



VISA Application Guideline for TAISI Successful Applicants

All international students are required to complete the necessary procedures according to their resident status in Japan. Please check which of the following cases you fall into, read the detailed instruction, and take necessary actions.

Case 1 If you are a non-Japanese national AND do not have a status of residence in Japan

International students without resident status in Japan are basically required to apply for a Certificate of Eligibility (COE) in order to apply for a Student visa to enter and reside in Japan. Waseda University will be applying for the COE on behalf of **successful applicants who are not Japanese nationals and do not already have a status of residence in Japan**. If this applies to you, you must submit all visa-related documents as follows;

<Timeline>

Time of Enrollment	Application Round	Submission Deadline
September 2024	First/Second Round Successful Applicants	By April 26, 2024
	Third Round and Waitlisted Successful Applicants	By June 28, 2024 (ASAP)

< Documents needed to apply for COE >

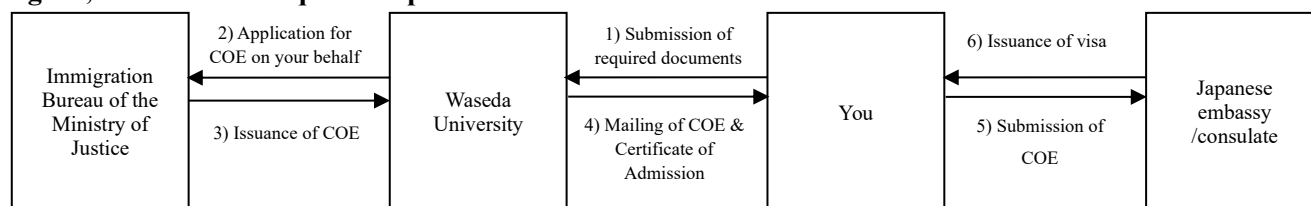
- ① Request for COE Application by Proxy *Please use P.3 of this document.
- ② Application for Certificate of Eligibility
- ③ Applicant's Photo
- ④ Copy of Passport
- ⑤ Documents Concerning Defraying Expenses *Please refer to P.3.
- ⑥ Written Oath for Defraying Expenses

*For document ② to ⑥, please follow the instruction written on ①.

<Where to Submit >

See the designated form for the above ①.

<Figure; Student visa acquisition process >



NOTE:

- 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.
- If you hold multiple citizenships that include a Japanese citizenship, you cannot apply for the COE/student visa.
- 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.
- The Immigration Bureau may require you to submit additional documents if needed.
- 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.
- 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.



Case 2 If you are a non-Japanese national AND have a status of residence in Japan

Case 2 - (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.

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

Case 2 - (2) If you have a status of residence “Temporary Visitor”

Students are not eligible to enroll in the university with a “Temporary Visitor” visa status. 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 the above “Case 1.”

Case 2 - (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.

URL: <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 to “Student”, 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) with the application form and a certificate of admission, and other necessary documents.
- International students with the status of residence “Student” are eligible to apply for tuition reduction/exemptions and scholarships for international students provided by Waseda University. 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.



<Request for COE Application by Proxy>

【How to submit】

Please submit all the required documents to the SSS TAISI Admissions Office via the application form.

*Link of application form is only opened to successful applicants.

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

☐ ① Request for COE Application by Proxy (this form)

☐ ② Application for Certificate of Eligibility (total of 3 pages)

<https://www.waseda.jp/fsss/sss/assets/uploads/2022/08/ffc8bb197e60a9d7d622f86c7c051faf.xlsx>

*Please be sure to check the example for filling out a COE Application Form.

<https://www.waseda.jp/fsss/sss/assets/uploads/2022/08/371474190e38ac92d13bd9072c30646b.pdf>

☐ ③ Applicant's Photo

Upload a color photograph (aspect ratio of 4:3) of yourself taken within three months, showing a front view above chest level with plain background. Your head should be uncovered except for religious reasons.

☐ ④ Documents Concerning Defraying Expenses (must be an scanned data in PDF version)

Six months' worth of living expenses and tuition fees would be required.

1	If you are financing yourself	Bank balance certificate*1 (account is in your name)
2	If you are going to receive scholarship	Certificate of Scholarship*2
3	If someone other than 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

If the documents are written in a language other than Japanese or English, attach a Japanese or English translation. (notarization is not needed)

If the amount is in a currency other than Japanese yen, Waseda university will convert it by using the exchange rate at the time your documents are being confirmed.

*1 Note concerning bank balance certificates

• It must show the name of the account holder, name of bank, date, and account balance.

*2 Note concerning Certificate of Scholarship

• It must show the name of the applicant, date of birth, scholarship foundation, and total amount.

*3 Living expenses in Tokyo are estimated to be at least 120,000 yen per month

☐ ⑤ Written Oath for Defraying Expenses (only when someone other than yourself is covering your expenses)

* Please download the designated form from the following:

https://www.waseda.jp/inst/admission/assets/uploads/2018/08/defrayers_expense.pdf

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