

# Application Guide for Certificate of Eligibility(COE)

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.

## <<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.

Please write with a BLACK pen.

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

Both Japanese and English versions are available.

To the Director General

出入国管理及び難民認定法第7条の2の規定に基づき、次のとおり同法第7条第1項第2号に掲げる条件に適合している旨の証明書の交付を申請します。  
Pursuant to the provisions of Article 7-2 of the Immigration Control and Refugee Recognition Act, I hereby apply for the certificate showing eligibility for the conditions provided for in 7, Paragraph 1, Item 2 of the said Act.



A face-to-shoulder color photo in front of a solid-color background (size 4x3cm)  
\*Write your name on the back of your picture.

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

3 氏名 Name 氏名 WASEDA Taro 4 性別 Sex Male / Female 5 出生地 Place of birth 中国 吉林省 長春市 China Jilin Changchun 6 配偶者の有無 Marital status 有 / 無 Married / Single

7 職業 Occupation Student 8 本国における居住地 Home town/city 中国 北京市 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 Number XX123456789 (2) 有効期限 Date of expiration 2017 年 1 月 1 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

12 入国予定年月 Date of entry 13 上陸予定港 Port of entry 成田 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 / 無 Yes / No

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

17 過去の出入国歴 Past entry into / departure from Japan 有 / 無 Yes / No

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 / 無 Yes / No

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

21 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

22 関係 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

23 関係 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

24 関係 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

25 関係 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

26 関係 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

27 関係 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

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21 通学先 Place of study

(1) 名称

Name of school

■ Undergraduate Students: Total Period of education should be 12 years or more  
■ Graduate Students: Total Period of education should be 16 years or more

(2) 所在地

Address

東京都新宿区西早稲田 1-6-1

(3) 電話番号

Telephone No.

03-3203-4141

22 修学年数 (小学校～最終学歴)

Total period of education (from elementary school to last institution of education)

12 年  
Years

23 最終学歴 (又は在学中の学校) Education (last school or institution) or present school

(1) 在籍状況

☐ 卒業

☒ 在学中

☐ 休学中

Registered enrollment

Graduated

In school

Temporary absence

☐ 大学院 (博士)  
Doctor

☐ 大学院 (修士)  
Master

☒ 大学  
Bachelor

☐ 短期大学  
Junior college

☐ 高等学校  
Senior high school

☐ 中学校  
Junior high school

☐ 小学校  
Elementary school

☐ その他  
Others

(2) 学校名

Name of the school

(3) 卒業又は卒業見込み年月

Date of graduation or expected graduation

2017

年

5

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)

Do not need to fill out section 24 and 25.

25

日本語の教育又は日本語による教育を受けた教育機関及び期間

Organization and period to have received Japanese language education / received education by Japanese language

機関名

Section 26 must be filled out completely.

Please prepare over ¥80,000 per month for living expenses.

26

(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

円

☒ 在外経費支弁者負担

80,000

円

Self

Yen

Supporter living abroad

Yen

☐ 在日経費支弁者負担

円

☐ 奨学金

円

Supporter in Japan

Yen

Scholarship

Yen

☐ その他

円

Others

Yen

(2) Please fill out this section if you ticked "supporter living abroad" or "supporter in Japan" in Question 26(1).

☐

送金

80,000

円

from abroad

Yen

(携行者

携行時期

) ☐ その他

Name of the individual carrying cash

Date and time of carrying cash

Others

(3) 経費支弁者 Supporter

① 氏名

Name

Waseda Jiro

② 住所

Address

1\* Zhong Guan Cun, Hai Dian Qu, Beijing

電話番号

Telephone No.

012-345678

③ 職業 (勤務先の名称)

Occupation (place of employment)

Maneger/Waseda

電話番号

Telephone No.

2345-6789

④ 年収

Annual income

3,000,000

円

Please fill out the amount in Japanese yen.

Per month

Supporter must be the same as person indicated on the "Written Oath for Defraying Expenses" and "Bank Balance Certificate".

Do not forget to fill in both numbers.

(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 / Others  
 Public interest incorporated foundation

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 Others

28 上記(1)の申請人の監護人(通学生が中学校又は小学校の場合に記入)

29

**Do not need to fill out Section 28 and 29.**

and correct.  
g in this form

日

Day

注 意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(代理人)が変更箇所を訂正し、署名すること。

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.

※ 取次者 Agent or other authorized person

(1)氏 名 (2)住 所  
 Name Address  
 (3)所属機関等 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

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

早稲田大学

(2) 住所

東京都新宿区西早稲田1-6-1

電話番号

03-3203-4141

Telephone No.

(3) 学校の種類 Classification of school

- ☐ 大学院 Graduate school ☒ 大学 University ☐ 短期大学 Junior college ☐ 専修学校(日本語教育以外) Advanced vocational school (except Japanese language school)
- ☐ 各種学校(日本語教育以外) Vocational school (except Japanese language school) ☐ 日本語教育機関 Japanese language institution
- ☐ 高等学校 Senior high school ☐ 中学校 Junior high school ☐ 小学校 Elementary school ☐ その他 (Others)

(4) 授業形態 Type of class

- ☒ 昼間制 Day 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 classes that use two-way communication)
- ☐ 通信制(単位の一部をビデオ又はインターネット等による教育により取得できる場合を含む。) Correspondence course (including cases receiving credits for education via video or internet)

(5) 教育を受ける校舎の所在地

東京都新宿区西早稲田1-6-1

(6)

(7)

Do not need to fill out this section.

