

# To People Living, Working, or Studying in Minato City

For people living, working, or studying in Minato City, 50% of the fees for Japanese language classes will be supported by Minato City. For classes beginning after September 2018, documents verifying your status are required to qualify for the support. Please follow the directions below to prepare the required documents.

## 1 List of Acceptable Documents

### a. For people living in Minato City

**Residence Card, Certificate of Residence, Health Insurance Card, household utility bill (addressed to the applicant), official notice from a government agency (addressed to the applicant), or an official license indicating the applicant's current address (e.g., a Driver's License)**

\*Documents such as store point cards and member cards are not acceptable documents. "My Number" cards are also not accepted.

\*People participating in homestays in Minato City are considered residents of Minato City. However, short-term residents who are unable to submit the documents outlined in 1) above may be excluded from qualifying. \*People staying in hotels are not eligible.

### b. For people working in Minato City

**Proof of employment (e.g., an official document produced by your employer, or the official form issued by Minato City with the required information filled out), Employee ID card**

\*Business cards are not accepted.

\*If the employee ID card does not indicate the company's address, we will confirm the address of the company at the time of application.

\*For people working in private residences in Minato City, submit the official form issued by Minato City with the required information filled out by the head of household where you are employed.

### c. For those studying in Minato City

**Student ID card, proof of enrollment as a student (e.g., an official document from the educational institute, or the official form issued by Minato City with the required information filled out)**

\*In addition to educational institutes designated by the School Education Law, international schools and specialty training schools are also included.

### d. For all others

In all other circumstances, please consult with the Minato International Association.

## 2 Process of Verification

- When submitting the application, if you checked "Living/Working/Studying" on the application form, we will ask you to present the required documents outlined in 1 above.
- Please submit a copy (either a physical hard copy or by fax) or photograph (e.g., by email) of the required documents. If you bring the original document, we will make a copy.
- If your eligibility for support can be confirmed by the due date for the Japanese language class payment, the 50% discount will be applied at the time of payment and the amount to be paid by the applicant will be 50% of the fee. If your eligibility for support cannot be confirmed by the due date for the Japanese language class payment but can be confirmed by the end of the 6<sup>th</sup> class, 50% of the fee will be refunded to you at the last lesson.