Acquisition of Status of Residence "Student"

International students who are admitted to Waseda University are able to apply for a status of residence "Student". Those with the status of residence "Student" are eligible to apply for tuition reduction/exemptions and scholarships for international students. **Those with a status of residence other than "Student" are eligible to enter Waseda University but please be aware that you cannot use various services and systems intended for international students as stated above.**
Please take note that students are not eligible to enroll in the university with a "Temporary Visitor" visa status. Carefully read (1)–(6) below and take the necessary measures to extend your period of stay, change your status of residence, request for application for COE by proxy, etc. **In order to go through procedures concerning status of residence, you will need a "certificate of admission" issued by Waseda University.** The office of the undergraduate/graduate school you are scheduled to join will issue the "certificate of admission" after you have made your second deposit.

(1) If you have a status of residence "Student"

If you currently have a status of residence "Student", please process the "application for extension of period of stay" as necessary. You are able to apply for an extension of period of stay up to three months before your status of residence expires. For details on procedures of applying for extension of period of stay, please refer to the following website.

http://www.cie-waseda.jp/visastatus/en/prospective/studentstatus.html

(2) If you have a status of residence "Temporary Visitor"

If you currently have a status of residence "Temporary Visitor," as a general rule, you will need to temporarily leave Japan and apply for status of residence "Student." For details on how to apply for a status of resident "Student," please refer to **"(4) If you do not have a status of residence."**

(3) If your status of residence is other than "Student" or "Temporary Visitor"

If you currently have a status of residence such as "Long Term Resident," "Dependent," etc., there is no need for you to undertake any procedures. However, if you wish to change your status of residence to "Student," you will need to apply for a change of status of residence. For details on procedures of applying for a change of status of residence, please refer to the following website.

http://www.cie-waseda.jp/visastatus/en/prospective/currentresidence.html

【note】In order to apply for an extension or change of your status of residence, you need a completed application form with an official stamp of Waseda University. Prior to making the application to the Immigration Bureau, please visit the Center for International Education (located on the 4th floor, building No.22, Waseda Campus. Please refer to page 33) with the application form and a certificate of admission, and other necessary documents.

(4) If you do not have a status of residence

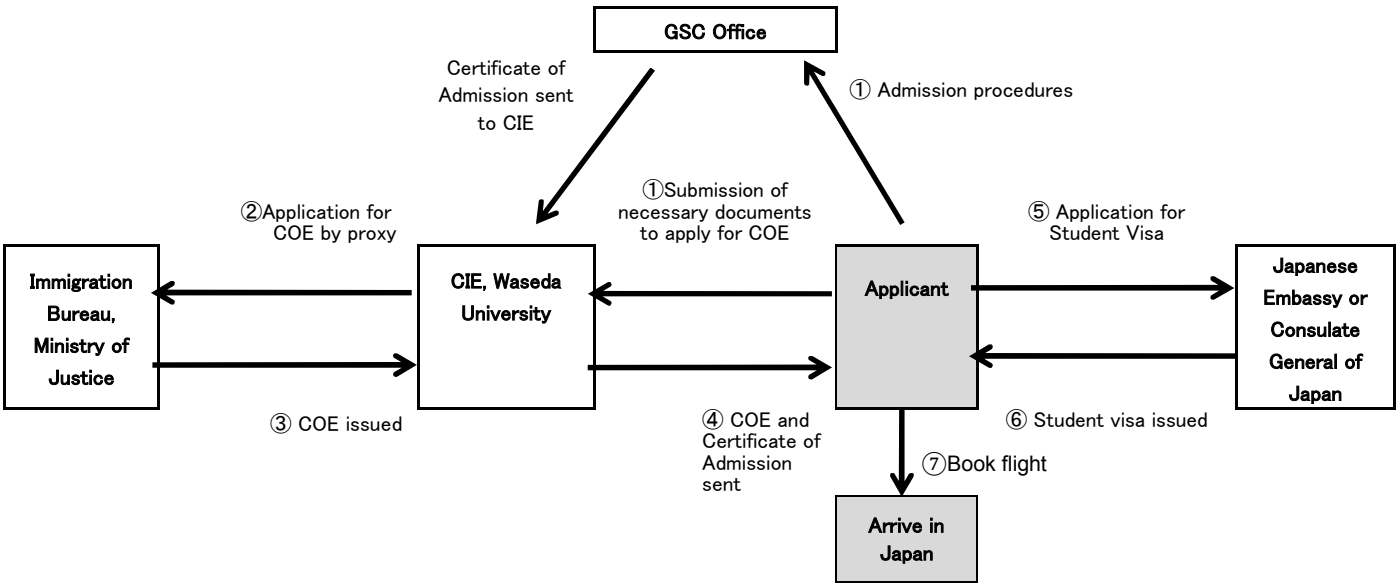
In order to apply for a status of residence, you will first need to obtain a certificate of eligibility (COE) from the Immigration Bureau of the Ministry of Justice of Japan, located in Japan. **Limited to students with foreign citizenship and living outside of Japan who have completed enrollment procedures**, Waseda University will apply for a COE to the Immigration Bureau on the student's behalf. After the COE is issued, Waseda University will send it to the student by mail along with the certificate of admission (COA). Upon receiving the COE, you will need to take the COE, COA, and your passport to the Japanese embassy or consulate in your country of citizenship/residence to apply for a "Student" visa. The COE expires in 3 months of issuance, so be sure to acquire your visa within 3 months and enter Japan. Since it takes two to three months for the whole process of receiving documents for proxy application, application by proxy to the Immigration Bureau, assessment, and issuance of COE, please be careful not to start late with little time before enrollment.

