

# Important Points Regarding the Application for Certificate of Eligibility (COE)

- ◇ COE is an official document issued by the Ministry of Justice. It is necessary for the "Student" Visa. Waseda University will apply for the COE at the Tokyo Regional Immigration Bureau on behalf of students themselves, and send the certificate to your home institution as soon as it has been issued. Submit the COE with your visa application when you apply for the visa at your nearest Japanese embassy or consulate.
- ◇ Please make sure to print out 5 pages of the Application form (i.e. both For Applicant and For Organization) and carefully complete them by following the instructions below.
- ◇ Do not use double-side printing when you print them.
- ◇ Applicants themselves should complete all forms by printing in black ink / ballpoint pen.
- ◇ If you write a response in error, please correct it with a strike-through (Do not white it out).

## <<Japanese Citizenship>>

Under the Japanese Immigration Law, those who have a Japanese citizenship, including dual citizenship holders, **MUST** enter Japan as “Japanese” with your Japanese Passport. If you violate the law, you may be denied entry into Japan.

## <<Students from Korea>>

Korean students, who do not have their name in “**KANJI (漢字)**”, **MUST** write down their name in “**KATAKANA**”. **Should not leave their name in blank.** If you do not know your exact name in KATAKANA, you **MUST** ask someone such as teachers or friends for your name.

This KATAKANA name will be used all necessary documents and ID cards including Alien registration card, ATM cards and Student ID. You cannot change your name in those documents after your registration.

Enter your place of birth (name of country, city and district) and your home town (Name of country, city and district) in details. Students from countries/regions of Korea must enter their information in **KANJI (漢字) or KATAKANA** <e.g. ○○ (国名) 、○○県/省/市/洞/区>.

\*Your name on COE should be exact the same name as your applications for admission.

## <<Students from China, Hong Kong and Taiwan>>

Students from countries/regions of China (Hong Kong) • Taiwan, **MUST** enter their name in both **KANJI (漢字) and in Alphabet.** The spelling of your name must be the same as the one on your passport.

Write down your place of birth (name of country, city and district) and your home town (Name of country, city and district) in details. Students from countries/regions of China (Hong Kong) • Taiwan, must enter their information in **KANJI (漢字)** <e.g. ○○ (国名) 、○○県/省/市/洞/区>.

# **CHECK LIST**

**PLEASE USE ONE-SIDE PRINTED PAPER**  
**WITH BLACK BALL POINT PEN.**

- ★ Applicants **MUST** complete the entire application and turn them in with this checklist.
- ★ All documents must be written in Japanese or English. If the original document is written in another language, a Japanese or English official translation must be attached.
- ★ Photocopies fax, and/or electronic files will not be accepted.

## ■ Visa Documents required by the Immigration Bureau ■

↓ Please mark “X” in the each box if you have enclosed the item.

<input type="checkbox"/>	Paste “40mm x 30mm” photograph to application form. (Write your name on the back of the Photograph.)
<input type="checkbox"/>	Certificate of Scholarship, If any.
<input type="checkbox"/>	Copy of Passport ( <i>Page with photograph</i> )
<input type="checkbox"/>	Personal History ( <i>i.e. Resume, C.V.</i> )
<input type="checkbox"/>	Statement of Financial Resources
<input type="checkbox"/>	Bank Balance Certificate
<input type="checkbox"/>	Agreement for Defraying Expenses

## ■ MISSING DOCUMENTS ■

If there are any missing documents besides this declaration, the application cannot be accepted.

Are there any missing documents?  Yes  No

If yes, please list the item(s) and your reason for the missing document(s).

Missing documents and reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected date of sending the above document(s) to the Center for International Education Date: \_\_\_\_ / \_\_\_\_

- ★ Personal information submitted here will be used only for COE process.
- ★ The submitted application documents will not be returned under any circumstances.

別記第六号の三様式(第六条の二関係)

申請人等作成用 1  
For applicant, part 1

日本国政府法務省  
Ministry of Justice, Government of Japan

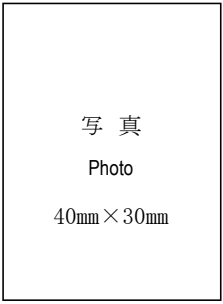
在留資格認定証明書交付申請書  
APPLICATION FOR CERTIFICATE OF ELIGIBILITY

東京 入国管理局長 殿

To the Director General of Regional Immigration Bureau

出入国管理及び難民認定法第7条の2の規定に基づき、次のとおり同法第7条第1項第2号に掲げる条件に適合している旨の証明書の交付を申請します。

Pursuant to the provisions of Article 7-2 of the Immigration-Control and Refugee-Recognition Act, I hereby apply for the certificate showing eligibility for the conditions provided for in Article 7, Paragraph 1, Item 2 of the said Act.



1 国籍 Nationality \_\_\_\_\_ 2 生年月日 Date of birth \_\_\_\_\_ 年 Year \_\_\_\_\_ 月 Month \_\_\_\_\_ 日 Day \_\_\_\_\_  
Family name \_\_\_\_\_ Given name \_\_\_\_\_

3 氏名(漢字) Name in Chinese character \_\_\_\_\_ (英字) Name in English \_\_\_\_\_

4 性別 Sex 男・女 Male/Female 5 出生地 Place of birth \_\_\_\_\_ 6 配偶者の有無 Marital status 有・無 Married / Single

7 職業 Occupation \_\_\_\_\_ 8 本国における居住地 Home town/city \_\_\_\_\_

9 日本における連絡先 Address in Japan 〒169-0051 東京都新宿区西早稲田1-7-14-4F  
電話番号 Telephone No. 03-3207-1454 携帯電話番号 Cellular phone No. None(無し)

10 旅券(1)番号 Passport Number \_\_\_\_\_ (2)有効期限 Date of expiration \_\_\_\_\_ 年 Year \_\_\_\_\_ 月 Month \_\_\_\_\_ 日 Day \_\_\_\_\_

