○	○	The form on page 12-15, to be filled out by the applicant.	×
2	Certificate of graduation	○	○	“Certificate of graduation” or diploma from school last graduated. (*1)	○
3	Certificate of enrollment	△	△	Submit if you are enrolled in a high school or university, etc. at the time of your application. If you are enrolled at a Japanese language school in Japan, then please submit a certificate of enrollment at that school.	○
4	Certificate of employment	△	△	Submit if you are employed at the time of your application.	○
5	Proof of Japanese language proficiency	○	○	Certificate of the results of any of the tests listed under eligibility for applicants (page 4) (Original).	×
6	Health certificate	○	○	Use the form on page 20. A certificate issued by a public medical institution within the past 3 months.	×
7	Advisor consent form	○	○	The form on page 22, to be filled out by your advisor.	×
8	Copy of your passport	△	○	For those who have a passport. A copy of the photo/data page and all pages that have been stamped.	×
9	Copy of your residence card	×	○	A copy of both sides of the card (front/back) * If your advisor is a foreign resident, then please also submit a copy of his/her residence card.	×
10	Copy of your residence certificate (Juminhyo)	×	○	A copy of your residence certificate (Juminhyo) listing all members of your household (without “My Number”)	×
11	Photographs	○	○	5 photographs (one of which is to be affixed to your application for admission) • 4 cm (length) × 3 cm (width) • All photographs must be identical. Write your nationality and name on the back of each photograph. • The photographs must be taken within 3 months of your application. Specifications: Upper body shot, facing forward, not wearing a hat, nothing in the background.	×
12	Oath for Payment of Expenses	○	○	• Use the form in your language from page 24. • Attach the document on page 6.	○
13	Application fee	○	○	Please pay 10,000 yen (Japanese yen) for the application fee. (Bank transfer or in person payment at the University) For details about the payment method, please contact the Foreign Student Department.	—

Legend: ○: Required; △: May be required; ×: Not required

- *1. If you have graduated from a Chinese university (including junior college), then please submit the original diploma authentication report issued by the “China Higher-education Information and Student Information (CHSI)” or “China Academic Degrees and Graduate Education Development Center (CDGDC)” when possible. Alternatively, submit a printout of the authentication report screen page.**
- *2. If you have graduated from a Chinese high school and will take the National College Entrance Examination (Gaokao), then please submit the original diploma authentication report issued by the “China Academic Degrees and Graduate Education Development Center (CDGDC)” when possible. Alternatively, submit a printout of the authentication report screen page.**
- *If more than 5 years have passed since you last graduated, then please attach a detailed “resume” covering your experience from after graduation to the present or a “statement of reasons” for your desire to study.**
- *Please be sure to attach a Japanese translation if your certificates are written in a language other than Japanese.**
- *Please note that required documents are subject to change according to the notice from Tokyo Regional Immigration Bureau.**

[Documents attached to the Oath for Payment of Expenses]

	Required document	Details
1	Document certifying the relationship between the financial supporter and the applicant	Document certifying the relationship between the financial supporter and the applicant issued by a public institution. (*1) (Not required if the applicant is self-supported.)
2	Certificate of bank balance	Certificate of bank balance in the name of the financial supporter issued by a financial institution.
3	Document certifying your financial supporter's occupation (*2)	<u>[1] If your financial supporter is a company employee</u> Certificate of employment which lists the following matters: [1]-1. Name, address and contact details of employer; [1]-2. working hours; [1]-3. job description; and [1]-4. position/job title. <u>[2] If your financial supporter is operating a business</u> Document certifying the operation of a business issued by a public institution such as a copy of the business permit and business registration, etc. <u>[3] If your financial supporter is a company executive, etc.</u> Copy of corporate registration issued by a public institution. And the original certificate of employment if the financial supporter is not listed as an officer on the copy of corporate registration, etc. <u>[4] If your financial supporter does not correspond to any of the above</u> Document certifying the financial supporter's occupation issued by a public institution.
4	Proof document for the funding process over the past year	Copy of bank passbook entries or account activity statements, etc. for the past year. That can show the process through which your financial supporter formed the amount stated in the "certificate of bank balance" in 2.
5	Document certifying your financial supporter's income over the past year (*2)	<u>[1] If your financial supporter is not residing in Japan</u> Income certificates for the past year. (That state the amount of total income and net income after deduction of taxes, etc.) <u>[2] If your financial supporter is residing in Japan</u> Certificates of tax payment/income certificates (Nozei Shomeisho / Kazei Shomeisho) for the past year.

◎ Please contact the University separately if you will support yourself with a scholarship.

◎ Please be sure to attach a Japanese translation if your documentation is written in a language other than Japanese.

*1. Please contact the University if your financial supporter is not a family member or relative.

*2. Please contact the University if your financial supporter is retired, unemployed.

