

Application for “Certificate of Eligibility” (COE) by Proxy

All international students who do not hold a current residence status in Japan need to receive a “Certificate of Eligibility” (COE) in advance of applying for their visa (“College Student” visa).

【Application Process for COE】

Please read “the Sample” carefully for instructions on how to fill out the application forms and prepare the necessary submission materials.

※Please check the separate form [Notes for the COE] when you fill in the COE form.

If you do not follow the instructions listed in [Notes for the COE], you will be asked to resubmit the COE form.

【Note】

- Those with "Short-Term" visas are not eligible for university enrollment.
- For those who have a visa other than "Short-term" visa (such as "Long-Term Resident", "Dependent", etc.), you do not need to apply for a different residence status. For those who wish to change your visa status to that of "College Student", please submit the "Application for Change of Status of Residence" on your own.
- If you fail to submit the required documents or submit incomplete documents, we will be unable to process your COE application.
- If you apply for a COE or visa through another institution in addition to Waseda University, such as another university or Japanese language school, your application through Waseda will be considered a double application and may be rejected. If your first choice is Waseda University, please do not apply through another institution. If your application is already being processed, please cancel it.
- The Immigration Bureau of Japan may request you to submit additional documents.
- The Immigration Bureau of Japan may choose not issue the COE depending on the content of documents prepared by the applicant. In such cases, Waseda University is not responsible for the student's failure to receive a COE.
- If you decline to enroll in Japanese language Program after having received your COE, you should follow the procedure for declining enrollment and return the COE to the Center for Japanese Language.

【Requirements for COE Application】

Regarding the COE application, it is possible for CJL to apply for a COE on your behalf if you fulfill both of the following requirements.

- 1) If you do not have Japanese residence status at the time of enrollment in this program and require a COE to obtain a "College Student" visa.
- 2) Applicants who have submitted all the required documents to apply for a COE along with other entrance procedure documents by the deadline.

※We cannot apply on your behalf for an “Extension of Period of Stay”/ “Change of Visa Status of Residence” to visas other than “College Student Visa.” To apply for visa extension or change of visa status, please consult the Immigration Bureau by yourself as soon as you receive the acceptance notice from us. Furthermore, we cannot apply for a COE for your family either.

【The Details of the Required Materials】 ○Required △Required if Applicable

○	Application for Certificate of Eligibility (Use prescribed forms) ★Attach a photo.
○	Written Oath for Defraying Expenses (*Use prescribed form) ★Submit either Japanese ver. or English ver.
○	A Photo-copy of Passport (The page listing your photo and passport number.)
△	A Photo-copy of Passport (The pages holding the immigration stamps from your past entries into Japan.)

(1) If you plan to defray expenses by yourself

○	<p><u>Bank Balance Certificate of applicant's bank account</u> (which must show sufficient funds/assets to cover the expenses during his/her stay in Japan). [Original] ※If you plan to pay expenses by yourself and submit YOUR Bank Balance Certificate ,you do not need to submit the Written Oath for Defraying Expenses.</p> <p>※ If your bank does not issue a balance certificate, please submit one of the following documents.</p> <ul style="list-style-type: none"> ▪ 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 can also be a hard copy of a web page.) ▪ Certificates of any Scholarships you will receive showing the amount and the duration of scholarship.
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(2) If you will have funds sent by someone, for example, your family members

○	<p><u>Bank Balance Certificate listing the defrayer's name</u> which must indicate sufficient funds/assets to cover the expenses during the applicant's stay in Japan). [Original]</p> <p>※ If the defrayer's bank does not issue a balance certificate, please submit the following document.</p> <ul style="list-style-type: none"> ▪ 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 can also be a hard copy of a web page.)
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※If you submit a Bank Balance Certificate from your defrayer , please note that the same person should be listed in all 3 of the documents below.

- ①The person listed on the Bank Balance Certificate as your defrayer
- ②The person indicated on No.26 (3) of Application For Certificate of Eligibility
- ③The person indicated on Oath for Defraying Expenses as your defrayer.