11 入国目的(次のいずれか該当するものを選んでください。) Purpose of entry: check one of the followings  
 I 「教授」・「教育」 "Professor" / "Instructor"  J 「芸術」・「文化活動」 "Artist" / "Cultural Activities"  
 L 「報道」・「研究(転勤)」・「企業内転勤」 "Journalist" / "Researcher (Transferee)" / "Intra-company Transferee"  
 N 「研究」・「技術」・「人文知識・国際業務」・「技能」・「特定活動(イ・ロ)」 "Researcher" / "Engineer" / "Specialist in Humanities / International Services" / "Skilled Labor" / "Designated Activities (a/b)"  
 Y 「技能実習1号」 "Technical Intern Training(i)"  P 「留学」 "Student"  
 R 「家族滞在」・「特定活動(ハ)」・「特定活動(EPA家族)」 "Dependent" / "Designated Activities (c)" / "Dependent of EPA"  
 T 「日本人の配偶者等」・「永住者の配偶者等」・「定住者」 "Spouse or Child of Japanese National" / "Spouse or Child of Permanent Resident" / "Long - Term Resident"  
 K 「宗教」 "Religious Activities"  
 M 「投資・経営」 "Investor / Business Manager"  
 O 「興行」 "Entertainer"  
 Q 「研修」 "Trainee"  
 U 「その他」 Others

12 入国予定年月日 Date of entry 2012 年 Year \_\_\_\_\_ 月 Month \_\_\_\_\_ 日 Day \_\_\_\_\_ 13 上陸予定港 Port of entry \_\_\_\_\_

14 滞在予定期間 Intended length of stay 1年間 15 同伴者の有無 Accompanying persons, if any 有・無 Yes / No

16 査証申請予定地 Intended place to apply for visa \_\_\_\_\_

17 過去の出入国歴 Past entry into / departure from Japan 有・無 Yes / No  
(上記で『有』を選択した場合) (Fill in the followings when the answer is "Yes")  
回数 回 直近の出入国歴 年 Year \_\_\_\_\_ 月 Month \_\_\_\_\_ 日 Day \_\_\_\_\_ から から \_\_\_\_\_ 年 Year \_\_\_\_\_ 月 Month \_\_\_\_\_ 日 Day \_\_\_\_\_  
me(s) (The latest entry from \_\_\_\_\_ to \_\_\_\_\_)

18 犯罪を理由とする処分を受けたことの有無(日本国外におけるものを含む。) Criminal record (in Japan / overseas) 有(具体的内容) Yes (Details \_\_\_\_\_) / 無 No

19 退去強制又は出国命令による出国の有無 Departure by deportation / departure order 有・無 Yes / No  
(上記で『有』を選択した場合) (Fill in the followings when the answer is "Yes") 回数 回 直近の送還歴 年 Year \_\_\_\_\_ 月 Month \_\_\_\_\_ 日 Day \_\_\_\_\_  
me(s) The latest departure by deportator \_\_\_\_\_

20 在日親族(父・母・配偶者・子・兄弟姉妹など)及び同居者 Family in Japan (Father, Mother, Spouse, Son, Daughter, Brother, Sister or others) or co-residents

続柄 Relationship	氏名 Name	生年月日 Date of birth	国籍 Nationality	同居予定 Intended to reside with applicant or not	勤務先・通学先 Place of employment/school	外国人登録 Alien registration certificate number
				はい・いいえ Yes / No		
				はい・いいえ Yes / No		
				はい・いいえ Yes / No		
				はい・いいえ Yes / No		

(注) 裏面参照の上、申請に必要な書類を作成して下さい。 Note : Please fill in forms required for application. (See notes on reverse side.)

21 通学先 Place of study  
 (1)名称 早稲田大学  
 Name of school \_\_\_\_\_  
 (2)所在地 東京都新宿区西早稲田1-7-14-4F (3)電話番号 03-3207-1454  
 Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

22 修学年数 (小学校～最終学歴) \_\_\_\_\_ 年  
 Total period of education (from elementary school to last institution of education) \_\_\_\_\_ /ears

23 最終学歴 (又は在学中の学校) Education (last school or institution) or present school  
 (1)在籍状況  卒業  在学中  休学中  中退  
 Registered enrollment Graduated In school Temporary absence Withdrawal  
 大学院 (博士)  大学院 (修士)  大学  短期大学  専門学校  
 Doctor Master Bachelor Junior college College of technology  
 高等学校  中学校  その他 ( )  
 Senior high school Junior high school Others  
 (2)学校名 \_\_\_\_\_ (3)卒業又は卒業見込み年月日 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
 Name of the school \_\_\_\_\_ Date of graduation or expected graduation \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day

24 日本語能力 (専修学校又は各種学校において日本語教育以外の教育を受ける場合に記入)  
 Japanese language ability (Fill in the followings when the applicant plans to study at advanced vocational school or vocational school (except Japanese language))  
 日本語能力試験【                      級合格】  日本留学試験 (読解・聴解・聴読解の合計点)【                      点】  
 Japanese language proficiency test【Passed Level \_\_\_\_\_】 Examination for Japanese University (EJU) (except writing)【 \_\_\_\_\_ points】  
 BJTビジネス日本語能力テスト【                      点】  
 BJT Business Japanese Proficiency Test【 \_\_\_\_\_ points】  
 日本語教育を受けた教育機関及び期間 Organization and period to have received Japanese language education  
 機関名 \_\_\_\_\_  
 Organization \_\_\_\_\_  
 期間: \_\_\_\_\_ 年 \_\_\_\_\_ 月 から \_\_\_\_\_ 年 \_\_\_\_\_ 月 まで  
 Period from \_\_\_\_\_ Year \_\_\_\_\_ Month to \_\_\_\_\_ Year \_\_\_\_\_ Month  
 その他: \_\_\_\_\_  
 Others \_\_\_\_\_

