

For April 2024 and beyond

Application Guidebook

Shin-A International Language School

しんあこくさいごげんがくいん
新亜国際語学院

For international students.

Courses

I . Course

1. Courses/ Duration of Courses/ Enrolment Time

Courses		Candidate	Duration of Course	Enrolment Time
Advanced	1 year/ 2 year course	Students aiming to proceed to college or university. Students must have passed level 5 of Japanese Language Proficiency Test Those who are expected to take an examination equivalent to N5 by the month of submitting documents to the immigration office and pass N5 examination.	1 year / 2year	April
	1 year and 9 months course	Students aiming to proceed to college or university. Students must have passed level 5 of Japanese Language Proficiency Test	1 year and 9 months	July
	1 year and 6 months course	Students aiming to proceed to college or university. Students must have passed level 4 of Japanese Language Proficiency Test	1 year and 6 months	October
	1 year and 3 months course	Students aiming to proceed to college or university. Students must have passed level 2 of Japanese Language Proficiency Test	1 year and 3 months	January

Note: All courses end in March

2. Lesson Schedule 5 days/ week (From Monday to Friday) 50 minute lessons x 4 lessons/ day

	A.M	P.M
Period	9:00~12:50	13:20~17:10

II . Careers after Graduation

Graduates may go on to attend the following institutions:

Graduate School

(Osaka) Osaka City University Graduate School (Public), Osaka Prefecture University Graduate School (Public)

(Kyoto) Kyoto Seika University Graduate School (Private)

(Hyogo) Kobe City University of Foreign Studies Graduate School (Public)

(Wakayama) Wakayama University Graduate School (National)

(Kagawa) Kagawa University Graduate School (National)

(Others) Nagoya Institute of Technology Graduate School (National), Nagoya University of Foreign Studies Graduate School (Private), etc.

National and Public Universities

(Osaka) Osaka University of Education, Osaka City University, Osaka Prefecture University

(Kyoto) Kyoto Prefectural University

(Others) Shiga Prefectural University, Hiroshima City University etc.

Private University

(Osaka) Kansai University, Kindai University, Tezukayama University, Momoyama Gakuin University, Osaka Sangyo University, Soai University, Osaka Kanko University, Haboromo International University, Osaka University of Economics Law, Osaka Seikei University, Hannan University, Osaka International University, Osaka University of Economics, Kobe University of Medical Welfare, Nihon Keizai University, Higashi Osaka University

(Kyoto) Doshisha University, Ritsumeikan University, Kyoto Sangyo University, Ryukoku University, Kyoto Seika University

(Hyogo) Kwansei Gakuin University, Himeji Dokkyo University

(Other) Tenri University Hiroshima International Gakuin University

Junior College

(Osaka) Higashi Osaka University Junior College, **(Tokushima)** Tokushima Institute of Technology, etc.

Vocational School

(Osaka) Nippon Institute of Science and Technology, Honda Technical College, Kansai Yale Academy, Kansai Social Welfare College, Ohara Foreign Language Tourism & Bridal Beauty College, Yantai Tourism & Foreign Language Business College, Yasuko Ueda Fashion College, Seifu Institute of Information Technology, ECC International Foreign Language College, Osaka YMCA International College

(Hyogo) Tokyo International Business College, Kobe School, Aiko Gakuin College, College of Art College Kobe

(Others) TCA Tokyo Communication College (Tokyo) etc.

How to Apply

III. Application Procedure

1. Requirements for applicants

- 1) Applicant must have completed 12 years of general education outside of Japan (graduated from senior school or equivalent education).
- 2) Applicant must have passed level 5 of Japanese Language Proficiency Test or level F of J-test, or hold equivalent qualifications (Have studied Japanese for more than 150 hours) (refer to details on P.1).
- 3) The applicant's purpose for coming to Japan must be to study.
- 4) The applicant must have a guarantor who has the ability to pay for expenses such as tuition and living costs while staying in Japan.
- 5) The applicant must obey all laws in Japan and the rules of our school.

2. Application Time

Courses		Application time	Certificate of Eligibility Application	Results indicate Certificate of Eligibility attainment	Visa Application
Advanced course (Students aiming to proceed to college or university)	1 year/ 2 year	End of August ~ end of September	Middle of November	End of February	Early March
	1 year and 9 months	Middle of December ~ end of January	Middle of April	End of May	Early June
	1 year and 6 months	End of March ~ end of April	Early June	End of August	Early September
	1 year and 3 months	End of July ~ end of July	Middle of September	End of November	Early December

Note- the Application time is subject to change, please contact us in advance for clarification.