If a document is written in a language other than Japanese or English, a translation must also be attached. The translation can be supplied by you and does not have to be translated by an Embassy or Notary Office.

*Additional documents may be required from the Immigration Bureau.

***Please submit a Bank Balance Certificate which has been issued later than September 2018.**

***The amount of the bank balance must be more than 960,000JPY/year or 480,000JPY/semester.**

***You do not need to freeze your bank account.**

在留資格認定証明書についての注意 / Notes for the COE

在留資格認定証明書についての下記の項目を必ず確認してください。

Please refer to the following guidelines for the COE forms.

※この書類を郵送する必要はありません。 / You do not need to return these guidelines.

● 下記の項目に不備がある場合は、書類を再送してもらう必要があります。

If you fail to follow the guidelines below, you will be required to resubmit the COE forms.

1. 申請書は黒いボールペン／インクを使用していますか？

Did you use a black ballpoint pen or black ink pen?

※黒以外のインク・フリクションペンは受け付けられません。

We cannot accept forms written with an erasable pen or any colored ink other than black.

2. 片面印刷をしていますか？

Did you print your documents using one-sided printing?

3. 訂正する時に修正液は使わず、二重線で訂正していますか？

Did you correct any mistakes with double lines? Do not white out your mistakes

【訂正例】： 上陸予定港：~~成田~~ 羽田

【Correction Sample】 Port of Entry ; ~~Narita~~ Haneda

4. COEの申請用紙は5枚全て記入して同封していますか？

Did you fill out all 5 pages of the COE application?

Have you enclosed all 5 pages?

5. 国内より送る場合は、必ず書留**速達**便でお送りください。

国外から送る場合は、EMS、FEDEX 等必ず **Express** 便でお送りください。

当センターに申請書類が到着した順に COE の申請手配を行いますので、なるべく早く提出してください。

For those sending domestically, please use **Registered Express Mail** (書留**速達**便)

For those sending internationally, please use an **Express Mail** service, such as, EMS, FEDEX, or similar service. We will apply for COE from the documents we receive first, so we recommend you to submit the documents as soon as you can.

※ 入学手続き書類の受取確認についてのお問合せには、回答できませんのでご了承ください。

ご自身で追跡確認をしていただきますようお願いいたします。

Inquiries regarding the confirmation of receipt your documents are not answered. Please check delivery status of your documents by yourself.

*** Print on one side of the paper.**
*** Applicants themselves should complete all forms by printing in ONLY black ink / ballpoint pen in Japanese/English. Do NOT use an erasable pen, and ink other than black.**
*** If you make mistakes, correct them with strike-through.**
 e.g.) ~~Beijing Junior School~~, ~~12~~
Do NOT use white out.

資格認定証明
 APPLICATION FOR CERTIFICATION

入国管理局長 殿
 Director, National Immigration Bureau

2の規定に基づき、次のとおり同法第7条第1項第2号に
 の交付を申請します。
 Immigration Control and Refugee Recognition Act. I hereby apply for
 provided for in 7, Part

Please place a clear photograph taken during recent 6 months, against plain background, and sized 4 cm high x 3 cm wide.

写真
 Photo
 40mm x 30mm

<No.3> [Important]
 Please write your name in **CAPITAL LETTER** (alphabet), same as shown on your passport. Family name should come first.

1 国籍・地域
 Nationality/Region
 中国 上海市/China Shanghai

3 氏名
 Given name
 WASEDA, TARO

7 職業
 Occupation
 教育研究センター 東京都新宿区西早稲田1
 教育研究センター 東京都新宿区西早稲田1
 3-3142 携帯電話番号
 Telephone No. Cellular phone No.
 5XXXX (2)有効期限
 Date of expiration

8 本国における居住地
 Home town/city
 中国 上海市/China Shanghai

<No.5 & No.8>
 Please write down both the city and the country.
If you were born and/or are living in China, please include the city, province name, and country name.
 If names of the country and the city can be written in Chinese character, please fill in the names both in Kanji character and in English.

