

Depending on the security settings of your email account, you may not receive a confirmation email from the online system. Even if you do not receive it, your application is complete as long as the confirmation message "保存しました" appears on the screen at the end.

* :	
章 2 (.details2)	
Basic Information	
設問 2－1 .Legal Sex Select your legal sex. NOTE: Collecting information on gender Waseda University collects gender information only when there are justifiable reasons, and keeps such cases to a minimum. For details, please refer to the following website: "Collecting Information related to Gender – Office for Promotion of Equality and Diversity – Waseda University," available at Support for LGBTQ+ – Office for Promotion of Equality and Diversity, Waseda University. https://www.waseda.jp/inst/diversity/en/support/sexual-minority/ (https://www.waseda.jp/inst/diversity/en/support/sexual-minority/) * : ☐ Male ☐ Female	
設問 2－2 .Year of Birth Enter your year of birth. e.g.: 2000 * : (1900～2099の範囲で入力してください。)	
設問 2－3 .Month of Birth Enter your month of birth. e.g.: 1 * : (1～12の範囲で入力してください。)	
設問 2－4 .Date of Birth Enter your date of birth. e.g.: 31 * : (1～31の範囲で入力してください。)	
設問 2－5 .Marital Status Select your marital status. * : ☐ Married ☐ Single	
設問 2－6 .Home Country Select your home country. * :	
設問 2－7 .Home Province Enter your home province. If you select People's Republic of China or Viet Nam in 2-6, enter your home province. * :	
設問 2－8 .Home City Enter your home city. * :	
設問 2－9 .Do you have a passport? NOTE: Select "Applied" if you do not have your passport, and prepare your passport as soon as possible. Note that you do NOT have to submit us the copy of your new passport. If your passport is due to expire during your study abroad, you are still able to apply for this form and enter Japan. However, it is your responsibility to obtain a new passport in order to successfully complete your study abroad program. Please note that we do not provide reminders regarding passport renewal. * : ☒ Yes ☐ Applied	
設問 2－10 .Passport Number Enter your passport number. * : 入力文字数 : 0文字 (8～9文字の範囲で入力してください。)	
設問 2－11 .Passport Expiration Year Enter your passport expiration year. e.g.: 20XX * : (1111～9999の範囲で入力してください。)	
設問 2－12 .Passport Expiration Month Enter your passport expiration month. e.g.: 1 * : (1～12の範囲で入力してください。)	
設問 2－13 .Passport Expiration Date Enter your passport expiration date. e.g.: 31 * : (1～31の範囲で入力してください。)	
設問 2－14 .Do you have a criminal record, including traffic convictions, etc., in Japan or overseas? * : ☐ Yes ☐ No	
設問 2－15 .Details about Criminal Record	

Enter specific details if you answered Yes to 2-14.

* :

設問 2－16 .Do you have your family or cohobitants in Japan?

* : ☒ Yes ☐ No

設問 2－17 .Details of Family in Japan and Cohabitants

If you have relatives or cohobitants in Japan, download the Excel file "COE: Family or cohobitants" attached to this web form, fill in the details, and upload it to submit.
<https://waseda.box.com/s/0ojv4g9o35us3kne6ulbni105uisw0ik> (<https://waseda.box.com/s/0ojv4g9o35us3kne6ulbni105uisw0ik>)

You can drag and drop the file into the box below.

*Residence card number or Special Permanent Resident Certificate number should be entered in the Excel sheet for persons who are not Japanese nationals.

* :

(ここにドラッグ&ドロップすることもできます)

※添付可能なファイルの拡張子が指定されています。
[.xlsx]

設問 2－18 .Country of Birth

Select your country of birth.

* :

設問 2－19 .Province of Birth

Enter your province of birth.

If you select People's Republic of China or Vietnam in 2-19, enter your province of birth.

* :

設問 2－20 .City of Birth

Enter your city of birth.