3. How to Apply

- ① Submit the questionnaire form: Please submit the questionnaire to the school before preparing application documents (submit by mail • E-mail • Bring in). We will inform you if you need to provide extra documents.
- ② Submit the application form via post or bring in to the school : Please submit the application form (P.6) by post or bring in your documents to our school (in person or via an authorized representative before the application deadline).

4. Application Fee

Application Fee ¥33,000JPY (Including tax)

Bank transfer: Please transfer the application fee to the following account (refer to details on P.5).

Cash: Please pay the application fee at our school reception desk by cash.

5. Translation

We are sorry but we don't have a translation service.

NOTE

- Application fees are charged by the term, and are non-refundable in any situation.
- Application will be declined if the entrance fee is not paid by the due date.

<Status of Residence>

If you want to live and study in Japan, you must get the "Certificate of Eligibility" from Japan Immigration Bureau (for students of the language school, the correct type of certificate is "College student"). Our school will apply to Osaka Immigration Bureau for your Certificate of Eligibility. Osaka Immigration Bureau will examine your purpose for studying abroad, financial responsibility, etc.

Interview Examination/ Application Procedure

IV. The Entrance Examination

1. The Examination

- 1) Submit the questionnaire and application form by post, mail or in person at the school. We will inform you if you need extra documents.
- 2) Examination of the application documents.
- 3) Interview examination (with applicant, parents and guarantor) after passing document review.
- 4) Written Japanese examination

2. Schedule and Venue

We will inform you or the relevant parties about the examination date and place.

3. Receive Results

We or other relevant parties will inform you of the result of the examination and **eligibility**.
We cannot respond to specific requests regarding the results of examination.

V. Enrolment Procedure

1	Submit your questionnaire.	▼ (Successful candidate)	6	Apply for the Certificate of Eligibility (Shin-A) (About 2.5 months later)
2	Submit the application documents (Application fee must be paid).	▼ (after about 2.5 months)	7	Receive result of the Certificate of Eligibility application.
3	Receive results of the examination of the application documents.	▼ (1st round selection)	8	Payment of tuition and admission fees.
4	Interview and written examinations (applicant, parents and guarantor).	▼ (2nd round selection)	9	Apply for visa at Japanese embassy in your home country.
5	Receive the result of secondary selection.	▼	10	Travel to Japan, admission.

Application destination

新亜国際語言学院

Shin-A-International Language School

School address:

1-1-6 Enokimoto-Machi Sakai-ku, Sakai-city Osaka, 590-0027 JAPAN

Tel: 072-232-5166 (weekdays 9:00-17:30 except summer and winter holidays)

Fax: 072-232-5133

E-mail: shin-a.school@world.ocn.ne.jp

HP: <http://www.shin-a-ils.com>



Directions

Nearest station is Sakai Higashi train station on the Nankaikouya line. It is 5min walking distance from the station. Take the west exit, walk along Ichijo street, then turn left at the Lawson on the corner. Immediately turn left after crossing the train tracks, the school is located on the left side of the street.

Alternatively take the east exit, turn right, then you will find a clinic at the end of the road. Turn down the narrow street on the left side of the clinic you will find the school. Go through the gate.

※ There is no school parking area, please refrain from visiting our school by car.

Tuition and Other Fees

VI. Tuition and Other Fees

◇ Advanced course in preparation for university/ 1 or 2 years Course

	Entrance Fee	Tuition	Accident insurance	TAX	Subtotal	Total
First Year	50,000	630,000	13,000	68,000	761,000	1,467,000
Second Year	—	630,000	13,000	63,000	706,000	

※ The 1-year course may be prolonged for certain reasons, however there is no guarantee that Osaka Immigration Bureau will extend your stay in Japan for another year. We recommend careful course choice.