9 日本に
 Address in Japan
 電話番
 Telephone
 e.g.)
 - Student
 - Company employee
 - Unemployed

10 旅券
 Passport
 5XXX

11 入国目的
 Purpose of entry: check one of the followings
 I「教授」 "Professor" I「教育」 "Instructor" J「芸術」 "Artist" J「文化活動」 "Cultural Activities" K「宗教」 "Religious Activities" L「報道」 "Journalist"
 L「企業内転勤」 "Intra-company Transferee" M「経営・管理」 "Business Manager" L「研究(転勤)」 "Researcher (Transferee)"
 N「研究」 "Researcher" N「技術・人文知識・国際業務」 "Engineer / Specialist in Humanities, etc." N「技能」 "Skilled Labor"

<No.7> [Important]
 Please write your current occupation.
 e.g.)
 - Student
 - Company employee
 - Unemployed

<No.12>
 This is Date of Entry which we suggest to you. However, we will inform you of Orientation Date later. Therefore, please come to Japan accordingly.

<No.13>
 Please specify the first airport in Japan to where you are landing.
 If you are directly coming to Tokyo, write either Narita or Haneda.

12 入国予定年月日
 Date of entry
 20XX 年 3 月 18 日

13 上陸予定港
 Port of entry
 Narita

14 滞在予定期間
 Intended length of stay
 1 year Or 6 months

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

17 過去の出入国歴
 Past entry into / departure from Japan
 (上記で「有」を選択した場合) (Fill in the followings when the answer is "Yes")
 回数 2 回 直近の出入国歴 20XX 年 10 月 10 日 から 20XX 年 1 月 15 日
 The latest entry from Year Month Day to Year Month Day

<No.14>
 Please write the "Intended length of stay" as follows, depending on your program duration.
 One-year : 1 year
 Half-year : 6 months

<No.16>
 Please write down the city in your country where you will apply for a visa to Japan.

<No.17>
 Please write down the EXACT DATES of your most recent entry to Japan.
 If you are currently staying in Japan, please write the expected date of departure from Japan.

<No.17>
 Write down the number of entry to Japan.
 If you are uncertain as to the exact number of entries, please write down "multiple" or "many".

<No.18-19>
 Must select either Yes/No.

18 犯罪を理由とする
 Yes (Detail:)
 有(具体的) 有・無
 Yes (Detail:) Yes / No

19 退去強制又は
 Departure by depo
 (上記で「有」
 (Fill in the follow
 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

続柄 Relationship	氏名 Name	生年月日 Date of Birth	国籍・地域 Nationality/Region	同居予定 Residence in Japan	勤務先・通学先 Employer/School	在留カード番号 特別永住者証明書番号 Residence card number Permanent Resident Certificate number
	None					
				Yes / No		

<No.20>
 If you have family or co-residents who have already lived in Japan and they have obtained residence card, please fill in the information.
 If you don't have any family or co-residents in Japan currently, please write down "NONE".

※ 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.)

21 通学先 Place of study

(1) 名称 Name of school 早稲田大学日本語教育研究センター

(2) 所在地 Address 東京都新宿区西早稲田1-7-14 (3) 電話番号 Telephone No. 03-5273-3142

22 修学年数 (小学校~最終学歴) Total period of education (from elementary school to last school)

23 最終学歴 (又は在学习中の学校) Education (last school or school currently attending)

(1) 在籍状況 Registered enrollment 卒業 在籍 In school

大学院 (博士) 大学院 (修士) 専門学校 高等学校 中学校 小学校 その他 ()

(2) 学校名 Name of the school 〇〇University (3) 卒業又は卒業見込み年月 Date of graduation or expected graduation 20XX 年 3 月

24 日本語能力 (専修学校又は各種学校において日本語教育以外の教育を受ける場合に記入) Japanese language ability (Fill in the followings when the applicant plans to study at advanced vocational school or vocational school (except Japanese language))

(1) 試験による証明 Proof based on a Japanese language test

試験名 Name of the test (2) 級又は点数 Attained level or score

25 日本語学習歴 (高等学校以上の教育又は日本語教育を受けたこと) Japanese language education history (education received at high school or above or Japanese language education)

26 滞在費の支弁方法 Method of support and an amount of support per month (average)

