

Salary Statement Cover Sheet

Student ID No.: _____

Student's Name: _____

Name of the earner: _____ Relationship to the applicant: _____

Note: If there are multiple earners, please submit a separate Form 2 for each.

How to complete Form 2:

Please enter the appropriate figures in the spaces below and calculate the amount of “G. Annual Income” based on the salary statements for the most recent three months. Please submit copies of the salary statements together with this form. In the case of persons who are retired, it is not necessary to enter income earned prior to retirement.

Note: If there are multiple employers, please submit a separate Form 2 for each.

A. Name of Employer: _____

B. Month and Year of Employment: _____, _____

C. Total Amount: (_____ yen (month: _____) + _____ yen (month: _____) + _____ yen (month: _____)) = _____ yen

D. Commuting Allowance: (_____ yen (month: _____) + _____ yen (month: _____) + _____ yen (month: _____)) = _____ yen

E. Average Monthly Income: (_____ yen (C. Total Amount) - _____ yen (D. Commuting Allowance)) ÷ 3 months = _____ yen
 *Rounded down to the nearest yen.

F. Bonus: _____ yen *If there is no bonus, please enter “0” yen. If you do not know the amount of the bonus, please enter the figure calculated by the amount of monthly income (E. Average Monthly Income) × 4 months.

G. Annual Income: _____ yen (E. Average Monthly Income) × 12 + _____ yen (F. Bonus) = _____ yen

How to complete the “Income Information” section of the Application Form

- “Type of Income” field: Please enter “Salary” as the type of income.
- “Annual Income” field: Please round down the total amount calculated in “G. Annual Income” above to the nearest thousand yen and enter that amount.

Sample:

支給年月	所属コード	社員コード	氏名
年 月			

給与明細書

支給項目	基本給	通勤手当	非課税額計	総支給額
		D		

控除項目	健康保険料	厚生年金料	雇用保険料	社会保険料合計	課税対象額	所得税	住民税	年調過不足額	差引支給額

就労日数	就業	出勤	有休	特別	欠勤	遅刻	就労時間	出勤	残業	深夜	休日

当月支給額

- Please make A4 size copies of the salary statements, attach this cover sheet to the copies, and staple them together in the same orientation.