◇ Advanced course in preparation for university/ 1 year and 9 months

	Entrance Fee	Tuition	Accident insurance	TAX	Subtotal	Total
First Year	50,000	630,000	13,000	68,000	761,000	1,291,650
Second Year	—	472,500	10,900	47,250	530,650	

◇ Advanced course in preparation for university/ 1 year and 6 months

	Entrance Fee	Tuition	Accident insurance	TAX	Subtotal	Total
First Year	50,000	630,000	13,000	68,000	761,000	1,116,300
Second Year	—	315,000	8,800	31,500	355,300	

◇ Advanced course in preparation for university/ 1 year and 3 months

	Entrance Fee	Tuition	Accident insurance	TAX	Subtotal	Total
First Year	50,000	630,000	13,000	68,000	761,000	940,550
Second Year	—	157,500	6,300	15,750	179,550	

※ Textbook costs are not included in the above fee breakdown. Textbook costs will be incurred at the beginning of each new term.

※ “Subtotal” and “Total” are including tax.

Dormitory Fees

We provide students with dormitories allowing comfortable student life from your first day in Japan. The dormitory fee is updated every six months.

※If you plan to live with your relatives in Japan, please inform us when you apply to our school.

	Entrance Fee	Rent (monthly)	Rent (the first half of the year)	Rent (the second half of the year)	Facilities
First year	50,000	30,000	180,000	180,000	Electrical appliances/Futon
Second year	—		180,000	180,000	

※ Electricity and gas are not included in the monthly rent. Water bill will be 2,000 yen per month after entering Japan, and the amount over 2,000 yen will be collected.

※ Dormitory fees are paid every six months.

※ Accommodation is limited, so please apply early.

How to Apply for Dormitory Accommodation

Please send the application form “School Accommodation Agreement” by post or email, then pay the dormitory fee with the tuition fee by the designated date.

Dormitory will not be prepared without application.

A cancellation fee will be charged after the specified date.

If you cancel after the specified date, you will be charged 2 months dormitory rent (60,000 yen) and water bill (4,000 yen).

■ National Health Insurance System

According to Japanese law, a person who resides in Japan for more than one year must belong to the National Health Insurance. This insurance covers 70% of the medical expenses, so you pay only 30% of the medical expenses. The national health insurance fee is approximately 2000 yen per month and is required after enrolment in the system.

■ Accident Insurance (Includes bicycle accidents)

This insurance covers most unintended medical, hospitalisation expenses, personal liability, death and rescuer expenses (This does not apply to pre-existing illnesses or injuries suffered prior to the commencement of the insurance period. Depending on the circumstance, this insurance may not apply to all expenses). We ask all students take out this

Notes about Fees

VII. Notes about Fees

■ How to Pay Fees

After receiving your “Certificate of Eligibility”, our school will send you an entrance guidebook and ask you for the first year’s tuition and other fees. Please pay the first year’s fee in yen to our school account according to the entrance guidebook.

■ Notes about Refunds

- 1) If you are unable to get the visa issued:
All fees must be paid by the fee deadline (if this date falls on a weekend, the deadline would be the preceding Friday). In the case you are not granted a visa, fees will be refunded EXCEPT application fee. If you have opted for dormitory accommodation two months dormitory and water bills will also need to be paid (64,000 yen in total).
- 2) If you decline to enter the school after being issued a visa, before you come to Japan:
Fees would be refunded EXCEPT application, entrance, and two months dormitory and water fee. However, if you contact us by the day before the last day of the tuition payment month (or the preceding Friday for weekends or holidays) dormitory and water bills are collected only for one month (32,000 yen in total). Fees would NOT be refunded half year tuition fee if you contact us by the day after the last day of the tuition payment month (or the preceding Friday for weekends or holidays)
- 3) Early termination of the course:
 1. Students are expected to remain in Japan and complete the course in which they have enrolled. Students preparing for university are expected to develop a diligent attitude and work ethic.
 2. If the student has a significant reason to terminate the course, half year tuition fee would be refunded.
 3. If the student has engaged in a meeting with a teacher about negative learning attitudes, no refund will be provided.
- 4) If you fail to attend school after coming to Japan:
No fees will be refunded.
- 5) If you are expelled from school:
No fees will be refunded.

Please note that when you pay you should pay the remittance charges and the difference of exchange to the bank.