(1) 支弁方法及び月平均支弁額 Method of support and an amount of support per month (average)

本人負担 Self 在日経費支弁者負担 Supporter living in Japan 在外経費支弁者負担 Supporter living abroad Example: 160,000 Yen

その他 Others 奨学金 Scholarship

(2) 送金・持参 Carrying

外国からの送金 Remittances from abroad Example: 160,000/month Yen

(3) 経費支弁者 Supporter

① 氏名 Name WASEDA, Hanako

② 住所 Address XXXX-XX-XX Shanghai, China 電話番号 Telephone No. 86-XX-XX-XXXX

③ 職業 (勤務先の名称) Occupation (place of employment) Manager/ 〇〇Corporation 電話番号 Telephone No. 86-XX-XX-XXXX

④ 年収 Annual income 3,000,000 Yen

<No. 23>
Please write down the name of the last school that you graduated from or are expected to graduate from (apart from schools/educational institutions in Japan) your status and a kind of the institution.

<No.24 & No.25>
Leave the columns blank.

<No. 26> **Must be filled out completely.**
Please write the combined monthly amount of tuition and living expenses.
(ex. Tuition:80,000 yen + Living expenses: 80,000 yen, Total: 160,000 yen)
If you will be defraying expenses by yourself, check a box of 本人負担(self) and filled out amount of money per month(average). Then move to (3).
If you have a defrayer, please check the appropriate place and fill out

<No. 26(3)>
The supporter should be the same as the person indicated on the "Written Oath for Defraying Expenses" and the person written on Bank Balance Certificate as your defrayer.
※If you selected "Self" on No.26 (1), please write down "Self" on ① and provide your own information in ②-④

Remittance: monthly amount of tuition and living expenses combined

<No. 26(3)③>
Please write down both the occupation (title) and the name of the company where your supporter works for.

Do not forget to fill in **both** home and work phone numbers. If your supporter is currently unemployed, he/she does not have to fill in the work phone number.

<No. 26(3)④>
Please fill in the amount in **Japanese yen**. *If your supporter is currently unemployed or retired, please fill in "0 yen" and write down "※Latest bank balance 〇〇yen" next to the column.

- (4) 申請人との関係 (上記(1)で在外経費支弁者負担又は在日経費支弁者負担を選択した場合に記入)
 Relationship with the applicant (Check one of the followings when your answer to the question 26(1) is supporter living abroad or Japan)
- 夫 妻 父 母 祖父 祖母 養父 養母
 Husband Wife Father Mother Grandfather Grandmother Foster father Foster mother
- 兄弟姉妹 叔父(伯父)・叔母(伯母) 受入教育機関 友人・知人
 Brother / Sister Uncle / Aunt Educational institution Friend / Acquaintance
- 友人・知人の親族 取引関係者・現地企業等職員
 Relative of friend / acquaintance Business connection / Personnel of local enterprise
- 取引関係者・現地企業等職員の親族 その他 ()
 Relative of business connection / personnel of local enterprise Others

- (5) 奨学金支給機関 (上記(1)で奨学金を選択した場合に記入)
 Organization which provide scholarship (Check one of the following when the answer to the question 26(1) is scholarship)
- 外国政府 日本国政府 地方公共団体
 Foreign government Japanese government Local government
- 公益社団法人又は公益財団法人 () その他 ()
 Public interest incorporated association / Public interest incorporated foundation Others

- 27 卒業後の予定 Plans after graduation
- 帰国 日本での進学
 Return to home country Enter school of higher education in Japan
- 日本での就職 その他 ()
 Find work in Japan

28 本邦における申請人の監護人

Actual guardian in Japan

() 名 Name _____

() 所 Residence _____

話番号 Telephone No. _____

<No.28>

Please leave the columns blank.

29 代理人, 法定代理人, 法第7条の2第2項に規定する代理人

Agent, legal representative or the agent specified in item 2 of Article 7 of the Act

() 名 Name _____

() 所 Residence _____

話番号 Telephone No. _____

の記載内容は事実と異なる場合は訂正し、代理人(代理人)の署名を捺印すること。
 If the contents of the description are not true, correct them and sign the name of the agent (representative) here.