5. Notes on Application Documents

- (1) If the person to fill out the documents is clearly specified, that instruction must be followed. No other person is allowed to fill out the documents.
- (2) All the submitted materials will not be returned for any reason.
- (3) Application will not be accepted with incomplete documents.
- (4) Japanese translation must be attached to documents in other languages.
- (5) The originals must be presented when applying if copies of certificates are submitted.
- (6) Certificates must be issued within the last 3 months.
- (7) Certificates issued by educational institutes, corporate, or any other organizations must be prepared using a proper form with a letterhead specifying the organization's name, location, phone number, and e-mail address.
- (8) For the item "Education Background" in the Application for Admission, if the age and/or period of enrollment does not comply with the education standards in the country, official documents such as a letter of reason, an age of enrollment certificate, and a study period certificate must be attached.
- (9) If there is a blank period in the applicant's background, he/she is required to attach a letter of reason explaining the blank period.
- (10) If the applicant has failed to acquire a Certificate of Eligibility before, he/she is required to attach a letter explaining the reason.
- (11) For documents prepared in China, unofficial documents (e.g. a document equivalent to Japanese certificate of residence) must be made authenticated before submitted.

6. Admission Process

Type		Selection Process	Interview	Admission Decision
Overseas Application	Spring semester Admission (April)	【Step1】 -Application review *The examination result is notified via mail or E-mail.	Sat. November 12, 2022 * Time designated in examinee card	Fri. November 18, 2022
	Fall semester Admission (September)	【Step2】 -Interview with the advisor *Only advisor whose applicant has passed the step 1.	Sat. May 20, 2023 * Time designated in examinee card	Fri. May 26, 2023

Type		Selection Process	Interview	Admission Decision
Domestic Application	Spring semester Admission (April)	-Application review -Interview with the applicant and his/her advisor	Sat. February 25, 2023 * Time designated in examinee card	Fri. March 3, 2023

7. Enrollment Registration

For more information, please refer to the **information on admission procedure** sent to successful applicants.

Type		Period for Registration		Fee	Registered by
Overseas Applicants	Spring semester Admission (April)	Registration 1	Mon. November 28, 2022 – Fri. December 2, 2022	Admission fee	The advisor
		Registration 2	After issuance of the Certificate of Eligibility	Tuition Training fee	
	Fall semester Admission (September)	Registration 1	Tue. May 30, 2023 – Tue. June 6, 2023	Admission fee	
		Registration 2	After issuance of the Certificate of Eligibility	Tuition	
Domestic Applicants	Spring semester Admission (April)	Period for Registration	Wed. March 8, 2023 – Tue. March 14, 2023	Admission fee Tuition Training fee	The applicant or his/her advisor

※Failing to register during the above period shall be treated as cancelled.

8. Fees

Item	Fee for Academic Year 2023 (April Admission)	Fee for Academic Year 2023 (September Admission)
Admission Fee	JPY 100,000	JPY 100,000
Tuition Fee	JPY 470,000	JPY 705,000
Training Fee	JPY 20,000 ※	JPY 20,000 ※
Total	JPY 590,000 (1 Year Course)	JPY 825,000 (1 Year 6 Months Course)

※Training fee might be changed.

※Tuition fee must be paid in two installments as follows.

Installment payment of the tuition and due dates						
	On registration		After admission			
Spring semester Admission (April)	Half the tuition and training fee	JPY 255,000	Rest of the tuition by the end of September			JPY 235,000
Fall semester Admission (September)	A third of the tuition	JPY 235,000	A third of the tuition and training fee by the end of next April	JPY 255,000	Rest of the tuition by the end of next September	JPY 235,000

9. Other Expenses

- (1) Books and study materials: approx. JPY 20,000
- (2) National Health Insurance: approx. JPY 12,000 (the amount may vary among municipalities)
- (3) Initial expenses: approx. JPY 180,000 – 200,000 (incl. rent, utility bills, meals and other living expenses)
- (4) Monthly expenses: approx. JPY 80,000 (incl. rent and other living expenses)

10. Refund Policy

[Refund of Application Fee]

After paying Application Fee, it's non-refundable for any reason.

[Withdraw admission offer / Cancel admission]

Admission will be automatically withdrawn in the following case (1) Admission fee will be refunded if necessary procedures are taken during the set period.

- (1) Certificate of Eligibility not issued

Admission will be automatically withdrawn in the following case (2) as well. All the fees except the admission fee will be refunded after advisor completes the necessary procedures by submitting a designated form with the Certificate of Eligibility and the Certificate of Admission.

- (2) The applicant's visa not issued

[Decline admission]

For details, please see the registration information sent to successful applicants.

11. Scholarships

Bunkyo University will grant a scholarship to selected students who will be enrolled in the University as undergraduates or graduate students after their study at the Foreign Student Department. The grant amount will be announced in the closing ceremony.

Note that this scholarship is granted **ONLY** for the students enrolling in April who graduate from the Foreign Student Department in March of the same year.