【note】

- **Waseda University will only carry out the application by proxy after you have made your second deposit.** If you wish to have Waseda University apply for COE for you, please complete your payment as soon as possible, and start your procedures of requesting an application by proxy.
- For information on what documents are needed to request for application by proxy and where to send them, please see "Request for COE Application by Proxy".

【Sequence of Steps Involved in Obtaining a "Student" Visa (①→⑦)】

*Depending on the embassy/consulate, the duration before a "Student" visa is issued varies, and in some cases it takes about 3 weeks. After submitting your application documents to Center for International Education, please contact the Japanese embassy/consulate which you intend to apply to and ask how long it will take for your visa to be issued.



(5) Acquisition/Change (applying on your own) of status of residence [Visa waiver and Temporary Visitor visa holders]

If you enter Japan as a visa waiver or on a Temporary Visitor visa (within 90 days of stay in Japan, and no activities involving the receipt of money such as sightseeing, making business contact, visiting relatives, etc.), in principle, you will not be allowed to change your visa status while in Japan. However, if it is difficult for you to return to your home country before the start of the new semester due to the entrance exam held at the end of the academic year (end of February/March), you can go to the Immigration Bureau yourself, apply for a COE, get authorization, and go through procedures of changing your status of residence upon issuance of COE. However, please take note that this procedure is an exception, and you may not be allowed to acquire a status of residence. In such a case, you will need to temporarily leave Japan, submit your COE to the Japanese embassy/ consulate in your country of citizenship/residence, receive a "Student" visa, and return to Japan. The Immigration Bureau is solely responsible for decisions regarding status of residence. Waseda University cannot be held responsible for the duration of assessment and outcome.

(6) Other important points

- The Center for International Education, Waseda University acts on your behalf to apply for a "Student" status of residence only. If you wish to apply for other types of status of residence, you need to make an application by yourself at the Immigration Bureau.
- The Immigration Bureau may require you to submit additional documents if needed.
- If you decide not to enter Waseda University, please write a statement that explains your reason (free format) and immediately send it to the Center for International Education along with your COE. Also, if you are accepted by another university in Japan, please make sure that you do not apply for a COE at more than one university. If there are multiple applications, the COE cannot be issued.
- If you have multiple citizenships that includes a Japanese citizenship, you are not eligible to apply for COE.
- The Immigration Bureau is solely responsible for decisions regarding status of residence. If issuance is delayed or application is not approved, Waseda University cannot be held responsible for the cancellation fee of your air ticket and other inconveniences. Please be careful when you book your flight.
- For application procedures concerning "Student" status of residence, contact Center for International Education, Waseda University (e-mail：cie-zairyu@list.waseda.jp).

<Request for COE Application by Proxy>

◎Please put all following documents in an envelope and send them to Center for International Education, Waseda University by registered mail (international courier service, etc.).

【Documents needed to apply for COE】 Put a check mark ☑in front of the needed documents you have enclosed.

☐ ①Application for certificate of eligibility (3 for the applicant to use, 1 photo)
https://www.waseda.jp/inst/admission/assets/uploads/2019/04/201904_COE_form.pdf
*Please be sure to check the example for filling out a COE Application Form.
https://www.waseda.jp/inst/admission/assets/uploads/2019/04/201904_COE_form_example_EN.pdf

☐ ② Copy of passport (page with your photo)

☐ ③ Request for COE Application by Proxy (this form)

☐ ④ Documents Concerning Defraying Expenses (original)

1	You are financing yourself	Bank balance certificate*1 (account is in your name)
2	You are going to receive scholarship	Certificate of Scholarship
3	Someone besides yourself is covering your expenses	Bank Balance Certificate *1 (account in the name of the person covering your expenses) and Written Oath for Defraying Expenses

*1 Note concerning bank balance certificates
・It must show the name of the account holder, name of bank, date, and account balance.
・A balance of 960,000 yen or more per year as living expenses.
・If it is written in a language other than Japanese or English, attach a Japanese or English translation. (notarization is not needed)
・If the account balance is in a currency other than Japanese yen, CIE will convert it by using the exchange rate at the time your documents are being confirmed.

☐ ⑤Written Oath for Defraying Expenses (only when someone besides yourself is covering your expenses)
* Please download the designated form from the following:
https://www.waseda.jp/inst/admission/assets/uploads/2018/08/defrayers_expnese.pdf

Deadline for sending documents

The date designated at the time you go through the admission process.【must reach Waseda University by mail by the date】
*Assessment for COE takes two to three months, so regardless of the deadline, we strongly recommend that you remit the entrance fee/tuition swiftly, and make your application early.

Mailing Address

"COE Application by Proxy" Section,
Center for International Education, Waseda University
1-7-14-4F Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051, Japan
Phone: 03-3207-1454

Contact

E-mail：cie-zairyu@list.waseda.jp

Name in Kanji (If any)	
Name in English	
Current address in English with Zip Code	Zip Code: Phone number:
Mailing Address of the recipient of COE in English (address outside of Japan)	Recipient's name in English
	Address
	City
	State/Province
	Country
	Zip Code
	Phone number
E-mail address	
Undergraduate/Graduate School	
Examinee's number	