日 Day _____

<No.29>

Do NOT sign your name and date here.

Waseda University will sign here on behalf of you.

注 申請書作成後申請までの間に記載内容が変更となる場合は、この申請書提出前までに訂正し、代理人(代理人)の署名を捺印すること。
 Attention: In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (representative) must correct the part concerned and sign their name.

※ 代理人等 Agent or other authorized person

(2) 住所 Address _____

機関等 Organization to which the agent belongs _____

電話番号 Telephone No. _____

1 入学する外国人の氏名
Name of the foreigner to enter school WASEDA, TARO

2 通学先 Place of Study
(1) 学校名 Name of School 早稲田大学日本語教育研究センター
所在地 Address 東京都新宿区西早稲田1-7-14
電話番号 Phone No. 03-5273-3142
授業形態 Type of class
 昼間制 Day classes
 夜間制 Evening classes
 昼夜間制 Day-Evening classes
 夜間制 Evening classes
 サテライト制 (双方向通信による遠隔授業を受ける場合に記入)
 Satellite program (fill in this box when attending remote class)
 通信制 (単位の一部をビデオ又はインターネットで履修する)
 Correspondence course (including cases receiving correspondence)
 指導担当者名 (通学先が専修学校、短期大学、大学、大学院の場合)
 Name of the resident adviser in Japan (if attending a junior high school, senior high school or elementary school)
 交換計画の参加者か
 Is the applicant participating in a student exchange program?
 国又は地方公共団体の機関
 National or local government
 独立行政法人
 Independent administrative institution
 公益社団法人又は公益財団法人
 Public interest incorporated association or public interest incorporated foundation

3 入学年月日
Entrance 2019 年 4 月 1 日
Year Month Day

4 授業時間
Hours per week 26時間

5 登録区分
Registration
 大学院 (博士) Graduate school (Doctoral student)
 大学院 (修士) Graduate school (Master student)
 大学院 (研究生) Graduate school (Research student)
 大学 (聴講生・科目等履修生) University (Auditor elective course student)
 大学 (学部生) Undergraduate student
 大学 (研究生) University (Research student)
 短期大学 (聴講生・科目等履修生) Junior college (Auditor elective course student)
 短期大学 (別科生) Junior college (Japanese language course student)
 短期大学 (学科学生) Junior college (Regular student)
 短期大学 (日本語教育機関) Junior college (Japanese language course student)
 専修学校 (専門課程) Advanced vocational school (Specialized course)
 専修学校 (高等課程) Advanced vocational school (Higher course)
 専修学校 (一般課程) Advanced vocational school (General course)
 日本語教育機関 (専修学校専門課程) Japanese language institution (Advanced vocational school of specialized course)
 日本語教育機関 (その他) Japanese language institution (Others)
 高等学校 Senior high school
 小学校 Elementary school
 その他 () Others ()

6 課程 Faculty / Course
 大学院, 大学, 短期大学 (いずれも聴講生・科目等履修生及び研究生の場合を含む) を選択した場合に記入
 Check the following item(s) if you selected Doctor, Master, Graduate school (Research student), Undergraduate student, University (Auditor elective course student), Junior college (Regular student) or Junior college (Auditor elective course student) as your answer to question 5)
 経済学 Economics
 政治学 Politics
 商学 Commercial science
 経営学 Business administration
 文学 Literature
 社会学 Sociology
 歴史学 History
 心理学 Psychology
 教育学 Education
 芸術学 Science of art
 人文・社会科学 () (cultural science/ social science)
 理学 Science
 化学 Chemistry
 工学 Engineer
 農学 Agriculture
 水産学 Fisheries
 薬学 Pharmacy
 医学 Medicine
 歯学 Dentistry
 その他自然科学 () Others(natural science)
 体育学 Sports science
 その他 () Others ()

<No.1>
 Please write your name in alphabet **CAPITAL LETTER**.
 The spelling of your name must be the same as the one on your passport.

<No.2, 3, 4, 5 & 6>
 Please leave the columns blank.

