

Name: _____

Submission date: _____

No.	Document	Prepared	Before submitting
1	Application for Certificate of Eligibility (COE) 在留資格認定証明書交付申請書	☐	☐ Sign · all pages
SPONSOR's documents (the person living in Japan)			
2	Residence Card 在留カード	☐	☐ Original + color copy
3	Passport パスポート	☐	☐ Original + color copy
4	Certificate of Employment 在職証明書	☐	☐ Original · issued within 3 months
5	Income certificate – latest year 個人住民税の課税証明書（最新年度）	☐	☐ Original · issued within 3 months
6	Tax payment certificate – latest year 個人住民税の納税証明書（最新年度）	☐	☐ Original · issued within 3 months
7	Stamped return envelope 返信用封筒	☐	☐ Stamp · address written
Documents of the FAMILY MEMBER being brought over (spouse / child)			
8	ID photo (3×4cm) 証明写真	☐	☐ Attach photo · name on back
9	Passport パスポート	☐	☐ Original + color copy
10	Proof of relationship 続柄を証する文書	☐	☐ Check name · dates
11	Japanese translation 和訳	☐	☐ Translator's name on it
12	Tuberculosis screening certificate 結核非発病証明書	☐	☐ Check name · dates

※ This sheet is for your own check – do NOT submit it to Immigration. Case-by-case documents (no tax certificate yet · just changed jobs...): see the guide.