

Directions for filling in the Application for Certificate of Eligibility (COE)

COE is an official document issued by the Ministry of Justice. It is necessary for the "Ryugaku" or "College 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 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.

<For applicant, part 1, 2 and 3>

For #3, the spelling of your name must be the same as the one on your passport.

*Students from countries/regions of China • Korea • Taiwan, must enter their name in **KANJI (漢字) and Alphabet.**

For #5 and #8, please 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 China • Korea • Taiwan, must enter their information in **KANJI (漢字) or KATAKANA** < e.g. (国名)、 県/省/市/洞/区 > .

For #16, please write the location of your nearest Japanese Embassy or consular office.

For #17 and #18 , check either "Yes" or "No", and fill in the blank.

For #23, please make sure to fill in the name of your school (home institution) and date of expected graduation.

For #26, you are required to submit the occupation and annual income of the bank account holder or financial guarantor as part of the requested information.

For #28 and #29, please do NOT sign!! The applicant is Waseda University. Please leave it blank.

<For organization, part1 and 2 >

For #1, the spelling of your name must be the same as the one on your passport.

*Students from countries/regions of China • Korea • Taiwan, must enter their name in **KANJI (漢字).**