

<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.).

[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](#) (3 pages & 1 ID photo taken within the past 6 months)

* Be sure to check the [Entry example](#).

☐ ② [Confirmation of Language Ability](#)

* Be sure to check the [Entry example](#) and write all but number 2. (Number 2 is to be filled out by the university.)

☐ ③ Copy of Passport (Page with your photo)

☐ ④ [Written Oath for Defraying Expenses](#) (if someone besides yourself is covering your expenses)

☐ ⑤ Documents 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, IPS 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.

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

*Examination for COE applications 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

Entrance Procedure Section, The Admissions Office
Graduate School of Information, Production and Systems, Waseda University
2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka, 808-0135 Japan
Phone: 093-692-5017

Contact

gakumu-ips@list.waseda.jp

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	