しゅつ がん しょ るい 出願書類

- にゅうがくがんしょ き にゅうじょう ちゅう い
・ 入学願書記入上の注意 11
 - にゅうがくがんしょ
・ 入学願書 12～15
 - にゅうがくがんしょ き にゅうれい
・ 入学願書記入例 16～19
 - けんこうしんだんしょ
・ 健康診断書 20
 - どう い しょ
・ アドバイザー同意書 22
 - けい ひ し べんしょ
・ 経費支弁書 24～31
- (にほんご 日本語 24～25 / ちゅうごくご 中国語 26～27 / えいご 英語 28～29 / かんこくご 韓国語 30～31)

にゅうがく がんしよ き にゅうじょう ちゅう い
入学願書記入上の注意

填写入学申请书时的注意事项

★ 1 2 ページ

せいねんがっぴ
「生年月日」 Date of Birth

こ せき き さい せいねん がっぴ き にゅう
戸籍やパスポートに記載されている生年月日を記入

[出生年月日]将护照上所写的生日或者户口本上所写的生日填入

ほんこくじゅうしょ
「本国住所」 Home Address

き にゅうじ じっさい ふ ぼ とう か ぞく す じゅうしょ き にゅう
記入時に実際に父母等、家族が住んでいる住所を記入。

[本国住址]填写时，将父母的住址填入

げんじゅうしょ
「现住所」 Present Address

き にゅうじ じ ぶん じっさい す じゅうしょ き にゅう
記入時に自分が実際に住んでいる住所を記入

[现住址]填写时，将自己实际所住住址填入

★ 1 3 ページ

がくれき
「学歴」 Educational Background

がっこう しょざい ち まち むら か しょうがっこう ちゅうがっこう こうとうがっこう だいがく てんこう へん
学校の所在地は町、村まで書くこと。小学校、中学校、高等学校、大学が転校や編
にゅう か ば あい べっ し よう い つうがく がっこう か てんこう
入などで書ききれない場合は別紙を用意して通学した学校すべてを書くこと。転校
へんにゅう い どう り ゆう がっこうめい まえ てんこう へんにゅう か
や編入など異動理由は、学校名の前に（転校）、（編入）などと書くこと

学校的所在地，需要写县镇村一级。小学，中学，高中，大学学历中，有转校插班等情况填写不下时，另外准备一张纸，将所上学校全部填入。并且，转校插班等变动理由也一并写在学校名的前面，例如：转校，插班。

出願するコースを選択してください。
Please select the course you are applying for.
□春学期入学(4月):1年コース
1 Year Course (April Admission)
□秋学期入学(9月):1年6か月コース
1 Year and 6 Months Course
(September Admission)

文教大学外国人留学生別科
BUNKYO UNIVERSITY FOREIGN STUDENT DEPARTMENT
入学願書
APPLICATION FOR ADMISSION

受験番号	
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※入学願書の記入事項は全て志願者本人が楷書で記入してください。
This form should be completed by the applicant, in block letters.

氏名 Name	姓 Family Name	名前 Given Name	ミドルネーム Middle Name
漢字氏名 Name in Chinese Character			
英字氏名 Name in English Character ※パスポート記載氏名			
カタカナ氏名 Name in Katakana			

写真
Photo

3か月以内に撮影
Taken within
3months

4cm×3cm

生年月日 Date of Birth	年 Year	月 Month	日 Date	年齢 Age	歳 Years	Old	出生地 Place of Birth
国籍 Nationality		性別 Sex	☐ 男 Male ☐ 女 Female	婚姻 Marital Status	☐ 未婚 Single ☐ 既婚 Married		現在の身分 Occupation
本国住所 Home Address	(Postal code)						
	Tel						
現住所 Present Address	(Postal code)						
	Tel						
※本国住所と同じ場合は記入不要 ※If present address is the same as above, you do not need to fill out here.							
本人携帯電話 Mobile				E-mail			
パスポート保持者のみ記入 Passport Holder Only							
旅券番号 Passport No.				上陸予定地 Port of Entry	※国外応募のみ記入してください ※Only Overseas Application		
発行年月日 Date of Issue	年 Year	月 Month	日 Day	有効期限 Date of Expiration	年 Year	月 Month	日 Day
現在日本在住の方のみ記入 Current Residents in Japan Only							
現在の在留資格 Present Visa Status				有効期限 Date of Expiration			
現在本国在住の方のみ記入 If you are residing in your home country, please fill in the following							
査証申請予定地 Intended Place of Visa Application ※査証を申請する日本大使館または日本領事館が所在する都市名 ※Location of the Japanese embassy in your country(City)							
過去に日本出入国の経験がある方のみ記入。複数回ある方は直近の履歴を記入。Please provide the details on your previous stay in Japan. If you have entered into Japan more than once, please give details of your latest entry.							
過去の日本入国回数 Past entries into/stay in japan	直近の出入国(目的(地)) Latest entry (purpose and place)			期 間 Latest Entry(自 From～至To)			ビザの種類 Viza Status
回 time(s)	年 Year	月 Month	日 Day	～	年 Year	月 Month	日 Day

◎学歴 Educational Background

	学校名 Name of School 所在地 Location	入学年月 Admitted	卒業年月 Ended	修業年限 No. of Years
小学校 Elementary Education		年 Year 月 Month	年 Year 月 Month	
中学校 Lower Secondary Education		年 Year 月 Month	年 Year 月 Month	
高等学校 Upper Secondary Education		年 Year 月 Month	年 Year 月 Month	
大学 University or College		年 Year 月 Month	年 Year 月 Month	
大学院 Graduate School		年 Year 月 Month	年 Year 月 Month	
専門学校 Professional Training School		年 Year 月 Month	年 Year 月 Month	
その他 Other		年 Year 月 Month	年 Year 月 Month	

◎職歴・その他(学校卒業から現在までの経歴。兵役もあれば記入してください。)
Occupational Experience(List all the jobs you have held up to the present including military service.)