25 日本語学習歴 (高等学校において教育を受ける場合に記入)  
 Japanese education history (Fill in the followings when the applicant plans to study in high school)  
 日本語の教育又は日本語による教育を受けた教育機関及び期間  
 Organization and period to have received Japanese language education / received education by Japanese language  
 機関名 \_\_\_\_\_  
 Organization \_\_\_\_\_  
 期間: \_\_\_\_\_ 年 \_\_\_\_\_ 月 から \_\_\_\_\_ 年 \_\_\_\_\_ 月 まで  
 Period from \_\_\_\_\_ Year \_\_\_\_\_ Month to \_\_\_\_\_ Year \_\_\_\_\_ Month

26 滞在費の支弁方法等 Method of support to meet the expenses while in Japan  
 (1)支弁方法及び月平均支弁額 Method of support and an amount of support per month (average)  
 本人負担 \_\_\_\_\_ 円  外国からの送金 \_\_\_\_\_ 円  
 Self \_\_\_\_\_ Yen Remittance from abroad \_\_\_\_\_ Yen  
 外国からの携行 \_\_\_\_\_ 円  
 Carrying from abroad \_\_\_\_\_ Yen  
 (携行者 \_\_\_\_\_ 携行時期 \_\_\_\_\_ )  
 Who \_\_\_\_\_ When \_\_\_\_\_  
 在日経費支弁者負担 \_\_\_\_\_ 円  奨学金 \_\_\_\_\_ 円  
 Supporter in Japan \_\_\_\_\_ Yen Scholarship \_\_\_\_\_ Yen  
 その他 \_\_\_\_\_ 円  
 Others \_\_\_\_\_ Yen

(2)経費支弁者 Supporter  
 ①氏名 \_\_\_\_\_  
 Name \_\_\_\_\_  
 ②住所 \_\_\_\_\_ 電話番号 \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 ③職業 (勤務先の名称) \_\_\_\_\_ 電話番号 \_\_\_\_\_  
 Occupation (place of employment) \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 ④年収 \_\_\_\_\_ 円  
 Annual income \_\_\_\_\_ Yen

(3)申請人との関係 (上記(1)で外国からの送金, 外国からの携行又は在日経費支弁者負担を選択した場合に記入)

Relationship with the applicant (Check one of the followings when your answer to the question 26(1) is remittance from abroad, carrying from abroad or supporter in Japan)

- 夫 Husband, 妻 Wife, 父 Father, 母 Mother, 祖父 Grandfather, 祖母 Grandmother, 養父 Foster father, 養母 Foster mother, 兄弟姉妹 Brother / Sister, 叔父(伯父)・叔母(伯母) Uncle / Aunt, 受入教育機関 Educational institution, 友人・知人 Friend / Acquaintance, 友人・知人の親族 Relative of friend / acquaintance, 取引関係者・現地企業等職員 Business connection / Personnel of local enterprise, 取引関係者・現地企業等職員の親族 Relative of business connection / personnel of local enterprise, その他 Others

(4)奨学金支給機関 (上記(1)で奨学金を選択した場合に記入)

Organization which provide scholarship (Check one of the following when the answer to the question 26(1) is scholarship)

- 外国政府 Foreign government, 日本国政府 Japanese government, 地方自治体 Local government, 公益社団法人又は公益財団法人 Public interest incorporated association or public interest incorporated foundation, その他 Others

27 卒業後の予定 Plans after graduation

- 帰国 Return to home country, 日本での進学 Enter school of higher education in Japan, 日本での就職 Find work in Japan, その他 Others

28 申請人又は法定代理人若しくは法第7条の2第2項に規定する代理人

Applicant, legal representative or the proxy in accordance with the provision of Article 7-2, Paragraph 2.

(1)氏名 Name, (2)本人との関係 Relationship with the applicant, 住所 Address, 電話番号 Telephone No., 携帯電話番号 Cellular Phone No.

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.

申請人(法定代理人等)の署名/申請書作成年月日

Signature of the applicant (legal representative or the proxy) / Date of filling in this form

年 Year, 月 Month, 日 Day

注意 Attention

申請書作成後申請までに記載内容に変更が生じた場合, 申請人(法定代理人等)が変更箇所を訂正し, 署名すること。

In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (legal representative or the proxy) must correct the part concerned and sign their name.

29 申請取次者等(申請取次者・弁護士・行政書士等による申請の場合に記入)

Agent or other (in case of an agent, lawyer, administrative scrivener or other)

(1)氏名 Name, (2)住所 Address, (3)所属機関等 Organization to which the agent belongs, 電話番号 Telephone No.

1 入学する外国人の氏名  
Name of the foreigner to enter school \_\_\_\_\_

2 通学先 Place of Study  
(1) 学校名 Name of School 早稲田大学  
(2) 所在地 Address 〒169-0051 東京都新宿区西早稲田1-7-14-4F  
電話番号 Telephone No. 03-3207-1454  
(3) 学校の種類 Classification of school  
 大学院 Graduate school  
 大学 University  
 短期大学 Junior college  
 専修学校(日本語教育以外) Advanced vocational school (except Japanese language school)  
 各種学校(日本語教育以外) Vocational school (except Japanese language school)  
 日本語教育機関 Japanese language institution  
 高等学校 Senior high school  
 その他( ) Others  
(4) 授業形態 Type of class  
 昼間制 Day classes  
 昼夜間制 Day-Evening classes  
 夜間制 Evening classes  
 通信制(単位の一部をビデオ又はインターネット等による教育により取得できる場合を含む。) Correspondence course (including cases receiving credits for education via video or internet)  
(5) 教育を受ける校舎の所在地 Address of the school where the applicant will be educated 〒169-0051 東京都新宿区西早稲田1-7-14-4F  
電話番号 Telephone No. 03-3207-1454  
(6) 生活指導担当者名(通学先が専修学校又は各種学校の場合に記入) Name of the resident adviser in Japan (in case that the place of study is an advanced vocational school or vocational school) \_\_\_\_\_  
(7) 学生交換計画の有無及び当該計画の策定主体(通学先が高等学校の場合に記入) 有・無  
Is the applicant participating in a student exchange program? Which organization is in charge of that program? (when the place of study is senior high school) Yes / No  
 国又は地方公共団体の機関 National or local government  
 独立行政法人 Incorporated administrative agency  
 国立大学法人 National university corporation  
 学校法人 Educational foundation  
 公益社団法人又は公益財団法人 Public interest incorporated association or public interest incorporated foundation  
 その他( ) Others