* :

設問 2－21 .Expected Port of Entry

Select the airport in Japan where you will arrive. Choose "Narita" if you have not yet decided. No need to provide updates.

* : ☐ Narita
☐ Haneda

設問 2－22 .Do you have any accompanying persons?

* : ☐ Yes ☐ No

設問 2－23 .Intended Place to Apply for Visa

Enter **the city in your country** where you will apply for a visa to Japan. Do not enter the country or the city in Japan.

* :

設問 2－24 .Have you ever been to Japan?

* : ☒ Yes ☐ No

設問 2－25 .Number of Past Entry

Enter the number of past entry.

e.g.: 1 * :

設問 2－26 .The Latest Entry Year into Japan

Enter the latest entry year into Japan.

e.g.: 2000 * :
(1111～9999の範囲で入力してください。)

設問 2－27 .The Latest Entry Month into Japan

Enter the latest entry month into Japan.

e.g.: 1 * :
(1～12の範囲で入力してください。)

設問 2－28 .The Latest Entry Date into Japan

Enter the latest entry date into Japan.

e.g.: 31 * :
(1～31の範囲で入力してください。)

設問 2－29 .The Latest Departure Year from Japan

Enter the latest departure year from Japan.

e.g.: 20XX * :
(1111～9999の範囲で入力してください。)

設問 2－30 .The Latest Departure Month from Japan

Enter the latest departure month from Japan.

e.g. 1 * :
(1～12の範囲で入力してください。)

設問 2－31 .The Latest Departure Date from Japan

Enter the latest departure date from Japan.

e.g.: 31 * :
(1～31の範囲で入力してください。)

設問 2－32 .Have you applied for a Certificate of Eligibility (COE) including any cancelled applications?
Certificate of Eligibility (COE) is not issued for short-term stay statuses, such as those for tourism.
* :

☐ Yes☐ No

設問 2－33 .Number of Times You Applied for a COE
Enter the number of past application for a COE.
e.g. 1 * :

設問 2－34 .Number of Past Rejected Applications for a COE
Enter the number of past rejected applications for a COE.

Do not include the applications you canceled or COE that you returned/will return after issuance.
e.g.: 1 * :

設問 2－35 .Have you departed from Japan due to a deportation or departure order?
* :

☐ Yes☐ No

設問 2－36 .Number of Departure by Deportation/Departure Order
Enter the number of times you departed from Japan due to a deportation or departure order.
e.g.: 1 * :

設問 2－37 .The Latest Year of Departure by Deportation
Enter the latest year of departure by deportation..
e.g. 2000 * :

設問 2－38 .The Latest Month of Departure by Deportation
Enter the latest month of departure by deportation.
e.g. 1 * :

設問 2－39 .The Latest Date of Departure by Deportation
Enter the latest date of departure by deportation.
e.g.:31 * :

章 3
(.details3)

Educational Background

設問 3－1 .Total Years of Education (from Elementary School to Current University)
Total Years of Education should be 16 years or more.
e.g.: 16 * :

(0～99の範囲で入力してください。)

設問 3－2 .Year of Expected Graduation from Your Home University
Enter the year of expected graduation from your home university. It should be same date as you write down in application form [Word] and Form2.
e.g.: 20XX * :

(2000～2099の範囲で入力してください。)

設問 3－3 .Month of Expected Graduation from Your Home University
Enter the month of expected graduation from your home university. It should be same date as you write down in application form [Word] and Form2.
e.g.: 6 * :

(1～12の範囲で入力してください。)

設問 3－4 .Date of Expected Graduation from Your Home University
Enter the date of expected graduation from your home university. It should be same date as you write down in application form [Word] and Form2.
e.g.: 30 * :

(1～31の範囲で入力してください。)

章 4
(.details4)

Method of Support to Pay Expenses While in Japan

設問 4－1 .How many of the following methods of support apply to you?

