

## Document Checklist for Overseas Applicants

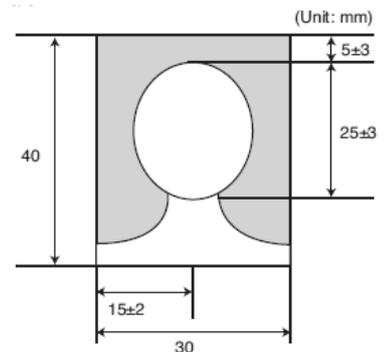
In accordance with step one of the visa application process outlined on our website, you will need to provide Interac with a range of documents. Please prepare and submit these documents in accordance with the instructions provided by your recruiter.

### 1. A copy of the photo page/inside cover of your passport.

The copy must include the photograph, passport number, issuing authority, date of expiration, etc. When copying please do not change the original size of the document. Please submit this on white paper (A4 or 8.5 x 11). Please upload a scanned copy of this document onto the document dashboard in your online application.

### 2. Two identical ID photos taken within the last 3 months in accordance with the following specifications:

- Ideally these photos should be 40mm by 30mm in size. Please note that the size required by the Japanese immigration authorities is different from what are typical passport photos in your own country. However, the size of the photo is not the most important aspect of the ID photo; the size of the head in the photo is the most important point. There should be some space above your head and collars should be visible. The measurement from the top of your head to the bottom of the jaw MUST be between 22mm and 28mm.
- If you are unable to send 40mm by 30mm, then please send the photos in their original size, and our visa staff can cut them to size. However, please make sure that the measurement from the top of your head to the bottom of the jaw is between 22mm and 28mm.
- A plain white background is also required.
- Photos should be taken when wearing business attire.
- The picture must be taken head-on, and the subject's head should not be tilted.
- The photo must be in focus. Blurry or poor quality photos will not pass immigration.
- Your face must be clearly visible with no long fringes covering your eyes and no face piercings.
- Prescription glasses or other articles consistently worn should be worn in the photo. Be careful there is no glare on the glasses. You should not be wearing sunglasses or prescription glasses with tinted lenses.
- Homemade photos are not accepted.
- In case your photos get separated from your file, please put your name on the back of each photo. Write the name behind the face area of the photo using a non-smearing ink pen.
- Please provide these photos in a clear plastic bag or envelope.
- It is recommended that you take a cm ruler with you to measure the facial dimensions once the picture is printed. This may give you the opportunity to retake/re-print the photos before even leaving the photo shop.
- The reason why there is a strict requirement for the size of the head in the ID photo is that in addition to being used for your Certificate of Eligibility application, the photo will also be used for your Residence Card. These cards are credit card sized and the photo must of a specific size and detail in order for features to be recognizable.
- If the photos provided are not of the correct dimensions and quality, you will be requested to send new photos. This process can be both expensive (in terms of having further photos taken and then sending them by express courier to Japan) and time consuming (with delays affecting the speed in which your CoE can be applied for, and possibly delaying your arrival in Japan). Therefore, your cooperation at this stage of the process is very much appreciated.



CORRECT



NOT CENTERED



HEAD TOO SMALL



HEAD TOO BIG

### 3. Resume (in addition to your application).

The resume must be a minimum of two pages that includes all work and education details (including primary and secondary schools); all elementary, junior high and high school details as well as all details of employment, with specific dates. The work and education details need to be listed in chronological order (most recent first / newest to oldest). Please ensure that it is completely up-to-date and that any gaps in your education and work experience are clearly explained. The resume must be on white paper (A4 or 8.5 x 11) printed on one side only. The paper copy of your resume must be submitted with your other documentation. If requested, please submit your resume electronically by email in Word format to your recruiter. Please also upload this document in Word format onto the document dashboard in your application.

### 4. A photocopy of your university degree.

If you have more than one degree this should be a copy of the highest degree awarded on your application. It is helpful if it is copied in color on plain white paper (A4 or 8.5 x 11). The entire diploma, including any seals, must fit within the photocopy. Please upload a scanned copy of this document onto the document dashboard in your online application.

### 5. One original, non returnable, certified letter of graduation that certifies your graduation status OR one original academic transcript issued by your university.

This document must be written in the past tense. Statements such as "expected to graduate" or "will graduate" are not accepted by the Japanese immigration authorities as proof of graduation. The letter of graduation must be issued on headed paper and signed by the university and cannot be more than one year old. This original graduation document must clearly indicate the degree awarded and the date of award. If you cannot provide the letter of graduation or transcript, you will be required to send your original diploma, which of course will be returned to you in due course.

### 6. Copy of your TEFL, CELTA, TESOL, PGCE or other type of certification (if applicable)

Please provide copies of these on plain white paper (A4 or 8.5 x 11). In addition, please upload a digital copy of this to the document dashboard in your application.

### 7. Results of your Criminal Background Check

### 8. Copy of your driving license (if applicable)

This must be copied on white paper (A4 or 8.5 x 11). In addition, please upload a digital copy of this document to the document dashboard in your application.

### Exclusions

If you are married to a Japanese national and you will be traveling to Japan on a Spouse or Child of a Japanese National visa you only need to provide a certified copy of your degree, OR one original, non returnable, certified letter of graduation that certifies your graduation status OR original print-outs of your academic transcript. Additionally you will also need to provide copies of certificates according to item six above if applicable. To assist us with your placement, we will require an approximate timeline as to when your Spouse or Child of a Japanese National visa will be issued. Please note that usual deadlines apply.

If you already have a valid status of residence for Japan (the status of residence must be Instructor), you will need to supply the recruiter with a copy of the documentation that proves this status of residence. This includes a copy of a valid re-entry permit (if applicable), a copy of a valid residence card or Certificate of Alien Registration ("gaijin card"), and a copy of your university degree.

If you have any problems supplying the required documentation by the given deadline, please advise us in advance so that we can provide guidance.

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