3 入学年月日 Date of entrance 2012 年 Year   月 Month   日 Day

4 週間授業時間 Lesson hours per week 20 hours

5 在籍区分 Registration  
 大学院(博士) Doctor  
 大学院(修士) Master  
 大学院(研究生) Graduate school (Research student)  
 大学(学部生) Undergraduate student  
 大学(聴講生・科目等履修生) University (Auditor elective course student)  
 大学(研究生) University (Research student)  
 大学(別科生) University (Japanese language course student)  
 短期大学(学部・学科生) Junior college (Regular student)  
 短期大学(聴講生・科目等履修生) Junior college (Auditor elective course student)  
 短期大学(別科生) Junior college (Japanese language course student)  
 高等専門学校 Higher advanced professional school  
 専修学校(専門課程) Advanced vocational school (Specialized course)  
 専修学校(高等課程) Advanced vocational school (Higher course)  
 専修学校(一般課程) Advanced vocational school (General course)  
 各種学校 Vocational school  
 日本語教育機関(専修学校専門課程) Japanese language institution (Advanced vocational school of specialized course)  
 日本語教育機関(準備教育課程) Japanese language institution (Preparatory courses)  
 日本語教育機関(その他) Japanese language institution (Others)  
 高等学校 Senior high school  
 その他(交換留学生) Others

6 学部・課程 Faculty / Course

(5で大学院(博士)～大学(研究生), 短期大学(学部・学科生), 短期大学(聴講生・科目等履修生)の場合に記入)  
 (Check one of the followings when the answer to the question 5 is doctor ~ university (research student), junior college (regular student), junior college (auditor elective course student))

- |   |   |  |   |   |  |
|---|---|--|---|---|--|
| <input type="checkbox"/> 法学<br>Law  | <input type="checkbox"/> 経済学<br>Economics | <input type="checkbox"/> 政治学<br>Politics | <input type="checkbox"/> 商学<br>Commercial science | <input type="checkbox"/> 経営学<br>Business administration | <input type="checkbox"/> 文学<br>Literature      |
| <input type="checkbox"/> 語学<br>Linguistics                                      | <input type="checkbox"/> 社会学<br>Sociology | <input type="checkbox"/> 歴史学<br>History  | <input type="checkbox"/> 心理学<br>Psychology        | <input type="checkbox"/> 教育学<br>Education               | <input type="checkbox"/> 芸術学<br>Science of art |
| <input type="checkbox"/> その他人文・社会科学<br>Others(cultural science/ social science) |   |  | <input type="checkbox"/> 理学<br>Science            | <input type="checkbox"/> 化学<br>Chemistry                | <input type="checkbox"/> 工学<br>Engineer        |
| <input type="checkbox"/> 農学<br>Agriculture                                      | <input type="checkbox"/> 水産学<br>Fisheries | <input type="checkbox"/> 薬学<br>Pharmacy  | <input type="checkbox"/> 医学<br>Medicine           | <input type="checkbox"/> 歯学<br>Dentistry                |  |
| <input type="checkbox"/> その他自然科学 ( )<br>Others(natural science)                 |   |  | <input type="checkbox"/> 体育学<br>Sports science    | <input type="checkbox"/> その他 ( )<br>Others              |  |

7 専門課程名称 (5で高等専門学校～各種学校の場合に記入)

Name of specialized course (Check of the followings when the answer to the question 5 is higher advanced professional school ~ vocational school)

- |  |   |  |  |                                    |
|--|---|--|--|------------------------------------|
| <input type="checkbox"/> 工業<br>Engineering                     | <input type="checkbox"/> 農業<br>Agriculture                      | <input type="checkbox"/> 医療・衛生<br>Medical services / Hygienics | <input type="checkbox"/> 教育・社会福祉<br>Education / Social welfare | <input type="checkbox"/> 法律<br>Law |
| <input type="checkbox"/> 商業実務<br>Practical commercial business | <input type="checkbox"/> 服飾・家政<br>Dress design / Home economics | <input type="checkbox"/> 文化・教養<br>Culture / Education          | <input type="checkbox"/> その他 ( )<br>Others                     |                                    |

8 卒業までの所要年数

Period of education until graduation 1 年  
Year(s)

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.

通学先又は所属機関名, 代表者氏名の記名及び押印 / 申請書作成年月日

Name of the place of study or organization and representative, and official seal of the organization / Date of filling in this form

早稲田大学 留学センター 所長 黒田一雄

印 年 月 日  
Seal Year Month Day

注意 Attention

申請書作成後申請までに記載内容に変更が生じた場合, 所属機関等が変更箇所を訂正し, 押印すること。

In cases where descriptions have changed after filling in this application form up until submission of this application, the organization must correct the part concerned and press its seal on the correction.

