

(Application for Certificate of Eligibility(COE))

Please attach the Check List on the top of your COE application documents.

《Attention》

1. The Certificate of Eligibility (COE) is an official document issued by the Ministry of Justice. It is necessary for the "College 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 institution 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.
2. A face-to-shoulder color photo taken in front of a solid-colored background (in size 3x4cm) should be firmly pasted in the space indicated on the application form. This photograph must have been taken within the last 3 months. (Write your name on the back of the photograph.)
3. Please carefully complete the form and follow the instructions provided.
4. Please use one-sided printed paper.
5. If you are handwriting the forms, please make sure to use a black ballpoint pen. Do not use a pencil or an erasable ballpoint pen.
6. If any of your documents are incomplete, your Certificate of Eligibility cannot be processed.

2. Application for Certificate of Eligibility(COE)		Check
2-1	Check List	
2-2	Application for Certificate of Eligibility(Official Form) *A face-to-shoulder (without background) colored photo (in size 3x4cm) should be firmly pasted in place given on application form. Photograph must be taken within 3 months.(Write your name on the back of the photograph.)	
2-3	Copy of Passport(Page with photograph)	
2-4	<p>Documents concerning defraying expenses *The amount must be more than 960,000JPY/year or 480,000JPY/semester.</p> <p>①【You are self financing yourself】 ⇒Bank Balance Certificate(This must be original hard copy paper.) 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.)</p> <p>②【Someone beside yourself is covering your expenses】 ⇒Bank Balance Certificate(of the person covering your expenses.)[pdf] & "Written Oath for defraying Expenses(original document)" *Same person as "section 26 (3) for application form for Certificate of Eligibility(COE)"</p> <p>③【Your scholarship is covering your expences】 ⇒Certificate of Scholarship *In case your scholarship is less than 80,000JPY per month, please also submit other statement on source of funds(①or ②).</p>	

- Personal information submitted here will be used only for Certificate of Eligibility process.
- The submitted application documents will not be returned under any circumstances.