

## Checklist of documents to be submitted

Please confirm which documents you need to submit, check applicable checkboxes, and submit this checklist together with the other application documents. Please note that if there are errors or omissions in your application documents, your application will not be accepted.

- **You may submit copies of the required documents instead of the originals.**
- You may be required to submit documents other than those listed below. Please note that your application may be rejected if you do not submit all required documents.
- **If your Individual Number (My Number) is included in any of the certificates to be submitted, please black it out before submitting them.**
- All income-related documents relevant to the applicant must be submitted.
- All documents to be submitted must be filled in with a pen or ballpoint pen (erasable ballpoint pens are not acceptable).

### Documents to be submitted by all applicants:

Checkbox	Document
<input type="checkbox"/>	( 1 ) Checklist of documents to be submitted
<input type="checkbox"/>	( 2 ) Application form <b>(printed single-sided and stapled in the upper left corner)</b>
<input type="checkbox"/>	( 3 ) Copy of residence card (on A4 paper)

### Income-related documents to be submitted if applicable:

Checkbox	To be submitted by	Documents	Issued by
<input type="checkbox"/>	Employees (including part-time workers) [Those who are an employment position on or before January 1, 2023, and are still currently employed]	<ul style="list-style-type: none"> <li>• Form 1</li> <li>• Most recent withholding tax statement</li> </ul>	Employer
<input type="checkbox"/>	Employees (including part-time workers) [Those who changed jobs or were newly employed on or after January 2, 2023, and are still currently employed]	<ul style="list-style-type: none"> <li>• Form 2</li> <li>• Salary statements for the most recent three months</li> </ul>	Employer
<input type="checkbox"/>	Persons filing an income tax return (For business income from commerce, industry, agriculture, forestry, or fishery / real estate income / interest income / dividend income / other miscellaneous income)	<ul style="list-style-type: none"> <li>• Form 3</li> <li>• Most recent final tax return (Sections 1 and 2)</li> <li>*If the applicant has stock income, etc., both the final tax return (Section 3) and the annual account statement must be submitted.</li> </ul>	Copies of the income tax return submitted to the Tax Office or local authority , etc.
<input type="checkbox"/>	Persons who started a business on or after January 2, 2023, or who are planning to start a business	<ul style="list-style-type: none"> <li>• Form 4((Expected) income and expenditure statement)</li> </ul>	Business owner
<input type="checkbox"/>	Persons who live on savings	<ul style="list-style-type: none"> <li>• Form 7</li> <li>• Any document that shows the account holder's name and the account balance (including copies of the passbook pages that include the above information)</li> </ul>	Bank, etc.
<input type="checkbox"/>	Persons who are (or will be) selected for either one of the following: <ul style="list-style-type: none"> <li>● JSPS Research Fellowship for Young Scientists</li> <li>● JSPS Program for Leading Graduate Schools</li> </ul>	<ul style="list-style-type: none"> <li>• Form 11</li> <li>• Either one of the following:               <ul style="list-style-type: none"> <li>▷ Letter of appointment</li> <li>▷ Any document that verifies your selection (including copies of the pages of the JSPS website that list the names of the persons selected and the appointment period, etc.)</li> </ul> </li> </ul>	JSPS (Japan Society for the Promotion of Science)

<input type="checkbox"/>	Persons who are (or will be) awarded a benefit-type scholarship	<ul style="list-style-type: none"> <li>• Form 12</li> <li>• Certificate of scholarship, etc. (Any document that indicates the scholarship period and amount)</li> </ul>	Scholarship foundation, etc.
<input type="checkbox"/>	Persons who have income other than those listed above	<ul style="list-style-type: none"> <li>• Form 7</li> <li>• Certificate of the income</li> </ul>	