

SCHOOL/UNIVERSITY LETTERHEAD

(Address, Tel/Fax number)

S a m p l e

Date

CONSULATE-GENERAL OF JAPAN
46F,One Exchange Square, 8 Connaught
Place, Central, Hong Kong

Dear Sir/Madam,

This is to certify that the below named visa applicant is a student of our School/university.

The applicant is currently enrolled in the (course name) scheduled to be completed in
MM/YY

Applicant: (Name)

Nationality:

Date of Birth:

Sex:

The applicant will go to Japan for Personal trip / School trip (describe the purpose briefly)/ Other
purpose(describe the purpose briefly) from DD/MM/YY to DD/MM/YY

(Please clarify who will be responsible for the expenses during this trip,
e.g.transportation, accommodation, tuition fee, etc)

The expenses to be incurred during this trip will be paid by the School/University.

The expenses to be incurred during this trip will be paid by the applicant.

The expenses for() will be paid by (), the rest of the expenses
to be incurred during this trip will be paid by the applicant.

Signature of School headmaster/ Dean of the university/Department head

Name

Title

(Contact person's name)

(Contact number)