会社名 Name of Company	職種 Type of job	勤務期間 Period of Employment
		年 月 ~ 年 月 Year Month Year Month
		年 月 ~ 年 月 Year Month Year Month
		年 月 ~ 年 月 Year Month Year Month
		年 月 ~ 年 月 Year Month Year Month

◎日本語検定試験結果

Test results of Japanese language

☐ 日本語能力試験 Japanese-Language Proficiency Test	受験日 Test date 年 Year 月 Month 日 Day ☐ N5 ☐ N4 ☐ N3 ☐ N2 ☐ N1 合格Pass / 不合格Fail / 未定Not yet received
☐ J. Test	受験日 Test date 年 Year 月 Month 日 Day ☐ A-Cレベル ☐ D-Eレベル ☐ Fレベル 合格Pass / 不合格Fail / 未定Not yet received
☐ 日本留学試験 Examination for Japanese University Admission for International Students	受験日 Test date 年 Year 月 Month 日 Day 合計点(聴解・聴読解/読解) 【 点 】 Total(Listening and Listening-Reading/Reading) 記述【 点 】 Writing
☐ その他の試験 Other Test	受験日 Test date 年 Year 月 Month 日 Day 試験の名称【 】 Name of Test 合格Pass / 不合格Fail / 未定Not yet received

What is the purpose of learning Japanese and study in Japan? Please fill out the form in Japanese.

[illegible]

		学校名 Name of University	学部・学科・専攻名 Faculty/Department/Major
大学名 University	第1希望 First choice		
	第2希望 Second choice		
大学院 Graduate School	第1希望 First choice		
	第2希望 Second choice		
その他 Others			

◎家族について

※本人以外の家族(父・母・兄弟姉妹・子・配偶者)について書いてください。

Family

※Family other than the applicant(Father,Mother,Brother(s),Sister(s),Child(ren),Spouse)

氏名 Name	続柄 Relationship	生年月日 Date of Birth	勤務先・通学先名称 Name of Company/School	住所 ※本国住所と同一の場合は記入不要 Address ※No need to write the address if it's same as the applicant's
		年Yr 月mth 日dy		
		年Yr 月mth 日dy		
		年Yr 月mth 日dy		
		年Yr 月mth 日dy		

◎在日の親族および同居者について

Family in Japan and cohabitants

※日本に住んでいる親族および同居者について書いてください。

※Family members and cohabitants in Japan and intention of residing with the applicant.

氏名 Name	続柄 Relationship	生年月日 Date of Birth	勤務先・通学先名称 Name of Company/School	国籍 Nationality	同居予定の有無 intended to reside with applicant or not	在留資格 Visa Status 在留カード番号 Residence card number
		年Yr 月mth 日dy			有・無 Yes/ No	
		年Yr 月mth 日dy			有・無 Yes/ No	
		年Yr 月mth 日dy			有・無 Yes/ No	

◎経費支弁者について Source of income for school expenses

氏名 Name	出願者との関係 Relationship to the applicant
住所 Address	
Tel	Mobile
	E-mail

◎過去の処罰及び過去の在留資格認定証明書について Past criminal convictions and your history of Certificate of Eligibility

①日本国外、国内においての犯罪を理由とする処分の有無について Criminal Record(in Japan/overseas)	
有(具体的内容 Yes(Detail:	)・無)・No
②退去強制又は出国命令による出国の有無について Departure by deportation/departure order	
有(回数 Yes(	回/直近の送還歴 times/The latest departure by deportation
	年 月 日)・無 year Month Day)・No
③過去の在留資格認定証明書交付申請歴について Past history of applying for a certificate of eligibility	
有(回数 Yes(	回/そのうち不交付となった回数 times/Of these applications, the number of times of non-issuance
	回)・無 times)・No

以上の通り相違ありません。 I hereby declare the above statement is true and correct

年 月 日
year month day

受験者署名
Signature of Examinee

きにゅうれい
〔記入例〕
Sample

文教大学外国人留学生別科
BUNKYO UNIVERSITY FOREIGN STUDENT DEPARTMENT
入学願書
APPLICATION FOR ADMISSION

受験 番号	
----------	--

出願するコースを選択してください。
☐ 春学期入学(4月):1年コース
☒ 秋学期入学(9月):1年6か月コース

※入学願書の記入事項は全て志願者本人が楷書で記入してください。
 This form should be completed by the applicant, in block letters.

