

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.
- You can directly type in your answers into the form (pdf). If you are handwriting the form, please make sure to use a black ballpoint pen. Do not use a pencil or an erasable ballpoint pen.
- Please use one-sided printed paper.
- A face-and-shoulder (plain background) color photo (3x4cm) should be firmly pasted with glue in the space indicated on the application form.

*The photograph must have been taken within 3 months of submission.

*Write your name on the back of the photograph.

*Photo copy (color copy included) is not acceptable.

(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 beside yourself is covering your expenses】

⇒**Official Bank Balance Certificate(of 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.

Please write with a BLACK pen not with the ballpoint pen with erasable ink.

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

You may use Japanese or English.



- 1.Applicant
- 2.Hatless and Full-faced
- 3.Without Background
- 4.Clearly printed
- 5.Your name on the back
- 6.A color or black-and-white photograph
- 7. A copy of a photo is not acceptable.

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.

1 国籍・地域 **China** 2 生年月日 年 月 日

3 氏名 **WASEDA TARO**

4 性別 男 / Female 5 出生地 **China Jilin Changchun** 6 配偶者の有無 有 / Single

7 職業 **Student** 8 本国における居住地 **China Beijing**

9 日本における連絡先 **〒169-0051東京都新宿区西早稲田1-7-14-4F**
電話番号 **03-3207-1454** 携帯電話番号 **N/A (なし)**

10 旅券 (1)番号 **XX123456789** (2)有効期限 **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。)
 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」 L「研究(転勤)」
 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)」
 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)」
 T「日本人の配偶者等」 T「永住者の配偶者」
 U「高度専門職(1号イ)」 U「高度専門職(1号ロ)」 U「高度専門職(1号ハ)」 U「Other」

12 入国予定年月日 **1year** 13 上陸予定港 **Narita**

14 滞在予定期間 **1year** 15 同伴者の有無 有 / No

16 査証申請予定地 **Beijing**

17 過去の出入国歴 有 / No
 回数 **1** 直近の出入国歴 **2015** 年 **10** 月 **1** 日から **2015** 年 **10** 月 **20** 日

18 犯罪を理由とする処分を有 (具体的内容) 有 / No

19 退去強制又は出国命令による出国の有無 有 / No
 回数 回 直近の送還歴 年 月 日

20 在日親族(父・母・配偶者・子・兄弟姉妹など)及び同居者

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.)