Payment Details

Beneficiary Bank	京都銀行 (THE KYOTO BANK)
Beneficiary Branch	府庁前支店 (FUCHOMAE BRANCH)
Bank Code	BOKFJPJZ
Branch Number	122
Kind of Account	普通預金 (ORDINARY DEPOSIT)
Number	1224143404
Bank Address	京都市中京区丸太町通西洞院東入ル梅屋町 166 (166 UMEYA-CHO, HIGASHIHAIRU, NISHINOTOHIN, MARUTAMACHI-DOHRI, NAKAGYO-KU, KYOTO-SHI)
Address	大阪府堺市堺区榎元町 1-1-6 (1-1-6 ENOKIMOTO-MACHI, SAKAI-KU, SAKAI-SHI, OSAKA-FU)
Name	株式会社新亜国際 (KABUSHIKIGAISYA SHINAKOKUSAI)

※ It takes one week for your remittance to reach us, please pay as soon as possible.

Part-Time Job (Engage in Activity other than that Permitted under Visa Status)

If you want to partake in a part-time job, you must obtain the permission of the Immigration Bureau. After receiving permission, you can work 28 hours per week, or 8 hours per day during vacation (summer/ winter). We will not allow you to get a part time job for the first month after you arrive in Japan. Students must maintain a good work ethic at school in order to be granted permission to partake in part-time employment.

Violation of Japanese immigration laws can result in severe penalties, including deportation, imprisonment up to three years, and/or fines of up to 3,000,000 yen. Offences can include the cases below:

- ① When you work without the permission of Immigration Bureau.
- ② When you work for more hours than permitted by the Immigration Bureau.

Documents for your Application

	Application documents	Submit	Translation Required	For administrative purposes (leave blank)
For the applicant to prepare		● Necessary / △ Depends on student. / □ Either document		
1	Photograph (3cm wide ×4cm)	●		
2	Passport copy	●		
3	ID card copy	●	●	
4	Motivation letter (Prescribed Form)	●	△	
5	A letter describing what you plan to do after you graduate from language school. (See Prescribed Form)	●	●	
6	Certificate of graduation	●	●	
	Or other documents, such as expected graduation, attendance, leave of absence or withdrawal certificate	△	●	
7	Transcripts from last school	●	●	
8	Credentials Report	●	●	
9	Certification and transcripts of Japanese Language Proficiency test or J-TEST	□		
	Admission for examination if the applicant plans to take upcoming Japanese Language Proficiency Test or J-TEST.			
10	Attendance Certificate and Transcript of Japanese language school.	△	●	
11	Health certificate	※		
For the financial supporter to prepare:				
1	Statement of Financial Support (Prescribed Form)	●	●	
2	ID card copy	□	●	
	Resident card (For foreigners and Japanese nationals who reside in Japan, “My Number” should not be listed)			
3	Certificate of employment (if company employee, farmer etc.)	□	●	
	Business license (if self employed)		●	
	Copy of business registration (if owner or on board of directors)		●	
4	Certification of tax payments and income (last 3 years)	●	●	
5	Clarification of any tax exemption with reference to relevant legislation allowing such exemption.	●	●	
6	Statement of Bank Account Deposit	●	●	
7	Statement of bank book or withdrawal details (Document clearly showing regular saving)	●	●	
8	Certification verifying the relationship between student and financial supporter	●	●	
Supplementary documents				

※1. More documentation may be asked for.

※2. Second-time applicants must prepare other documents, please ask for details.

Instructions for Application Form

These application documents are used to apply for your certificate of eligibility from the Osaka Immigration Bureau. The examination of eligibility is very strict. It will not proceed if information is lacking or incorrect. Please submit the correct documents. If your documents are deemed insufficient, we will request you resubmit, as such we suggest you apply early.

※ We request the applicant to submit more documents than necessary to any correspondence from the Osaka Immigration Bureau. We kindly ask for your understanding.