-Self
-Supporter in Japan
-Supporter living abroad
-Others

e.g.: Select "1" if one of them will pay more than 120,000 yen per month.
Select "2" if two of them will pay more than 120,000 yen per month.
"Others" does not include "Scholarship". Please read the following instructions carefully.

<Instructions>
You or your supporter(s) must have equivalent of six or twelve times of the expenses in your or their account.

The period of exchange	How much need in the bank account?
1 semester	at least 720,000 yen equivalent (120,000 yen/month × 6 months = 720,000 yen)
1 year	at least 1,440,000 yen equivalent (120,000 yen/month × 12 months = 1,440,000 yen)

For current exchange rates, please refer to the "T.T.B" section on the following website:
https://www.bk.mufg.jp/ippan/kinri/list_j/kinri/kawase.html (https://www.bk.mufg.jp/ippan/kinri/list_j/kinri/kawase.html)

If you select "Scholarship" as the method of support, please see the chart below.
Note that you must obtain and submit the certificate which states your name, the date of issue **within the last 3 months**, the amount received, and the period of the scholarship through this form by the deadline. The document should be in English.
In case you cannot submit it by the deadline, please select other methods of support instead of scholarship.

Method of support	Which answer to select for Question 4-1?	Question 4-2
Scholarship only (Only if it pays more than 120,000 yen per month)	N/A	Select 'Yes'
Scholarship +1 different support	1	Select 'Yes'
Scholarship +2 different support	2	Select 'Yes'

*If you or your supporter(s) will pay more than 120,000 yen per month, do not select "Yes" in 4-2.

* : ☐ 1 ☒ 2 ☐ N/A (Scholarship only)

設問 4－2 .Will you receive a scholarship while in Japan?
*If you or your supporter(s) will pay more than 120,000 yen per month, do not select "Yes" here as you do not need to submit a Scholarship Certificate in that case.
* : ☐ Yes ☐ No

設問 4－3 .Method of First Support
Select your method of first support.
If you selected "2" in 4-1, answer 4-15 to 4-26 as well.
* : ☒ Self ☐ Supporter in Japan ☐ Supporter living abroad ☐ Others

設問 4－4 .Details of "Others" if you selected "Others" in 4-3
Enter information if you selected "Others" in 4-3.
* :

設問 4－5 .An Amount of First Support per Month (Average)
Enter the amount of monthly living expenses. It must be more than 120,000 yen.
NOTE:
If you selected "1" in 4-1, the monthly amount must be more than 120,000 yen.
If you selected "2" in 4-1, the total of monthly amount must be more than 120,000 yen."
e.g.: 120000 * : yen
(0～500000の範囲で入力してください。)

設問 4－6 .First Supporter's Name
Enter your first supporter's name.
If you selected "Self" in 4-3, enter "Self".
* :

設問 4－7 .First Supporter's Address (Country/Region)
Select the country or region of your first supporter.
* :

設問 4－8 .First Supporter's Full Address
Enter the full address, including building name, room number, street name and number, city and postal address.
IMPORTANT If you selected "Supporter living abroad" or "Supporter in Japan" in 4-3, the address of the supporter here must be the same as the one indicated on the "Written Oath for Defraying Expenses".
e.g.:1-6-1 Nishiwaseda Shinjuku-ku, Tokyo 169-8050 * :

設問 4－9 .First Supporter's Personal Telephone Number
Enter numbers only without hyphens and a country code.
e.g.: 09012345678 * :

設問 4－10 .First Supporter's Occupation (Name of Employment)
Enter your first supporter's occupation (name of employment).
If you select "self" in 4-3, please enter "student."
If your supporter is currently unemployed, enter either "unemployed", or "retired."
e.g.: Professor (Waseda University) * :

設問 4－11 .First Supporter's Work Telephone Number
Enter your first supporter's work telephone numbers only without hyphens and a country code.
If your supporter is currently unemployed, retired or a student, enter "N/A".