氏名 Name	姓 Family Name	名前 Given Name ミドルネーム Middle Name	写真 Photo 3か月以内に撮影 Taken within 3months 4cm×3cm				
漢字氏名 Name in Chinese Character	文	教					
英字氏名 Name in English Character ※パスポート記載氏名	WEN	JIAO					
カタカナ氏名 Name in Katakana	ブン	キョウ	・国(地域)、都市名を記入 ・中国、ベトナム国籍の方は 国〇〇省〇〇市まで				
生年月日 Date of Birth	1998 年 5 月 1 日 Year Month Date	年齢 Age	23 歳 Years Old	出生地 Place of Birth	中国〇〇省〇〇市		
国籍 Nationality	中国	性別 Sex	☒ 男 Male ☐ 女 Female	婚姻 Marital Status	☒ 未婚 Single ☐ 既婚 Married	現在の身分 Occupation	学生
本国住所 Home Address	(Postal code) 〇〇〇〇〇 中国〇〇省〇〇市〇〇区〇〇号 Tel (国番号) 0 をぬいた番号					母国の住所を省略せずに 書いてください。	
現住所 Present Address	(Postal code) 〇〇〇〇〇 中国〇〇市〇〇区〇〇号楼〇单元〇〇〇 Tel (国番号) 0 をぬいた番号 ※本国住所と同じ場合は記入不要 ※If present address is the same as above, you do not need to fill out here.					現在1人暮らしなどで 本国住所とは別の住所に居住している場合は 記入してください。	
本人携帯電話 Mobile	(国番号) 0 をぬいた番号		E-mail	× × × @ × × × × .com			
パスポート保持者のみ記入 Passport Holder Only							
旅券番号 Passport No.	E 1234567		上陸予定地 Port of Entry	成田空港 ※国外応募のみ記入してください ※Only Overseas Application			
発行年月日 Date of Issue	2017 年 5 月 5 日 Yea Mont Da		有効期限 Date of Expiration	2027 年 5 月 4 日 Yea Month Da			
現在日本在住の方のみ記入 Current Residents in Japan Only							
現在の在留資格 Present Visa Status			有効期限 Date of Expiration				
現在本国在住の方のみ記入 If you are residing in your home country, please fill in the following							
査証申請予定地 Intended Place of Visa Application ※査証を申請する日本大使館または日本領事館が所在する都市名 ※Location of the Japanese embassy in your country(City)	北京						
過去に日本出入国の経験がある方のみ記入。複数回ある方は直近の履歴を記入。Please provide the details on your previous stay in Japan. If you have entered into Japan more than once, please give details of your latest entry.							
過去の日本入国回数 Past entries into/stay in japan	直近の出入国(目的(地)) Latest entry (purpose and place)	期 間 Latest Entry (自 From ~ 至 To)			ビザの種類 Viza Status		
1 回 time(s)	東京	2017 年 8 月 10 日 ~ 2017 年 8 月 16 日 Year Month Day Year Month Day			短期滞在		

きにゅうれい
〔記入例〕

Sample

◎学歴 Educational Background

	学校名 Name of School 所在地 Location	入学年月 Admitted	卒業年月 Ended	修業年限 No. of Years
小学校 Elementary Education	〇〇小学 中国〇〇省〇〇市〇〇区〇〇街〇〇号 学校名、住所は省略せずに	2005 年 9 月 Month	2011 年 7 月 Month	6
中学校 Lower Secondary Education	〇〇中学 中国〇〇省〇〇市〇〇区〇〇路〇〇号	2011 年 9 月 Month	2014 年 7 月 Month	3
高等学校 Upper Secondary Education	〇〇高級中学 中国〇〇省〇〇市〇〇区〇〇路〇〇号	2014 年 9 月 Month	2017 年 7 月 Month	3
大学 University or College	〇〇大学 中国〇〇市〇〇区〇〇路〇〇号	2017 年 9 月 Month	2021 年 7 月 Month	4
大学院 Graduate School		年 Year 月 Month	年 Year 月 Month	
専門学校 Professional Training School		年 Year 月 Month	年 Year 月 Month	
その他 Other		年 Year 月 Month	年 Year 月 Month	

◎職歴・その他(学校卒業から現在までの経歴。兵役もあれば記入してください。)
Occupational Experience(List all the jobs you have held up to the present including military service.)

会社名 Name of Company	職種 Type of job	勤務期間 Period of Employment
		年 月 ~ 年 月 Year Month Year Month
		年 月 ~ 年 月 Year Month Year Month
		年 月 ~ 年 月 Year Month Year Month
		年 月 ~ 年 月 Year Month Year Month

きにゅうれい
〔記入例〕

Sample

◎日本語学習歴 Japanese learning experience

学校名 Name of school	所在地 Location	開始年月 Admitted	終了年月 Ended	学習年数・時数 Years・Hours
〇〇日語中心	中国〇〇省〇〇市〇〇区〇〇号	2014年 9 月 Y M	2015年 3 月 Y M	年 300 時間 Y H
〇〇大学	中国〇〇市〇〇区〇〇路〇〇号	2017年 9 月 Y M	2021年 7 月 Y M	4 年 時間 Y H