有・無  
Yes / No

ation

3 入

Date of entrance

Year Month Day

4 週間授業時間

Lesson hours per week

24hours

5 在籍区分 Registration

- ☐ 大学院(博士) Doctor ☐ 大学院(修士) Master
- ☒ 大学(学部生) Undergraduate student ☐ 大学(聴講生・科目等履修生) University (Auditor elective course student)
- ☐ 大学(別科生) University (Japanese language course student)
- ☐ 短期大学(学科生) Junior college (Traditional 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)
- ☐ 高等専門学校 Higher advanced vocational school
- ☐ 専修学校(一般課程) Advanced vocational school (General course)
- ☐ 各種学校(日本語教育機関(専修学校専門課程)) Vocational school (Japanese language institution (Advanced vocational school of specialized course)) ☐ 日本語教育機関(準備教育課程) Japanese language institution (Preparatory courses)
- ☐ 日本語教育機関(その他) Japanese language institution (Others) ☐ 高等学校 Senior high school
- ☐ 中学校 Junior high school ☐ 小学校 Elementary school ☒ その他 (Others)

Undergraduate Students: Please fill out "24 hours"  
Graduate Students: Please fill out "20 hours"  
JLP students: Please fill out "26 hours"

Undergraduate Students: Please tick "Undergraduate student"  
Graduate Students: Please tick "Doctor" or "Master"  
JLP students: Please tick "University (Auditor elective course student)"

交換留学生

6 学部・課程 Faculty / Course  
(5で大学院 (博士) ~ 大学 (研究生), 短期大  
(Check one of the followings when the answer to the ques  
college(auditor elective course student).)

■ Undergraduate Students: Please tick your major field at Waseda  
(SILS : Tick "Others" and write "Liberal Studies" )  
■ Graduate Students: Please tick your major field at Waseda  
■ JLP students: Please tick "Linguistics"

- |  |  |   |   |   |  |
|--|--|---|---|---|--|
| <input type="checkbox"/> 法学<br>Law   | <input type="checkbox"/> 経済学<br>Economics      | <input type="checkbox"/> 政治学<br>Politics                              | <input type="checkbox"/> 商学<br>Commercial science | <input type="checkbox"/> 経営学<br>Business administration | <input type="checkbox"/> 文学<br>Literature      |
| <input type="checkbox"/> 語学<br>Linguistics                                     | <input type="checkbox"/> 社会学<br>Sociology      | <input type="checkbox"/> 歴史学<br>History                               | <input type="checkbox"/> 心理学<br>Psychology        | <input type="checkbox"/> 教育学<br>Education               | <input type="checkbox"/> 芸術学<br>Science of art |
| <input type="checkbox"/> その他人文・社会科学 ( Others(cultural science/ social science) | <input type="checkbox"/> 理学<br>Science         | <input type="checkbox"/> 化学<br>Chemistry                              | <input type="checkbox"/> 工学<br>Engineer           |   |  |
| <input type="checkbox"/> 農学<br>Agriculture                                     | <input type="checkbox"/> 水産学<br>Fisheries      | <input type="checkbox"/> 薬学<br>Pharmacy                               | <input type="checkbox"/> 医学<br>Medicine           | <input type="checkbox"/> 歯学<br>Dentistry                |  |
| <input type="checkbox"/> その他自然科学 ( Others(natural science)                     | <input type="checkbox"/> 体育学<br>Sports science | <input checked="" type="checkbox"/> その他 ( Liberal Studies )<br>Others |   |   |  |

7 専門課程名称 (5で高等専門学校 ~ 各種学校の場合に記入)

Name of the specialized course (In case of high specialized school ~ various schools)

☐ \_\_\_\_\_  
☐ \_\_\_\_\_ )

8 卒業  
Period  
以  
通  
Name

Do not need to fill out this Section.

注意  
申請  
In ca

concerned and press its seal on the correction.

日  
Day  
the part

# Written Oath for Defraying Expenses

To Waseda University

2-4

Nationality: Japanese  
 Full Name(Applicant): Waseda Taro  
 Date of Birth: dd / mm / yyyy ( 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:

Your financial supporter must fill out here.

## 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) Living Expenses: monthly amount 80,000 yen  
 2) Method of payment (Please explain in detail, e.g. bank transfer, money order, etc.)

Bank transfer

Suggested minimum amount of money is at least 80,000JPY/month.

Your financial supporter's name must be the same as person indicated on the "COE application No.26 (3)" and "Bank Balance Certificate".

dd / mm / yyyy  
 day / month / year

Name of person defraying expenses: Waseda Jiro  
 (Family) (Given) (Middle)  
 Address: 1-17-14 Nishiwaseda Shinjuku-ku, 169-0051, Tokyo Japan TEL: +81-3-3207-1454  
 Full Name (Signature): Waseda Jiro Seal(if any)  
 Relationship to applicant: Father