e.g.: 09012345678 * :
入力文字数 : 0文字
(1～12文字の範囲で入力してください。)

設問 4－12 .First Supporter's Annual Income
Enter the amount in Japanese yen. For current exchange rates, please refer to the "T.T.B." section on the following website: https://www.bk.mufg.jp/ippan/kinri/list_j/kinri/kawase.html
(https://www.bk.mufg.jp/ippan/kinri/list_j/kinri/kawase.html)

外国為替相場（SPOT RATE）

----は、未確定を表します。

最終更新日時：

****は、お取り扱いしておりません。

通貨名		T.T.S.	ACC.	CASH S.	T.T.B.	A/S	D/P・D/A	CASH B.
001	USD (米ドル)							
002	GBP (イギリスポンド)							
004	CAD (カナダドル)							
005	CHF (スイスフラン)							
007	SEK (スウェーデン・クローナ)							
020	EUR (ユーロ)							

If you select "self" in 4-3, please enter the bank balance of yourself.

If your supporter is currently unemployed, retired or a student, enter the current bank balance.

Enter numbers only. Do not include "yen".

e.g.: 3000000 * :

yen

(0～50000000の範囲で入力してください。)

設問 4－13 .First Supporter's Relationship with You

Select your first supporter's relationship with you.

If you are a supporter, select "Others" here and enter "Self" in 4-14.

* :

設問 4－14 .Details of "Others" if you selected "Others" in 4-13

Enter Details of "Others", if you selected "Others" in 4-13.

* :

設問 4－15 .Method of Second Support

Select your method of second support.

* :

☐ Self ☐ Supporter in Japan ☒ Supporter living abroad ☐ Others

設問 4－16 .Details of "Others" if you selected "Others" in 4-15

Enter information if you selected "Others" in 4-15.

* :

設問 4－17 .An Amount of Second Support per Month (Average)

Enter the amount of monthly living expenses.

The total amount of your supporters must be more than 120,000 yen.

Enter numbers only. Do not include "yen".

e.g.: 120000 * :

yen

(0～500000の範囲で入力してください。)

設問 4－18 .Second Supporter's Name

Enter your second supporter's name.

If you selected "Self" in 4-15, enter "Self".

* :

設問 4－19 .Second Supporter's Address (Country/Region)

* :

設問 4－20 .Second Supporter's Full Address

Enter the full address including building name, room number, street name and number, city and postal address.

IMPORTANT If you select "Supporter living abroad" or "Supporter in Japan" in 4-15, the address of the supporter here must be the same as the one indicated on the "Written Oath for Defraying Expenses".

e.g.: 1-6-1 Nishiwaseda Shinjuku-ku, Tokyo

169-8050 * :

設問 4－21 .Second Supporter's Personal Telephone Number

Enter numbers only without hyphens and a country code.

e.g.: 09012345678 * :

設問 4－22 .Second Supporter's Occupation (Name of Employment)

Enter your first supporter's occupation (name of employment).
If your supporter is currently unemployed, enter either "unemployed", "retired", or "student".

e.g.: Professor (Waseda University) * :

設問 4-23 .Second Supporter's Work Telephone Number
Enter your second supporter's work telephone numbers only without hyphens and a country code.
If your supporter is currently unemployed, retired or a student, enter "N/A".

入力文字数 : 0文字
e.g.: 09012345678 * :
(1-12文字の範囲で入力してください。)

設問 4-24 .Second Supporter's Annual Income/Currency Bank Balance
Enter the amount in Japanese yen. For current exchange rates, please refer to the "T.T.B." section on the following website: https://www.bk.mufg.jp/ippan/kinri/list_j/kinri/kawase.html
(https://www.bk.mufg.jp/ippan/kinri/list_j/kinri/kawase.html)

If your supporter is currently unemployed, retired or a student, enter the current bank balance.