年数もしくは時間数を記入してください。

◎日本語検定試験結果

Test results of Japanese language

※受験した試験、レベルに☑を入れて可否結果に○をつけてください。

※Please check the test and the level you took and circle the result

☒ 日本語能力試験 Japanese-Language Proficiency Test	受験日 2020 年 7 月 7 日 Test date Year Month Day ☐ N5 ☐ N4 ☐ N3 ☒ N2 ☐ N1 合格Pass / 不合格Fail / 未定Not yet received
☐ J. Test	受験日 年 月 日 Test date Year Month Day ☐ A-Cレベル ☐ D-Eレベル ☐ Fレベル 合格Pass / 不合格Fail / 未定Not yet received
☐ 日本留学試験 Examination for Japanese University Admission for International Students	受験日 年 月 日 Test date Year Month Day 合計点(聴解・聴読解/読解) 【 点 】 記述【 点 】 Total(Listening and Listening-Reading/Reading) Writing
☐ その他の試験 Other Test	受験日 年 月 日 Test date Year Month Day 試験の名称【 点 】 合格Pass / 不合格Fail / 未定Not yet received Name of Test

◎日本語学習の目的・日本留学の目的は何ですか？ 必ず日本語で記入してください。

What is the purpose of learning Japanese and study in Japan? Please fill out the form in Japanese.

◎別科修了後の進路希望 Specific Plans after Graduation

		学校名 Name of University	学部・学科・専攻名 Faculty/Department/Major
大学名 University	第1希望 First choice		
	第2希望 Second choice		
大学院 Graduate School	第1希望 First choice	文教大学 大学院	言語文化研究科
	第2希望 Second choice	〇〇大学 大学院	国際関係
その他 Others			

きにゆうれい
〔記入例〕

Sample

◎家族について

※本人以外の家族(父・母・兄弟姉妹・子・配偶者)について書いてください。

Family

※Family other than the applicant (Father, Mother, Brother(s), Sister(s), Child(ren), Spouse)

氏名 Name	続柄 Relationship	生年月日 Date of Birth	勤務先・通学先名称 Name of Company/School	住所 ※本国住所と同一の場合は記入不要 Address ※No need to write the address if it's same as the applicant's
文 教大	父	1975 年Yr 1 月mth 2 日dy	別科有限公司	中国〇〇省〇〇市〇〇区〇〇号
王 越谷	母	1975 年Yr 3 月mth 4 日dy	主婦	
		年Yr 月mth 日dy		
		年Yr 月mth 日dy		

◎在日の親族および同居者について

Family in Japan and cohabitants

※日本に住んでいる親族および同居者について書いてください。

※Family members and cohabitants in Japan and intention of residing with the applicant.

氏名 Name	続柄 Relationship	生年月日 Date of Birth	勤務先・通学先名称 Name of Company/School	国籍 Nationality	同居予定の有無 intended to reside with applicant or not	在留資格 Visa Status 在留カード番号 Residence card number
		年Yr 月mth 日dy			有・無 Yes/ No	
		年Yr 月mth 日dy			有・無 Yes/ No	
		年Yr 月mth 日dy			有・無 Yes/ No	

◎経費支弁者について

Source of income for school expenses

氏名 Name	文 教大	出願者との関係 Relationship to the applicant	父
住所 Address	中国〇〇省〇〇市〇〇区〇〇号		
Tel	(国番号) 0 をぬいた番号	Mobile	(国番号) 0 をぬいた番号
E-mail	× × × @ × × × . com		

◎過去の処罰及び過去の在留資格認定証明書について Past criminal convictions and your history of Certificate of Eligibility

①日本国外、国内においての犯罪を理由とする処分の有無について Criminal Record (in Japan / overseas)			
有 (具体的内容 Yes (Detail:	) ・ 無) ・ No		
②退去強制又は出国命令による出国の有無について Departure by deportation / departure order			
有 (回数 Yes (	回 / 直近の送還歴 times / The latest departure by deportation	年 year	月 日) ・ 無 Month Day) ・ No
③過去の在留資格認定証明書交付申請歴について Past history of applying for a certificate of eligibility			
有 (回数 Yes (	回 / そのうち不交付となった回数 times / Of these applications, the number of times of non-issuance	回) ・ 無 times) ・ No	

以上の通り相違ありません。 I hereby declare the above statement is true and correct

2021 年 9 月 1 日
year month day

受験者署名
Signature of Examinee

文 教

受験
番号

文教大学
健康診断書 (医師が記入のこと)
CERTIFICATE OF HEALTH (to be filled out by physician)

氏名 Name: _____ ☐ 男 Male 生年月日 Date of birth: _____ 国籍 Nationality: _____
☐ 女 Female
現住所 Address: _____