**PERSONAL HISTORY**

1. Citizenship Country: \_\_\_\_\_ Name: \_\_\_\_\_

2. Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / 19\_\_\_\_ (Month / Day / Year)

3. Current Address: \_\_\_\_\_

4. Marital status: \_\_\_\_\_ Single \_\_\_\_\_ Married Name of Spouse: \_\_\_\_\_

5. List all schools attended in chronological order:

	Name of Institution (Elementary, Secondary, and Post-Secondary)	Location (City, Country)	From (mm/dd/yy)	To (mm/dd/yy)
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

6. Japanese Language Experience:

	Name of Institution	Location (City, Country)	From (mm/dd/yy)	To (mm/dd/yy)
(1)				
(2)				
(3)				
			Total months	Months

7. Occupation or work experience (if any):

	Employer	Location (City, Country)	From (mm/dd/yy)	To (mm/dd/yy)
(1)				
(2)				
(3)				
(4)				

8. Past Record of Entry into Japan:

	Date of Arrival	Date of Departure	Visa Status	Purpose of Stay
(1)				
(2)				
(3)				
(4)				

I certify that all the information provided on this form is accurate to the best of my knowledge, and was written by myself.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
( mm / dd / yyyy )

Signature: \_\_\_\_\_

**留学にかかる経費負担計画書**  
**Statement of Financial Resources**

氏名 Name in full	国籍 Nationality

あなたが早稲田大学に留学する間の総費用の支出元を明記してください。  
Please indicate below your source and amount of funding for your study at Waseda University.

支出元 Sources of Funds	金額 (単位: 円) Amount (Japanese yen)
個人貯蓄 Personal savings	¥ _____
両親または親戚 Parent or relative (関係: _____ ) (Please specify the relation: _____ )	¥ _____
政府またはその他財団 Government / sponsoring agency (名称: _____ ) (The name of your sponsor: _____ ) * 奨学金受給証明書のコピーを提出してください。 * Please attach a copy of scholarship award letter.	¥ _____
その他 Others (詳細: _____ ) (Please specify the details: _____ )	¥ _____
<b>TOTAL:</b>	¥ _____

上記に示しました内容に相違ないことを誓約いたします。  
I hereby certify that all information on this statement is true and accurate and that the stated funds are available for my educational expenses at Waseda University.

志望者氏名  
Student's signature \_\_\_\_\_

日付  
Date \_\_\_\_\_

Center for International Education  
Waseda University

### Agreement for Defraying Expenses

To Waseda University

Nationality: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ ( male / female )  
( month / day / year )

I agree to defray all costs for the above person during his/her stay in Japan, and therefore I will explain the circumstances of this agreement below.

1. Reason for defraying his/her expenses

Please explain in details the circumstances where you agree to defray the applicant's costs and your relationship to him/her:

-----  
-----  
-----  
-----

2. Particulars of Agreement

I, \_\_\_\_\_, hereby, agree to defray the costs of the above person during his/her stay in Japan. In order to prove that I have defrayed his/her living expenses, I also agree to provide documents, such as copies of proof of telegraphic transfer or of his/her bank account book, when he/she applies for an extension of period of stay.

- 1) Living Expenses:                    monthly amount                    \_\_\_\_\_yen
- 2) Method of payment (Please explain in detail, e.g. bank transfer, money order, etc.)

-----  
-----  
-----

\_\_\_\_\_  
(month / day / year)

Name of person defraying expenses: \_\_\_\_\_  
(Family)                    (Given)                    (Middle)

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

Full Name (Signature): \_\_\_\_\_ seal

Relationship to applicant: \_\_\_\_\_

申請人等作成用 1  
For applicant, part 1



在留資格認定証明書交付申請書  
APPLICATION FOR CERTIFICATE OF ELIGIBILITY

東京 入国管理局長 殿

(1.2" X 1.6" taken within the last 6 months, full face)  
Print your name on the back side of the photo.  
&  
Paste here!

•Fill in your name in Chinese character, if you have one.  
•Korean students who do not have first name in Chinese character must enter their name in "KATAKANA."

1 国籍 Nationality 中国 2 生年月日 Date of birth 19\*\* 年 X 月 △ 日  
3 氏名(漢字) Name in Chinese character ○○○ (英字) Name in English ××××  
4 性別 Sex 男・女 5 出生地 Place of birth 中国 China 吉林省 Jilin 长春市 Changchun  
7 職業 Occupation Student 8 本国における居住地 Home town/city 中国 China  
9 日本における連絡先 Address in Japan 新宿区西早稲田1-7-14-4F

Write your family name, first name, middle name in alphabet same as shown on your passport.

•Write down both the city and the country.  
•If names of the country and the city can be written in Chinese character, fill in the names both in Chinese characters and in English.

Fill in the port/airport where you will first enter into Japan. There are two international airports in Tokyo area ; Narita and Haneda.

- L 「報道」・「研究(転勤)」・「企業内転勤」 "Journalist" / "Researcher (Transferee)" / "Intra-company Transferee"
- N 「研究」・「技術」・「人文知識・国際業務」・「技能」・「特定活動(イ・ロ)」 "Researcher" / "Engineer" / "Specialist in Humanities / International Services" / "Skilled Labor" / "Desi"
- Y 「技能実習1号」 "Technical Intern Training(i)"
- P 「留学」 "Student"
- R 「家族滞在」・「特定活動(ハ)」・「特定活動(EPA家族)」 "Spouse or Child of Japanese National" / "Spouse or Child of Permanent Resident" / "Long - Term Resident"

Leave these columns (Month & Day) blank.

Don't forget to tick these answers.

12 入国予定年月日 2012 年    月    日 13 上陸予定港 Port of entry 成田 Narita  
15 同伴者の有無 Accompanying persons, if any 有・無

16 査証申請予定地 Intended place to apply for visa 北京 Beijing  
17 過去の出入国歴 Past entry into / departure from Japan 有・無

If you have visited Japan before, write down exact times and exact dates you stayed last time, otherwise application procedure may be delayed to check your entry record to Japan.

18 犯罪を理由とする処分を受けたことの有無(日本国外に) Yes (Details)    / No     
19 退去強制又は出国命令による出国の有無 Departure by deportation / departure order Yes / No    / No     
(上記で「有」を選択した場合) 回数    直近の送還歴 (Fill in the followings when the answer is "Yes") me(s) The latest departure by deportator    Year    Month    Day   

Don't forget to tick these answers.