7 所属予定の研究室 (5で大学院を選択した場合に記入)
Research room (Fill in the following item(s), if you selected Doctor, Master or Graduate school (Research student) as your answer to question 5)

(1) 研究室名
Research room name

(2) 教員氏名
Name of mentoring professor

8 専攻名称 (5で高等専門学校を選択した場合に記入)
Specialized course (Check the following course) (Fill in the following item(s), if you selected Higher specialized course (Check the following course) as your answer to question 5)

- 農業 (Agriculture)
- 農工 (Agriculture and Industry)
- 商業 (Commerce)
- 実務 (Practical Business)
- 服飾 (Fashion Design)
- 家政 (Home Economics)
- 文化・教育 (Culture / Education)
- 学芸 (Arts)
- 音楽 (Music)
- 美術 (Fine Arts)
- 体育 (Physical Education)
- 歯学 (Dentistry)
- 薬学 (Pharmacy)
- 工学 (Engineering)
- 理学 (Science)
- 文学 (Literature)
- 法学 (Law)
- 経済学 (Economics)
- 社会学 (Sociology)
- 心理学 (Psychology)
- 教育学 (Education)
- 看護学 (Nursing)
- 医療 (Medicine)
- 獣医学 (Veterinary Medicine)
- 工学 (Engineering)
- 理学 (Science)
- 文学 (Literature)
- 法学 (Law)
- 経済学 (Economics)
- 社会学 (Sociology)
- 心理学 (Psychology)
- 教育学 (Education)
- 看護学 (Nursing)
- 医療 (Medicine)
- 獣医学 (Veterinary Medicine)

<No. 7, 8 & 9>
Please leave the columns blank.

9 仲介者又は仲介者 (5で日本語教育機関を選択した場合に記入)
Intermediary agency or person (Fill in the following item(s), if you selected Japanese language education institution as your answer to question 5)

(1) 名称
Name

<No.10> Please write the "Period of education until graduation" as follows, depending on your program duration.
One-year : 1 year(s) 0 Month(s)
Half-year : 0 year(s) 6 Month(s)

(2) 本国政府による登録番号 (ベトナムの場合)
Registration number issued by the government (Fill in the following item(s), if you selected Vietnam as your answer to question 5)

10 卒業予定年月
Scheduled period of education until graduation _____ Year(s) _____ Month(s)

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.

通学先又は所属機関名, 代表者氏名の記名及び押印 / 申請書作成年月日
Name of the place of study or organization and representative, and official seal of the organization / Date of filling in this form

早稲田大学 印 年 月 日
Seal 2018 Year 12 Month 12 Day

注意 申請書 Waseda University will sign here on behalf of you. 関係機関等が変更箇所を訂正し, 押印すること。
In cases where the organization has changed, the organization must correct the part concerned and press the seal on the application form.

Sample

Written Oath for Defraying Expenses

To Waseda University

Nationality: _____
Full Name(Applicant): _____
Date of Birth: _____ / _____ / _____ (male / female)
(day / month / year)

I agree to defray all costs for the above person during his/her stay in Japan, and therefore I will explain the circumstances of this agreement below.

1. Reason for defraying his/her expenses

Please explain in detail the circumstances where you agree to defray the applicant's costs and your relationship to him/her:

2. Particulars of Agreement

I (the defrayer) , hereby, agree to defray the costs of the above person during his/her stay in Japan. In order to prove that I have defrayed his/her living expenses, I also agree to provide documents, such as copies of proof of telegraphic transfer or of his/her bank account book, when he/she applies for an extension of period of stay.

1) Tuition: monthly / semi-annually / annually 489,200 / 505,200 yen
2) Living Expenses: monthly amount Example:80,000 yen
3) Method of Payment (Please explain in detail, e.g. bank transfer, money order)

An amount of living expenses has to be the estimated sum of all living expenses including rent. The minimum amount is 80,000yen.

day / month / year

Name of Person Defraying Expenses: _____

(Family) (Given) (Middle)

Address: _____ TEL _____

Full Name (Signature): _____ Seal(if any)

Relationship to Applicant: _____