Enter numbers only. Do not include "yen".
e.g.: 3000000 * : yen
(0-50000000の範囲で入力してください。)

設問 4-25 .Second Supporter's Relationship with You
Select your second supporter's relationship with you.
If you are a supporter, select "Others" here and enter "Self" in 4-26.
* :

設問 4-26 .Details of "Others" if you selected "Others" in 4-25
Enter details of "Others", if you selected 'Others' in 4-25.
* :

設問 4-27 .Scholarship: An Amount of Support per Month
Enter a scholarship amount per month. For current exchange rates, please refer to the "T.T.B." section on the following website: https://www.bk.mufg.jp/ippan/kinri/list_j/kinri/kawase.html
(https://www.bk.mufg.jp/ippan/kinri/list_j/kinri/kawase.html)

外国為替相場 (SPOT RATE)

----は、未確定を表します。 最終更新日時 :
***は、お取り扱いしておりません。

通貨名		T.T.S.	ACC.	CASH S.	T.T.B.	A/S	D/P・D/A	CASH B.
001	USD (米ドル)							
002	GBP (イギリスポンド)							
004	CAD (カナダドル)							
005	CHF (スイスフラン)							
007	SEK (スウェーデン・クローナ)							
020	EUR (ユーロ)							

If you study at Waseda for 1 semester, the amount has to be at least 720,000 yen since six months stay in Tokyo costs the amount (120,000 yen/month × 6 months = 720,000 yen).

If you study at Waseda for 1 year, the amount has to be at least 1,440,000 yen.
Therefore, if you fill in more than 120,000 yen for the monthly living expenses, the amount must be an equivalent of six or twelve times of the expenses.

Enter numbers only. Do not include "yen".
e.g.: 120000 * : yen

設問 4-28 .Organization Name which Provide Scholarship
Enter the organization name which provide your scholarship.
* :

設問 4-29 .Name of the Association or Foundation
Enter the name of the association or foundation which provides your scholarship.
* :

設問 4-30 .Scholarship:Details of "Others"
Enter details of "Others", if you selected 'Others' in 4-29.
* :

章 5

(.details5)



Other Application Documents

Upload the scanned data to submit the following documents required for the application.

- Passport
- Written Oath for Defraying Expenses (if applicable)
- Bank Balance Certificate (if applicable)
- Scholarship Certificate (if applicable)
- Supporting Document for "Others" (if applicable)
- ID Photo

設問 5－1 .Passport

Upload a very **CLEAR** scanned page with your photo and passport number in PDF format.

If your passport renewal is being processed but has not been received yet, upload the scanned old passport.

If you are applying for your passport, upload the official identification document(s) which shows your name, nationality and the date of birth.

* :

参照

(ここにドラッグ&ドロップすることもできます)

※添付可能なファイルの拡張子が指定されています。

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設問 5－2 .Written Oath for Defraying Expenses

If you chose "Supporter living abroad" or "Supporter in Japan" as method of support to pay for expenses, download the PDF file "Written Oath for Defraying Expenses" from the following link, fill in the details, and upload it to submit.

<https://waseda.box.com/s/poqlfpx4q8m1a1u261760mt71107a697> (<https://waseda.box.com/s/poqlfpx4q8m1a1u261760mt71107a697>)

You can drag and drop the file into the box below.

:

参照

(ここにドラッグ&ドロップすることもできます)

※添付可能なファイルの拡張子が指定されています。

[.pdf]

設問 5－3 .Bank Balance Certificate

If you selected "Supporter living abroad" or "Supporter in Japan" as method of support to pay for expenses, upload the scanned certificate in PDF format.

The certificate must be issued within a period of 6 months and contain the name of your supporter as well as the currency.

If you study at Waseda for 1 semester, at least 720,000 Japanese yen equivalent has to be left in your or your supporter's bank account since six months stay in Tokyo costs the amount (120,000 yen/month × 6 months = 720,000 yen).

If you study at Waseda for 1 year, at least 1,440,000 yen equivalent has to be left in your or your supporter's account.

