

## <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 [Checklist for The Application Documents of COE \(Certificate of Eligibility\)](#)
- ☐ ③ [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.)**
- ☐ ④ Copy of Passport (Page with your photo) \*If you have another page about details of your name, send that page as well.
- ☐ ⑤ [Written Oath for Defraying Expenses](#) (if someone besides yourself is covering your expenses)
- ☐ ⑥ 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, 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.

- ☐ ⑦ Request for COE Application by Proxy Form (this sheet)

- ☐ ⑧ Tuberculosis(TB) Clearance Certificate

\* Applicants who hold nationality from the [Philippines / Vietnam / Indonesia / Nepal / Myanmar / China](#) are required to submit the "Tuberculosis(TB) Clearance Certificate" in addition to the normal Certificate of Eligibility (COE) application documents to prove that you are not infected with TB. The date this rule takes effect differs depending on your nationality, so please be sure to check the details from the following document if you are eligible.  
<https://www.waseda.jp/inst/cie/news/40765>

\*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

"COE Application by Proxy" Section,  
 Center for International Education, Waseda University  
 1-7-14-4F Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051, Japan  
 Phone: 03-3203-9806

### Contact

E-mail: [cie-zairyu@list.waseda.jp](mailto:cie-zairyu@list.waseda.jp)

Name <a href="#">in English alphabet</a>	
Address <a href="#">in English alphabet</a>	
Phone Number	
E-mail address	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	