Don't forget to tick these answers.

20 在日親族(父・母・配偶者・子・兄弟姉妹など)及び同居者 Family in Japan (Father, Mother, Spouse, Son, Daughter, Brother, Sister or others) or co-residents

続柄	氏名	生年月日	国籍	同居予定	勤務先・通学先	外国人登録番号
Relationship	Name	Date of birth	Nationality	Intended to reside with applicant or not	Place of employment/school	Alien registration certificate number
None						

If you don't have any family or co-residents in Japan, write down "None or N/A".

(注)裏面参照の上、申請に必要な書類を作成して下さい。 Note : Please fill in forms required for application. (See notes on reverse side.)

SAMPLE

21 通学先 Place of study

(1) 名称

Name of school

早稲田大学

(2) 所在地

Address

東京都新宿区西早稲田1-7-14-4F

(3) 電話番号

Telephone No.

03-3207-1454

22 修学年数 (小学校～最終学歴)

Total period of education (from elementary school to last institution of education)

年

years

23 最終学歴 (又は在学中の学校)

Education (last school or institution)

(1) 在籍状況

卒業

在学中

休学

Registered enrollment

Graduated

In school

Te

大学院 (博士)

大学院 (修士)

大学

Doctor

Master

Bachel

高等学校

中学校

その他

Senior high school

Junior high school

Others

(2) 学校名

Name of the school

(3) 卒業又は卒業見込み年月日

Date of graduation or expected graduation

201\* 年 \* 月 \* 日  
Year \* Month \* Day

Write down your total period of education from elementary school to your current institution of education.

24 日本語能力 (専修学校又は各種学校において日本語教育以外の教育を受けた場合は記入)

Japanese language ability (Fill in the followings when the applicant plans to study in a specialized school or various schools other than Japanese language education)

日本語能力試験【 級合格】

Japanese language proficiency test【Passed Level】

BJTビジネス日本語能力テスト【

EJT Business Japanese Proficiency Test【

日本語教育を受けた教育機関

機関名

Organization

期間:

Period from

Year

その他:

Others

Leave these columns blank.

25 日本語学習歴 (高等学校において日本語の教育又は日本語による教育を受けた場合は記入)

Japanese education history (Fill in the followings when the applicant has received Japanese language education or education by Japanese at a high school)

日本語の教育又は日本語による教育を受けた教育機関

Organization and period to have received Japanese language education

機関名

Organization

期間:

Period from

年

Year

Month

26 滞在費の支弁方法等 Method of support to meet the expenses while in Japan

(1) 支弁方法及び月平均支弁額 Method of support and an amount of support per month (average)

本人負担

Self

80,000

円

Yen

外国からの送金

Remittance from abroad

120,000

円

Yen

外国からの

Carrying from

(携行者

Who

在日経費

Supporter in J

その他

Others

The supporter should be the same as the person indicated on the "Agreement for Defraying Expenses", and s/he should have a regular income.

If s/he has name in Chinese character, please fill in the name both in Chinese character and in alphabet.

(2) 経費支弁者 Supporter

① 氏名

Name

○ △△ ×× ××

② 住所

Address

北京市海淀区中関村1\*号

1\* Hao Zhong Guan Cun Hai Dian

Telephone No.

○○○-△△△

③ 職業 (勤務先の名称)

Occupation (place of employment)

Manager / Waseda Corporation

電話番号

Telephone No.

○○○-×××

④ 年収

Annual income

3,000,000

円

Yen

Please fill in the amount in Japanese yen.

Please write down both the occupation (title) and the name of the company where your supporter works for.



**Do not forget to tick these answers if you get financial support.**

(3) 申請人との関係 (上記)  
Relationship with the applicant

- 夫 Husband
- 妻 Wife
- 父 Father
- 母 Mother
- 祖父 Grandfather
- 祖母 Grandmother
- 養父 Foster father
- 養母 Foster mother
- 兄弟姉妹 Brother / Sister
- 叔父(伯父)・叔母(伯母) Uncle / Aunt
- 受入教育機関 Educational institution
- 友人・知人 Friend / Acquaintance
- 友人・知人の親族 Relative of friend / acquaintance
- 取引関係者・現地企業等職員 Business connection / Personnel of local enterprise
- 取引関係者・現地企業等職員の親族 Relative of business connection / personnel of local enterprise
- その他 ( ) Others

(4) 奨学金支給機関 (上記(1)で奨学金を選択した場合に記入)

- 外国政府 Foreign government
- 日本国政府 Japanese government
- 地方自治体 Local government
- 公益社団法人又は公益財団法人 Public interest incorporated association or public interest incorporated foundation
- その他 ( ) Others

27 卒業後の予定 Plans after graduation

- 帰国 Return to home country
- 日本での進学 Enter school of higher education in Japan
- 日本での就職 Find work in Japan
- その他 ( ) Others

28 申請人又は法定代理人若しくは法第7条の2第2項に規定する代理人

Applicant, legal representative or the proxy in accordance with Article 7-2, Paragraph 2 of the Act on Special Measures Concerning Recruitments of Foreigners

(氏名) Name \_\_\_\_\_

(住所) Address \_\_\_\_\_

(電話番号) Telephone No. \_\_\_\_\_

上の記載内容  
申請人(法定代理人)の署名  
Signature of applicant (legal representative or proxy)

**<No.28 & 29>  
Leave the columns blank.**

**Waseda University will sign here  
on behalf of you.**

注意  
申請書作成後申請までに記載内容に変更  
In cases where descriptions have changed after filling in, the applicant (applicant, legal representative or the proxy) must correct the part concerned.