Therefore, if you fill in more than 120,000 yen for the monthly living expenses, you or your supporter(s) must have equivalent of six or twelve times of the expenses in your or their account.

The certificate must be prepared in English. For documents in other languages, please attach an English translation.

* :

参照

(ここにドラッグ&ドロップすることもできます)

※添付可能なファイルの拡張子が指定されています。

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設問 5－4 .Scholarship Certificate

If you selected Scholarship as method of support to pay for expenses, upload the scanned certificate in PDF format.

The certificate must be prepared in English. For documents in other languages, please attach an English translation.

The certificate must state your name, the date of issuance within the past 3 months, the amount received, and the period of the scholarship.

* :

参照

設問 5－5 .Supporting Document for "Others"

If you selected "Others" in 4-3 or 4-15, upload the scanned supporting documents in PDF format.

:

参照

(ここにドラッグ&ドロップすることもできます)

※添付可能なファイルの拡張子が指定されています。

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設問 5－6 .ID Photo

Upload a digital photo in JPG format.

The immigration bureau will check the photo very carefully, so a photo taken with a smartphone or other device is not acceptable.

An ID photo taken in a photo studio is highly recommended.

Submit a color, frameless (4:3 aspect ratio), full-head and full-shoulder photo taken within the last 3 months, against a plain background, with the applicant looking straight ahead and head uncovered

<Photograph Requirements> *Choose language from the bottom left button.

https://www.moj.go.jp/isa/applications/procedures/photo_info_00002.html (https://www.moj.go.jp/isa/applications/procedures/photo_info_00002.html)

If you submit the photo of your passport, it must have been taken within the last 3 months. Submission of a photo of your passport is not allowed if the passport was issued over 3 months ago.

This photograph will be used for your Student ID Card as well.

* :

参照

(ここにドラッグ&ドロップすることもできます)

※添付可能なファイルの拡張子が指定されています。

[.jpeg][.jpg]

設問 5－7 .Documents Regarding the “Japan Pre-Entry Tuberculosis Screening (JPETS) : Nationality/Region

Those who are nationals of the following TB screening target country designated by the MHLW are required to submit a "TB Clearance Certificate" in addition to the usual application documents in order to prove that you are not infected with tuberculosis(TB).

【TB screening target country】

Philippines / Nepal / Vietnam / Indonesia / Myanmar / China

* : ☒ Philippines ☐ Nepal ☐ Vietnam ☐ Indonesia ☐ Myanmar ☐ China ☐ Nationals other than those listed above

設問 5－8 .Which country are you currently living?

Please enter the country you are currently living.

For example, if you are living in Shanghai, China, enter China.

【TB screening target country】

Philippines / Nepal / Vietnam / Indonesia / Myanmar / China

* :

設問 5－9 .TB Clearance Certificate

Please submit TB Clearance Certificate. If you are nationals of the TB screening target country, but are currently residing in another country may submit the following documents in lieu of a "TB Clearance Certificate".

-A copy of your residence permit or other document proving your current country of residence (including scanned data).

For more details, please check the following website.

<https://www.waseda.jp/inst/cie/news/40765> (<https://www.waseda.jp/inst/cie/news/40765>)

* :

参照

(ここにドラッグ&ドロップすることもできます)

※添付可能なファイルの拡張子が指定されています。

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設問 5－10 .Consultaion with home university coordinator

When preparing and submitting the required documents, I carefully reviewed the emails, application forms, and website instructions provided by the Waseda University School of Commerce Office, and consulted with the coordinator at my home institution whenever necessary.

* : ☐ Yes

設問 5－11 .Have you submitted necessary supporting documents for COE application?

Scanned copy of supporting documents:

- Passport
- Written Oath for Defraying Expenses
- Bank balance certificate
- Scholarship certificate
- Supporting document for 4-3 or 4-15 "Others"
- ID Photo

* : ☐ Yes