

Completion Guide

Application for Certificate of Eligibility (COE)

◆What's COE?

The Certificate of Eligibility (COE) is an official document issued by the Ministry of Justice. It is necessary for the "Student" Visa.

Waseda University will apply for the COE at the Tokyo (or Fukuoka in case of IPS) Regional Immigration Bureau on behalf of entering students, and send the certificate to your home University as soon as it has been issued.

Please submit the COE along with your visa application when you apply for the visa at your nearest Japanese embassy or consulate.

◆How to Apply

Please complete **the Application form for COE** and prepare **the Documents concerning defraying expenses**.

(1) The Application form for COE

- Please carefully complete the form and follow the instructions provided.
- Directly type in your answers into the form (pdf).
- A face-and-shoulder (plain background) photo (3x4cm) has to be mail to Waseda University through program coordinator at your home university. (Please do not paste any ID photos or data.)

(2) The Documents concerning defraying expenses

The amount must be more than 960,000JPY/year or 480,000JPY/semester.
For the documents in not Japanese or English, please translate in English.

Please prepare the one from among the below (A or B or C).

A. **【You are financing yourself】**

⇒**Official Bank Balance Certificate**

*If your bank does not issue a balance certificate, please submit a document with which we can confirm the name of the account holder, the name of the bank, the bank account balance, and the date. (the document could also be a hard copy of a web page.)

B. 【Someone other than yourself is covering your expenses】

⇒**Official Bank Balance Certificate**(account in your name or the person covering your expenses) & "Written Oath for defraying Expenses"

[Form \(pdf\):"Written Oath for defraying Expenses"](#)

*Please carefully complete the form and follow the instructions provided.

*Same person as "section 26 (3) for application form for Certificate of Eligibility (COE)"

C. 【Your scholarship is covering your expenses】

⇒**Certificate of Scholarship**

*In case your scholarship is less than 80,000JPY per month, please also submit other statement on source of funds (A or B).

<<Japanese Citizenship>>

Under the Japanese Immigration Law, those who have a Japanese citizenship, including dual citizenship holders, **MUST** enter Japan as "Japanese" with your Japanese Passport. If you violate the law, you may be denied entry into Japan.

在留資格認定証明書交付申請書
APPLICATION FOR CERTIFICATE OF ELIGIBILITY

To the Director

**You may use Japanese or English.
Type directly (not handwriting) onto the application form.**



Please DO NOT paste any photos or attach photo datas. (Keep as a blank) Waseda University will paste your photo which will be mail to us through program coordinator at your home

1 国籍・地域 Nationality/Region **China** 2 生年月日 Date of birth _____年____月____日

3 氏名 Name **WASEDA TARO**

4 性別 Sex **男 Male** 5 出生地 Place of birth **China Jilin Changchun** 6 配偶者の有無 Marital status **有 Married / Single**

7 職業 Occupation **Student** 8 本国における居住地 Home town/city **China Beijing**

9 日本における連絡先 Address in Japan **〒169-0051東京都新宿区西早稲田1-7-14-4F**

10 旅券 (1) 番号 Passport Number **XX123456789** (2) 有効期限 Date of expiration **20xx** 年 **x** 月 **x** 日

11 入国目的 (次のいずれか該当するものを選んでください。) Purpose of entry: check one of the followings
 I「教授」 I「教育」 J「芸術」 K「宗教」 L「報道」
 L「企業内転勤」 M「経営・管理」 N「研究(転勤)」 N「技能」
 N「研究」 N「技術・人文知識・国際業務」 N「技能」
 N「特定活動(研究活動等)」 O「興行」 P「留学」 Q「研修」 Y「技能実習(1号)」
 T「日本人の配偶者等」 T「永住者の配偶者」 U「技術者研修」
 R「家族滞在」 R「特定活動(研究活動等)家族」 R「特定活動(FPA家族)」
 D「高度専門職(1号イ)」 D「高度専門職(1号ロ)」 D「高度専門職(1号ハ)」 U「Others」

12 入国予定年月日 Date of entry _____ 13 上陸予定港 Port of entry **Narita**

14 滞在予定期間 Intended length of stay **1year** 15 同伴者の有無 Accompanying persons, if any **有 Yes / No**

16 査証申請予定地 Intended place to apply for visa **Beijing**

17 過去の出入国歴 Past entry into / departure from Japan **有 Yes / No**
 (上記で「有」を選択した場合) (Fill in the followings when the answer is "Yes")
 回数 **1** 回 直近の出入国歴 **2015** 年 **10** 月 **1** 日から **2015** 年 **10** 月 **20** 日
 time(s) The latest entry from _____ Year _____ Month _____ Day to _____ Year _____ Month _____ Day

18 犯罪を理由とする処分を有(具体的内容) Yes (Detail): _____ 19 退去強制又は出国命令による出国の有無 Departure by deportation / departure order **有 Yes / No**
 (上記で「有」を選択した場合) (Fill in the followings when the answer is "Yes")
 回数 _____ 回 直近の送還歴 _____ 年 _____ 月 _____ 日
 time(s) The latest departure by deportation _____ Year _____ Month _____ Day

20 在日親族(父・母・配偶者・子・兄弟姉妹など)及び同居者 Family in Japan (Father, Mother, Spouse, Son, Daughter, Brother, Sister or others) or co-residents

Write your name in alphabetic letters exactly as it is written in your passport. (Don't write your name in KANJI.)

Write your passport number.

If your study period is a full academic year, please fill out "1 year". If your study period is one semester, please fill out "6 months".

Please write the airport at which you intend to arrive. If you plan to land in Tokyo, please write either "Narita" or "Haneda".

You do not need to fill out section 12.

Please apply for your visa at the Japanese consulate or embassy closest to where you currently live.

Please write down the EXACT DATES of your most recent stay in Japan.

If you are uncertain as to the exact number of entries, please write down "multiple" or "many".

Please write down "None" or "N/A", if you don't have any family or co-residents in Japan.

続柄 Relationship	氏名 Name	生年月日 Date of birth	国籍・地域 Nationality/Region	同居予定 Intended to reside with applicant or not	勤務先・通学先 Place of employment/school	在留カード番号 特別永住者証明書番号 Residence card number Special Permanent Resident Certificate number
	N/A			はい/いいえ Yes / No		
				YES / NO		
				はい/いいえ Yes / No		

* 20については、記載欄が不足する場合は別紙に記入して添付すること。なお、「研修」、「技能実習」に係る申請の場合は記載不要です。
 Regarding item 20, if there is not enough space in the given columns to write in all of your family in Japan, fill in and attach a separate sheet.
 In addition, take note that you are not required to fill in item 20 for applications pertaining to "Trainee" / "Technical Intern Training".

(注) 裏面参照の上、申請に必要な書類を作成して下さい。 Note: Please fill in forms required for application. (See notes on reverse side.)