29 申請取次者等 (申請取次者・弁護士)

(氏名) Name \_\_\_\_\_

(所属機関等) Organization to which the agent belongs \_\_\_\_\_



1 入学する外国人の氏名  
Name of the foreigner to enter school   (Name in Chinese character) × × × × × × × (and in alphabet)

2 通学先 Place of Study

(1) 学校名

Name of School

(2) 所在地

Address

電話番号

Telephone No.

03-3207-1454

(3) 学校の種類

Classification of school

大学院

Graduate school

大学

University

各種学校(日本語教育以外)

Vocational school (except Japanese language school)

高等学校

Senior high school

その他 (

Others

Japanese language institution

(4) 授業形態

Type of class

昼間制

Day classes

昼夜間制

Day-Evening classes

夜間制

Evening classes

通信制(単位の一部をビデオ又はインターネット等による教育により取得できる場合を含む。)

Correspondence course (including cases receiving credits for education via video or internet)

(5) 教育を受ける校舎の所在地

Address of the school where the applicant will be educated

東京都新宿区西早稲田1-7-14-4F

電話番号

Telephone No.

03-3207-1454

(6) 生活指導担当者名(通学先が専修学校又は各種学校の場合に記入)

Name of the resident adviser in Japan (in case that the place of study is an advanced vocational school or vocational school)

(7) 学生交換計画の有無及び当該計画の策定主体(通学先が高等学校の場合に記入)

有・無

Is the applicant participating in a student exchange program? Which organization is in charge of that program (when the place of study is senior high school)

Yes / No

国又は地方公共団体の機関

National or local government

独立行政法人

Incorporated administrative agency

国立大学

National university

学校法人

School corporation

公益社団法人又は公益財団法人

Public interest incorporated association or public interest incorporated foundation

その他

Others

Leave these columns blank.

3 入学年月日

Date of entrance

2012

年

月

日

Year

Month

Day

4 週間授業時間

Lesson hours per week

20

5 在籍区分 Registration

大学院(博士)

Doctor

大学(学部生)

University (Regular student)

大学院(研究生)

Graduate school (Research student)

大学(学部生)

Undergraduate student

大学(別科生)

University (Auditor elective course student)

大学(別科生)

University (Research student)

短期大学(学部・学科生)

Junior college (Regular student)

短期大学(聴講生・科目等履修生)

Junior college (Auditor elective course student)

短期大学(別科生)

Junior college (Japanese language course student)

高等専門学校

Higher advanced professional school

専修学校(専門課程)

Advanced vocational school (Specialized course)

専修学校(高等課程)

Advanced vocational school (Higher course)

専修学校(一般課程)

Advanced vocational school (General course)

各種学校

Vocational school

日本語教育機関(専修学校専門課程)

Japanese language institution (Advanced vocational school of specialized course)

日本語教育機関(準備教育課程)

Japanese language institution (Preparatory courses)

日本語教育機関(その他)

Japanese language institution (Others)

高等学校

Senior high school

その他(

Others

交換留学生

)

Leave this column (Month & Day) blank.

**SAMPLE**

Please tick your major at Waseda University.

6 学部・課程 Faculty / Course  
(5で大学院(博士)～大学(研究生), 短期大学(専攻科等履修生)の場合に記入)  
(Check one of the followings when the answer to the question 5 is higher advanced university (research student), junior college (regular student), junior college (auditor elective course student))

- |   |   |  |   |   |  |
|---|---|--|---|---|--|
| <input type="checkbox"/> 法学<br>Law  | <input type="checkbox"/> 経済学<br>Economics | <input type="checkbox"/> 政治学<br>Politics       | <input type="checkbox"/> 商学<br>Commercial science | <input type="checkbox"/> 経営学<br>Business administration | <input type="checkbox"/> 文学<br>Literature      |
| <input type="checkbox"/> 語学<br>Linguistics                                      | <input type="checkbox"/> 社会学<br>Sociology | <input type="checkbox"/> 歴史学<br>History        | <input type="checkbox"/> 心理学<br>Psychology        | <input type="checkbox"/> 教育学<br>Education               | <input type="checkbox"/> 芸術学<br>Science of art |
| <input type="checkbox"/> その他人文・社会科学<br>Others(cultural science/ social science) |   |  | <input type="checkbox"/> 理学<br>Science            | <input type="checkbox"/> 化学<br>Chemistry                | <input type="checkbox"/> 工学<br>Engineer        |
| <input type="checkbox"/> 農学<br>Agriculture                                      | <input type="checkbox"/> 水産学<br>Fisheries | <input type="checkbox"/> 薬学<br>Pharmacy        | <input type="checkbox"/> 医学<br>Medicine           | <input type="checkbox"/> 歯学<br>Dentistry                |  |
| <input type="checkbox"/> その他自然科学<br>Others(natural science)                     |   | <input type="checkbox"/> 体育学<br>Sports science |   | <input type="checkbox"/> その他<br>Others                  |  |

7 専門課程名称 (5で高等専門学校～各種学校の場合に記入)  
Name of specialized course (Check of the followings when the answer to the question 5 is higher advanced professional school ~ vocational school)

- |  |   |  |  |                                    |
|--|---|--|--|------------------------------------|
| <input type="checkbox"/> 工業<br>Engineering                     | <input type="checkbox"/> 農業<br>Agriculture                      | <input type="checkbox"/> 医療・衛生<br>Medical services / Hygienics | <input type="checkbox"/> 教育・社会福祉<br>Education / Social welfare | <input type="checkbox"/> 法律<br>Law |
| <input type="checkbox"/> 商業実務<br>Practical commercial business | <input type="checkbox"/> 服飾・家政<br>Dress design / Home economics | <input type="checkbox"/> 文化・教養<br>Culture / Education          | <input type="checkbox"/> その他<br>Others                         |                                    |

8 卒業までの所要年数 \_\_\_\_\_ 年  
Period of education until graduation \_\_\_\_\_ Year(s)

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.

