For new students

**<Request for COE Application by Proxy>**

**◎**Make sure to send all the necessary documents below to the Center for International Education (CIE) by registered post (Express Mail Services, etc.).

**◎** If you have Japanese citizenship, you are not eligible to apply for a COE.

**【Necessary Documents for COE Application by Proxy】** \*Put a check mark☑ for each document you enclose in the package.

□ ①[Application For Certificate of Eligibility](http://www.cie-waseda.jp/visastatus/en/pdf/COE.pdf) (3 pages & 1 ID photo taken within the past 6 months)

＊Be sure to check the [Entry example](http://www.cie-waseda.jp/visastatus/en/pdf/COE_sample_en.pdf).

□ ②[Confirmation of Language Ability](https://waseda.box.com/s/xnj3xbwqrto3junmynfq4spqu4k0ypbf)

＊Be sure to check the [Entry example](https://waseda.box.com/s/5td3sr9r0x14o78vgeq0d5r2kjkodjj3) and write all but number 2. (Number 2 is to be filled out by the university.)

□ ③Copy of Passport (Page with your photo) ＊If you have another page about details of your name, send that page as well.

□ ④[Written Oath for Defraying Expenses](http://www.cie-waseda.jp/visastatus/en/pdf/5keihisibensho.pdf) (if someone besides yourself is covering your expenses)

□ ⑤Documents Concerning Defraying Expenses

|  |  |  |
| --- | --- | --- |
| 1 | You are financing yourself | Bank balance certificate\*1) (account in your name) |
| 2 | You are going to receive scholarship | Certificate of Scholarship \*2) |
| 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) Bank balance certificate: It must show the name of the account holder, name of bank, date of issue, and account balance.

・Rough estimate of the amount in the bank balance: At least the total amount of tuition fee and living expenses for half a year must be met. (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 checked.)

･Living expenses (including housing costs): approx. 120,000 yen per month

･Tuition fee: Varies depending on your undergraduate/graduate school

・If it is written in a language other than Japanese or English, attach a Japanese or English translation. (Notarization is not needed.)

\*2) Certificate of Scholarship:

If the monthly amount of the scholarship is less than the total amount of living expenses and tuition fee per month, please also submit another statement on source of funds including a bank balance certificate, as evidence that the shortfall can be compensated.

□ ⑥Request for COE Application by Proxy Form (this sheet)

\*Examination for COE applications takes two to three months, so we strongly recommend that you submit the documents and remit the entrance fee/tuition swiftly.

Mailing Address Contact  
“COE Application by Proxy” Section, 　 E-mail：cie-zairyu@list.waseda.jp

Center for International Education, Waseda University

1-7-14-4F Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051, Japan

[Phone: 03-3203-9806](TEL:03-3207-1454)

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| --- | --- |
| Name in English alphabet |  |
| Address in English alphabet |  |
| Phone Number |  |
| E-mail address | A COE is issued electronically and sent via email. Be sure to inform us of any change immediately. |
| School in Waseda University to be enrolled |  |
| Examinee’s Number |  |