

Guide for Application for Certificate of Eligibility (COE)

1. What is a Certificate of Eligibility (COE)?

A Certificate of Eligibility (COE) is an official document issued by the Ministry of Justice. All applicants without a valid status of residence in Japan, excluding visas for short-term stays, must have a COE issued before applying for the appropriate visa (i.e., a **college student visa**).

Hitotsubashi University will act as a proxy and apply for your COE at the Tokyo Immigration Bureau of the Ministry of Justice.

*There is **no need** to apply for a "COE" for those have a Japanese passport or a valid status of residence in Japan.

Roadmap for obtaining your student visa		
Steps to follow	By who	What to do
STEP 1 End Mar. 2022	Applicant	<input type="checkbox"/> Applicant submits necessary information and documents for COE application to HU's partner Law firm. <i>(At this step, the Law firm will contact each applicant first. Please just wait for their e-mail before submission procedures.)</i>
STEP 2 End May. 2022	HU	<input type="checkbox"/> HU releases each applicant's selection result, based on their application documents.
STEP 3 Early Jun. 2022	HU	<input type="checkbox"/> The partner Law firm organizes the COE application documents, based on the information provided by applicants. <input type="checkbox"/> HU applies for the COE at the Immigration Bureau of Japan on the applicants' behalf. (*Applicants DO NOT need to apply for the COE by themselves.) * The COE screening process by the Immigration Bureau generally takes 2-3 months. However, we cannot guarantee or estimate when the COE will be granted.
STEP 4 End Jul. – Aug. 2022	HU	<input type="checkbox"/> When the COE is issued, HU will send out the hard copy of each applicant's COE by postal mail.
STEP 5 Before Your Departure	Applicant	<input type="checkbox"/> Once the applicant receives the COE, they must visit a local Japanese Embassy/Consulate (outside of Japan) to apply for a college student visa (bring the COE (original), a valid passport, visa application form, etc.)
STEP 6 Sep. 2022	Applicant	<input type="checkbox"/> The applicant enters Japan with a student visa .

YOU ARE HERE



▶ Receive a COE

▶ Apply for a "College Student" visa

A visa seal will be placed on a passport when granted.

▶ Receive the residence card

If your application documents are insufficient, the COE screening might be delayed. Please submit a correct information and submit an acceptable photo. Please contact us if you have questions on the COE application. More information and detailed instructions will be provided after your exchange are officially accepted by HU.

Need Help?

Ministry of Foreign Affairs of JAPAN: Consular Services > General visa: Student
https://www.mofa.go.jp/j_info/visit/visa/long/visa6.html
 Entry Procedures <Visa / Certificate of Eligibility>
<https://www.isa.go.jp/en/index.html>
 FAQs: VISA / Residing in Japan https://www.mofa.go.jp/j_info/visit/visa/faq.html

Want to Contact?

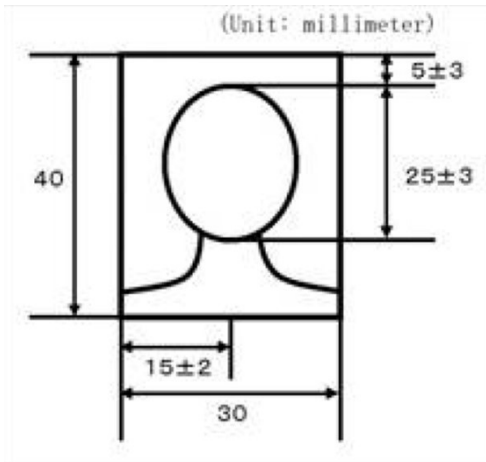
サポート行政書士法人
 Support Gyoseishoshi Law Firm Co.Ltd
 hit-u@shigyo.co.jp

Applicants' Residence Card will be their official identification during your stay in Japan.

2. Specifications for photos to be submitted

Photos to be submitted for various applications should be as specified below.

Please also refer to the “Acceptable Photo Examples” and “Unacceptable Photo Examples” below to help ensure you submit a photo that meets the specifications.



1. Dimensions of photo
4 centimeters high, 3 centimeters wide
2. Photo of only the applicant
3. Dimensions of parts excluding the edges satisfy the dimensions shown in the diagram to the left
(Dimensions of the face are from the top of the head [including the hair] to the tip of the chin.)
4. Subject is facing forward and not wearing a hat
5. Nothing in the background (including shadows)
6. Photo is clear
7. Photo must be one taken within three months of date of submission

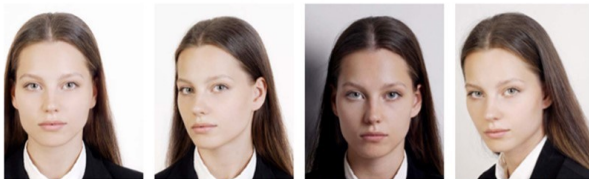
Acceptable Photo Examples

Satisfies all specifications - subject is easily identified.



Unacceptable Photo Examples

Photos that don't satisfy given measurements or specifications



Off-center

Face is angled to the side

Shadow in background

Body is angled

Photos in which identification of the individual is difficult



Expression differs greatly from normal expression

Dark background color makes it difficult to determine outline

Not clear due to focus issue or vibration of camera

Shadow on face

Photos in which part of the face is obscured



Glasses frame covers eyes

Glasses frame is exceedingly large

Lighting is reflected in glasses

Part of face is covered with a mask

Eyes are obscured by hair

Cloth wrapping creates a shadow on face

(Note) Head wrappings made of cloth, etc. are acceptable if the face is clearly visible.

(English) https://www.isa.go.jp/en/applications/guide/photo_info.html

(Japanese) https://www.moj.go.jp/isa/applications/guide/photo_info.html