**Please read below instructions carefully
before you start the preparation of application documents.**

- 1) Applicants please fill out all forms in your native language except financial support documents.
- 2) Use the same black ball-point pen on all documents. Make sure everything is written correctly and if you make a mistake in writing, please rewrite.
- 3) A seal impression/ personal seal (“hanko”) is required along side your signature on documents. If you don't have one, you must get one made for you.
- 4) You must prepare a Japanese translation of your documents (include original English documents). All translated documents require translator’s contact information (organisation, telephone number, name and seal impression).
- 5) Students from Vietnam must obtain People's Committee certification.
- 6) If you think a document is unclear, please rewrite or add some additional documentation as proof. Even small mistakes may cause the certificate of eligibility to be rejected.
- 7) All documents must be dated within 3 months prior to application (official documents, certificate of deposit, certification of occupation). If your school or company does not have official documentation, please write an explanatory note with the organisation’s name, manager's signature, and seal impression.
- 8) If you cannot prepare required documentation, (for example you cannot rewrite a document or you cannot prepare documents within 3 months), please add an explanatory note with the reason. (It is not necessary to address the explanatory note to the recipient). Document must include signature and seal of the applicant.. Please attach a Japanese translation and certification to prove why you cannot submit the necessary document.
- 9) The copies of documents must be printed on A4 paper (color print is better). Please keep the print clean and clear. If the photocopy is not clear, please attach a color photo as well.
- 10) High quality, unedited photographs are required. Make sure that photos clearly show the applicant.
- 11) Parents, relatives and grandparents are preferred as financial supporters. The expense payer should provide the materials to prove the ability to pay. In the case that the expense payer is not a relative, please contact us for the necessary documentation required.
- 12) Please keep a personal copy of all documentation submitted as part of the application. It could be useful to explain any correction if deficiencies are found in provided documents.
- 13) Application documents, except diplomas and transcripts, cannot be returned.

For the Japan Bureau of Immigration’s examination for status of residence, applicants are required to produce proof that they have studied Japanese for more than 150 hours. Applicants must take the level 5 Japanese Language Proficiency Test or level F of the J-test, and are encouraged to try to pass.

Required from applicants

Required from applicants		What to check
1	10 Photographs	Taken within last 3 months (3cm×4cm). ○ Please write your name and birthday on the back. ○ Do not edit
2	Copy of passport	If you already have a passport, please submit a copy of the ID page (photo). ○ If applicant has been to Japan before, submit a copy of the VISA, landing permission and details of departure from Japan. ○ If applicant has NO passport, submit official certification which includes nationality, name, sex, and date of birth.
3	Certification of applicant's identification	Submit a public certificate of family register or resident registration
4	Application for Admission (Prescribed Form1-1, 1-2, 1-3 *Three forms in total)	Fill in the blanks such as the names of schools, office, address, etc. without abbreviation ○ If you have two addresses, please attach an explanatory note. Write your academic career, business career, without time gaps. ○ If you have a blank, please attach an explanatory note. If you enter the elementary school after six years old: ○ Please attach the elementary school certification with the written dates of entry and graduation. Include an explanatory note written by your parents. If the length of your schooling in elementary school, junior high school, and senior high school were not 6 years, 3 years and 3 years: ○ Please attach certification of the school system from either the public institution, the school or Japanese language study experience. ○ The information you fill in provided forms must be the same as that on the certificate of studying Japanese. Application for a certificate of eligibility or visa. (Important) ○ If you have applied for a certificate of eligibility or visa, you must fill in all information. If your family has applied for a certificate of eligibility or visa, please inform us.
5	Applicant's reasons for studying Japanese (Prescribed Form1-4)	Provide the reasons why you enrolled in this Japanese school. Also your plan after graduating from our school. ○ Write the concrete reasons with reference to the attached paper "How to describe".
6	Certificate of Graduation	Please submit a last school certificate of Graduation or diploma. Submit following certification if relevant: ○ If applicant is at a school- submit a certificate of expected graduation ○ If applicant is absent from school- submit a certificate absent from school, or certificate of high school graduation. ○ If applicant was dismissed from the school - submit a certificate of written enrolment These certifications must be official documents. The document must include an official letterhead as well as the applicant's name, sex, date of birth, enrolment term, school address, telephone number and principal of the school's signature and seal.
7	Transcripts	Submit original transcripts of the final year of school. (Transcript of each year)
8	Credentials Report (Applicants from China and Vietnam)	Provide Credentials Report if you are applicant from China or Vietnam
9	Certification of Japanese Language Proficiency	Applicants who have taken the examination of the Japanese Language Proficiency Test, regardless of success or failure, attach a copy of the certificate or letter report. ○ If applicant has applied for future Japanese test, please submit the admission form for examination.
10	Attendance Certificate and Transcript of Japanese language school. (More than 150 hours of studying Japanese)	Submit a copy of these documents. ○ These certifications must be official documents. The document must be on letterhead, and include the applicant's name, sex, date of birth, enrolment term, school address, telephone number and principal of the school's signature and seal.
11	Certificate of health (Prescribed Form)	Take health examination at the city or national hospital. The report must include signature of physician, name and address of medical facility. ○ Please submit certificate of health after the issuance of a certificate of eligibility.