通学 所属機関名, 代表者氏名の記名及び押印 / 申請書作成年月日

Name of \_\_\_\_\_

\_\_\_\_\_  
Month Day

Leave these columns blank.

注意 Attention

申請書 後申請までに記載内容に変更

In case of \_\_\_\_\_ descriptions have changed after filling in the application form up until submission of the application, the organization must correct the part concerned and press its seal on the correction.

**PERSONAL HISTORY**

1. Citizenship Country: Japanese Name: Waseda Taro Shigenobu

2. Date of Birth: 04 / 03 / 19 89 (Month / Day / Year)

3. Current Address: 1-17-14 Nishiwaseda Shinjuku-ku, 169-0051, Tokyo Japan

4. Marital status:  Single  Married

Write your family name, first name, middle name in alphabet same as shown on your passport. Fill in your name in Chinese character, if you have one. Korean students who do not have first name in Chinese character must enter your name in "KATAKANA."

5. List all schools attended in chronological order

Name of Institution (Elementary, Secondary, and Post-Secondary)			
(1)	Waseda Elementary School		
(2)	Waseda Junior High School		
(3)	Waseda High School	Tokyo, Japan	01 / 04 / 1996 30 / 03 / 2000
(4)	University of XXXXXX	Tokyo, Japan	01 / 04 / 2000 30 / 03 / 2004
(5)	Graduate School of Science and Engineering, University of XXXXXX	Tokyo, Japan	01 / 04 / 2004
(6)			

6. Japanese Language Experience:

	Name of Institution	Location (City, Country)	From (mm/dd/yy)	To (mm/dd/yy)
(1)	Waseda High School	Tokyo, Japan	01 / 04 / 1996	30 / 03 / 2000
(2)	University of XXXXXX	Tokyo, Japan	01 / 04 / 2000	30 / 03 / 2004
(3)				

If you don't have any Japanese Language Experience, write down "None or N/A."

7. Occupation or work experience (if any):

	Employer	Location (City, Country)	From (mm/dd/yy)	To (mm/dd/yy)
(1)	XXXXXX Co., Ltd.	Tokyo, Japan	01 / 04 / 2000	30 / 03 / 2002
(2)				
(3)				
(4)				

If you don't have any work experience, write down "None or N/A."

8. Past Record of Entry into Japan:

	Date of Arrival	Date of Departure	Visa Status	Purpose of Stay
(1)	mm / dd / yyyy	mm / dd / yyyy	Tourist Visa	Sightseeing
(2)				
(3)				
(4)				

If you have visited Japan before, write down exact times and exact dates you stayed last time.

I certify that all the information provided on this form is true and correct to the best of my knowledge.

Date: mm / dd / yyyy (mm/dd/yy)

Signature: 早稻田 太郎

Make sure to affix your Signature.

留学にかかる経費負担計画書  
Statement of Financial Resources

氏名 Name in full	国籍 Nationality
Waseda Taro Shigenobu	Japanese
<p>あなたが早稲田大学に留学する。Please indicate below your source of funds.</p> <p>Write your family name, first name, middle name in alphabet same as shown <u>on your passport</u>. Fill in your name in Chinese character, if you have one. Korean students who do not have first name in Chinese character must enter your name in "KATAKANA."</p>	
支出 Sources of Funds	金額 (Japanese yen)
個人貯蓄 Personal savings	¥ <u>1,200,000 / Year</u>
両親または親戚 Parent or relative (関係: Parents) (Please specify the relation: )	¥ <u>2,400,000 / Year</u>
政府またはその他財団 Government / sponsoring agency (名称: Okuma Zaidan Scholarship) (The name of your sponsor: ) * 奨学金受給証明書のコピーを提出してください。 * Please attach a copy of scholarship award letter.	¥ <u>1,200,000 / Year</u>
その他 Others (詳細: )	
<b>TOTAL:</b>	¥ <u>4,800,000 / Year</u>

上記に示しました内容に相違ないことを誓約いたします。  
I hereby certify that all information on this statement is true and correct for my educational expenses at Waseda University.

Suggested minimum amount of money is at least 1,000,000 JPY/Year for your life in Japan.

志望者氏名  
Student's signature 早稲田 太郎

日付  
Date mm / dd / yyyy

Center for International Education  
Waseda University

Make sure to affix your Signature.

### Agreement for Defraying Expenses

To Waseda University

Nationality: Japanese

Full Name: Waseda Taro Shigenobu (早稲田 太郎 重信)

Date of Birth: mm / dd / yyyy ( month / day / year ) ( male / female )

I agree to defray all costs for the above circumstances of this agreement below.

1. Reason for defraying his/her expense. Please explain in detail the circumstance and relationship to him/her:

Write your name in alphabet same as shown on the passport. Fill in the name in Chinese character, if you have one. Korean who do not have first name in Chinese character must write down your name in "KATAKANA."

-----  
-----  
-----  
Your financial supporter must fill out this form.

#### 2. Particulars of Agreement

I, Waseda Shoyo Sanae, hereby, agree to defray the costs of the above person during his/her stay in Japan. In order to prove that I have defrayed his/her living expenses, I also agree to provide documents, such as copies of his/her bank account book, when he/she applies for an extension of

Your financial supporter's name

1) Living Expenses: monthly amount 120,000/JPY yen  
2) Method of payment (Please explain in detail, e.g. bank transfer, money order, etc.)

Bank transfer  
-----  
Suggested minimum amount of money is at least 100,000 JPY/Month.

mm / dd / yyyy  
month / day / year

Name of person defraying expenses:

Waseda Shoyo Sanae (早稲田 逍遙 早苗)  
(Family) (Given) (Middle)

Address: 1-17-14 Nishiwaseda Shinjuku-ku, 169-0051, Tokyo Japan TEL +81-3-3207-1454

Full Name (Signature): Waseda Shoyo Sanae seal

Relationship to applicant: Father

Make sure to obtain a signature from your financial supporter.