

Procedure for Application of Certificate (for Alumni)

- ① Please click the “Application form, Pledge of Financial Support DOWNLOAD” on the MCA’s website.
Please download the application form for certificate and fill it out

- ② Please send the application form you filled out to MCA by email (info@mcaschool.jp).
*Please click on “Email”

*Email address ⇒ info@mcaschool.jp
 - In case of **visa extension**, please also attach the photo of your residence card (both front side and back side) and the student card (both front side and back side) of your current school.
 - In case of **visa change for work**, please attach the photo of your residence card (both front side and back side) and the job offer notice.

- ③ Please wait for the answer from MCA. We will let you know the amount of issue fee you have to pay.

- ④ Please send the money to MCA’s bank account. Or, you can also come to MCA to pay for it.
 - Please pay for the issue fee at least **one week before** your preferable issue date.
 - When you make a money transfer, please also write your name and student number (of MCA. If you still remember) so that we know who send the money.
 - If you want to **receive the certificate by mail**, please also pay for the post stamp fee (100yen) when you make a money transfer.
 - After payment, please take a photo of the **receipt (certificate of money transfer)**, and send it to MCA by email.
 - Issue fee is free if it is your **first visa extension** after your graduation from MCA.

- ⑤ Please wait for the certificate to arrive. You can also come to MCA to pick up the certificate.