Applicant to be considered, please submit following documents.

Required from applicants		What to check
1	Certificate of Occupation Certificate of return to work consent	○ Submit a certificate of employment (retirement) including written period of your service as an employee. ○ If you were absent from work to study abroad, please submit the certificate of return to work (issued by employee).
2	The certificate of military service	If you have served in the military, please submit the certification including written period of your service.

If financial supporter lives abroad

	Required from Financial Supporter	What to check
1	Statement of Financial Support (Prescribed Form)	Financial supporter must fill in the form with seal impression.
2	A certification of identification	Please submit original financial supporter's census registers or a copy of resident registration.
3	Certificate of Employment	One of the following must be submitted: 1. If the proprietor of a business, an official copy of the registration of the business 2. If a professional, a copy of tax declaration, or business license. 3. If an employee of a company, a certificate of employment issued by the company. * Business registration number and Tax payment code are necessary. * On the certificate of employment, attach certificate of income and tax. If a professional, submit business license and tax declaration (with tax code and proof of payment) Farmers must submit a certification of land (Land use rights, land ownership certificate, etc)
4	Certification of income	An income certificate issued by the local authorities for the last 3 years
5	Certification of tax payments	A tax certificate issued by the local authorities for the last 3 years (Not necessary if indicated by certification of income)
6	Clarification of any tax exemption	Reference to relevant legislation allowing such an exemption.
7	Statement of Bank Account Deposit	Please submit a statement of bank account deposit issued by the bank that can remit to an abroad account. <input type="radio"/> Bank balance with sufficient funds to above total tuition fees and living costs in Japan (more than 2, 000, 000 YEN). <input type="radio"/> If your financial supporter is not your parent, the bank balance must be more than 2x this sum.
8	Copy of the bank book	Please submit copies of bankbooks or bank statements under the name of the financial supporter for the last 3 years, demonstrating financial transactions and the bank balance. Please submit an additional typed document explaining the flow of financial transactions in plain text.
9	Certification verifying the relationship between applicant and financial supporter	When the financial supporter is a relative of the prospective student, this relationship should be verified by official copies of the family register, resident card or notarized verification.

If financial supporter lives in Japan

	Required from Financial Supporter	What to check
1	Statement of Financial Support (Prescribed Form)	Financial supporter must fill in all forms in native language, with seal impression.
2	Certificate of employment	One of the following must be submitted <input type="radio"/> If the proprietor of a business, an official copy of the registration of the business <input type="radio"/> If an employee of a company, a certificate of employment issued by the company <input type="radio"/> If a professional, a copy of tax declaration, or business license.
3	Certification of tax income Certification of tax payment	A tax certificate issued by the local authorities for the last 3 years indicating total income.
4	Statement of Bank Account Deposit	Please submit a statement of bank account deposit issued by a bank that can remit to an abroad account. <input type="radio"/> Bank balance greater than tuition fees and living cost in Japan (more than 2,000, 000YEN) <input type="radio"/> If your financial supporter is not your parent, it needs to be more than 2x this sum.
5	Copy of bank book	Please submit copies of bankbooks or bank statements under the name of the financial supporter for the last 3 years, demonstrating financial transactions and bank balance. Please submit an additional typed document explaining the flow of financial transactions in plain text.
6	Resident card	Japanese and non-Japanese who live in Japan: The resident card should show all names of residents who reside at the house. "My Number" should not be included.
	Certification of information recorded on registration	Non Japanese residents in Japan: Submit certification of information recorded on registration.
7	Certification verifying the relationship between applicant and financial supporter	Submit documents to verify the relationship.

To be considered as a financial supporter, please submit the following documents.

Required documents		What to check
1	Explanation about Statement of Financial Support (Prescribed Form)	In case the sponsor is not the applicant's parent, submit photos and other documents to verify the relationship between applicant and financial supporter. A detailed description of the circumstance is also required.
2	Copy of stock certificates, government bonds, and/ or real estate	Submit documents demonstrating assets such as stock certificates, real estate, and/ or Government bonds.
3	Others	It may be necessary to provide supplementary documents such as company profile, business cards etc.