1. 身長(Height) _____ cm, 体重(Weight) _____ kg, 視力(Eyesight) 裸眼(Without glasses) 矯正(With glasses) 左(Left) / 右(Right) 聴力(Hearing) 左(Left) / 右(Right) 血圧(Blood pressure) _____ / _____ mmHg	
2. 既往症について、ある場合はチェック☑し、その罹患時の年齢を記入してください。 History of past illness (if any, indicate it with your age contraction) 結核 ☐ 歳(Age) マラリア ☐ 歳(Age) リューマチ ☐ 歳(Age) 麻疹 ☐ 歳(Age) Tuberculosis Malaria Rheumatic fever Measles てんかん ☐ 歳(Age) 腎疾患 ☐ 歳(Age) 心臓疾患 ☐ 歳(Age) Epilepsy Kidney diseases Cardiac diseases 糖尿病 ☐ 歳(Age) アレルギー ☐ 歳(Age) その他の伝染病疾患 ☐ 歳(Age) Diabetes Allergy Other communicable diseases	
3. 現在、病気があればチェック☑してください。 Present condition (if any, indicate it): 扁桃腺、鼻又は咽喉..... ☐ 心臓又は血管..... ☐ Tonsils, Nose or Throat Heart or Blood Vessels 胃又は消化器官..... ☐ 泌尿生殖器官..... ☐ Stomach or Digestive System Genito-Urinary System 脳又は神経組織..... ☐ 血液又は内分泌器官..... ☐ Brain or Nervous System Blood or Endocrine System 肺又は呼吸器官..... ☐ 骨、関節又は運動器官..... ☐ Lungs or Respiratory System Bones, Joints or Locomotor System その他内臓器官..... ☐ 皮膚..... ☐ Other Abdominal Organs Skin	4. エックス線検査 Chest X-ray examination 健康... ☐ Normal 要観察... ☐ to be rechecked 要医療... ☐ Require medical treatment 撮影年月日 _____ Date of examination  所見 (Describe the condition of applicant's lungs)
5. 診断の結果、本人の健康状況は次のとおりである。 I diagnose that the applicant's health and physical condition is: 優..... ☐ 良..... ☐ 可..... ☐ 不可..... ☐ Excellent Good Fair Poor 6. 本人の健康状況は日本留学に支障がないかどうか。 Do you think the applicant's condition is good enough for him/her to study in Japan? 可..... ☐ 不可..... ☐ Yes No	7. その他特記事項 Any other remarks

診断の結果、上記のとおり相違ないことを証明する。
I hereby certify the above diagnosis.

署名
Signature: _____

氏名・資格
Name & Title: _____

検査施設名
Institution: _____

診断年月日
Date: _____

所在地
Address: _____

受験 番号	
----------	--

アドバイザー同意書

(アドバイザー本人が記入すること。)

ぶんきょうだいがくがくちょうどの
文教大学学長殿

じゅけんせい し めい
受験生氏名： _____

こく せき
国 籍： _____

じゅう しょ
住 所： _____

Tel _____

せいねんがっ ぴ
生年月日： _____

ねん がつ にち おとこ おんな
年 月 日 (男・女)

わたし じょうき じゅけんせい
私は上記受験生のために、貴大学外国人留学生別科の出願手続き時から、在学期間を
ととしてアドバイザーとなることを引き受けます。

こくせき
国籍： _____

し めい
アドバイザー氏名： _____

㊞またはサイン (男・女)

フリガナ： _____

じゅう しょ
住 所： _____

Tel : _____ E-mail : _____

きん む さき
勤 務 先： _____

しょぞく ぶ しょ
所属部署： _____

Tel _____

じゅけんせい かんけい
受験生との関係： _____

アドバイザーを引き受けた理由

き さい び
記載日： _____

ねん がつ にち
年 月 日

けいひ しべんしょ 経費支弁書

(経費支弁者が記入すること。また本人が経費負担する場合もこの用紙を使用すること。)

ぶんきょうだいがくがくちょう どの
文教大学学長 殿

じゅけんせい し めい 受検生氏名： _____ くに せき 国 籍： _____

げん じゅう しょ 現 住 所： _____

でん わ ばんごう
電話番号

せい ねん がっ び ねん がっ にち おとこ おんな
生 年 月 日： _____ 年 _____ 月 _____ 日 (男・女)

わたし じょうき じゅけんせい き だいがくがいがいこくじんりゅうがくせいべつ か ざいせきちゅう ひつよう がく ひ せいかつ
私は、このたび上記受検生が貴大学外国人留学生別科在籍中に必要な、学費・生活
ひとう けいひ しべんしゃ い か けいひ しべん せいやく
費等の経費支弁者になりましたので、以下のとおり経費支弁することを誓約いたします。

けいひ しべん ないよう 1 経費支弁の内容

(1) がく ひ 学 費 がつこうきん がつにゅうがく えん がつにゅうがく えん
学納金 (4月入学 590,000円) (9月入学 825,000円)

のうにゅうほうほう
＜納入方法＞

ぶん のう にゅうがく てつぎ かんない にゅうがくきん えん じゅぎょうりょう けんしゅうひ
分 納 (入学手続期間内に入学金100,000円、授業料・研修費は、
さんしゅう のうにゅう
8ページを参照して納入。)

(2) せい かつ ひ げつ あ せいかつひ じゅけんせい しべんで き がく か
生 活 費 (1か月当たりの生活費として受検生に支弁出来る額を書いてください。)

げつ がく えん
月 額 円

(3) けいひ しべん ほうほう そうきん ぎんこうふりこ とうしべん ほうほう ぐたいてき か
経費支弁の方法 (送金・銀行振込み等支弁の方法を具体的に書いてください。)

① がく ひ 学 費： _____

② せい かつ ひ 生活費： _____

※以下の質問は、経費支弁者となる方が受験生の両親以外の場合のみご記入ください。

2 経費支弁の引受け経緯

①受験生の両親に代わり、経費支弁を受諾した具体的経緯及びその事情：

②受験生の両親が経費支弁できない具体的経緯及びその事情：

以上のとおり相違ありません。

経費支弁者：

住 所 〒

電話番号

受験生との関係

氏 名(署名)

印またはサイン

作成日 年 月 日

经费支付书

(所有填写事项必须由经费支付者本人亲笔填写。报考者本人为经费支付者时,也请填写此表格。)

文教大学校长 先生

考 生 姓 名: _____ 国 籍: _____

邮 编: _____

地 址: _____

电 话: _____

出生年月日: _____ 年 _____ 月 _____ 日 (男 女)

我此次作为上述考生的经费支付人,愿意支付其就读文教大学外国人留学生别科期间的学费及生活费等相关费用。我愿意承担经费支付责任,关于经费支付做出如下誓约。

记

1. 经费支付内容

(1) 学费及学杂费 (4月入学 590,000日元) (9月入学 825,000日元)

<学费缴纳方式>

分期缴纳(办理入学手续时缴纳入学费 100,000 日元,学费和研修费参照第 8 页的表缴纳)

(2) 生 活 费 (请填写按月支付额)

月 额

日 元

(3) 支付方法(请详细填写下列经费的具体支付方法。汇款 银行转帐等)

①学 费: _____

②生活费: _____

※如经费支付者非考生父母，请回答以下问题。

2. 同意支付经费的原委

①请说明同意代替该考生父母为其支付经费的原委及具体情况。

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②请说明考生父母不能支付经费的原委及具体情况。

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以上所述属实无误。

经费支付人:

住 址 邮 编: _____

电 话 _____

与考生的关系 _____

姓 名(签名) _____ (盖章处)

作成日 _____ 年 _____ 月 _____ 日

Examinee's Number	
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Oath for Payment of Expenses

(This form must be filled out entirely in the hand of the person who will pay the applicant's expenses or by the applicant if he/she will pay the expenses)

To the Bunkyo University President,

I hereby solemnly swear to sponsor the applicant, (Name): _____ ,
 (Nationality): _____ , (Male / Female)
 (Current Address): 〒 _____
 _____ , (Telephone Number): _____ ,
 Date of Birth (y/m/d): _____ / _____ / _____ , financially and provide the details
 as to my acceptance of this responsibility below.

1. Tuition and Expenses

(1) Tuition including Fees

- Tuition including Fees: 590,000 yen (April Admission) / 825,000 yen (September Admission)

< Payment Schedule >

Installment payment: The 100,000 yen admission fee to be paid during the admission procedure period.

As to the remaining fees (tuition and training fee), please refer to the list on P.8, "Installment payment of the tuition and due dates".

(2) Living Expenses: (Please complete monthly living expenses which you will provide to the applicant as his/her sponsor.)

_____ Yen per month.

(3) Remittance: (Please complete the details [cash or bank transfers, etc.] as to how you will make the necessary payments for the following purpose)

- Remittance for tuition and learning materials:

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- Remittance for living Expenses:

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※If the sponsor is NOT the parents of the applicant, please describe the following items.

2. The details concerning my acceptance of financial responsibility for the applicant:

①The detail and reason of the acceptance of being the financial sponsor as a substitute for his/her parents.

②The detail and reason why the parents are unable to be the financial sponsor of the applicant.

I solemnly swear that the above is completely true.

Sponsor's Current Address: _____

Sponsor's Telephone Number: _____

My relationship to the applicant: _____

Sponsor's Signature: _____

(Seal)

The date upon which this oath was made (y/m/d): _____

경비지원서

(경비지원자 본인이 기입할 것.또,수험생 본인이 경비를 지원할 경우도 이 용지를 사용할 것)

文教大学学長 殿

수험생성명 : _____ 국적 : _____

주소 : _____

전화번호 _____

생년월일 : _____ 년 _____ 월 _____ 일생 (남·여)

저는 이번에 상기 수험생이 귀대학 외국인 유학생 별과 재학중에 필요한 학비 및 생활비 등의 경비 지원자가 되었으므로 아래와 같이 경비 지불 할 것을 서약합니다.

記

1 경비지원의 내용

(1) 학 비 학비금액 (4월입학 590,000엔) (9월입학 825,000엔)

< 학비납부의 방법 >

분 납 (입학수속기간내에 입학금 100,000 엔을, 수업료·
연수비는 8페이지를 참조하고, 납입)

(2) 생활비 (수험생에게 지불할수 있는 월생활비)

월 액 _____ 엔

(3) 경비의 지원방법 (송금·은행송금등 지원의 방법을 구체적으로 기입할 것)

①학 비 : _____

②생 활 비 : _____

※하기 질문은 경비 지불자가 수험생 부모 이외의 경우에만 기입하십시오.

2 경비지원의 인수경위

①수험생의 부모를 대신하여 경비 지불을 부탁받은 구체적인 경위 및 이유

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②수험생의 부모가 경비를 지불할 수 없는 구체적인 경위 및 이유

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이상의 것은 전부 사실입니다.

경비지원자 :

주 소 (우) _____
전화번호 _____

수험생과의 관계 _____

성 명(서명) _____ (인)

작성일 _____ 년 월 일