

## 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, excluding those who possess a valid status of residence in Japan (\*), must have a COE issued before applying for a student visa. (\*A visa for short-term stays such as a tourist visa is not regarded as a valid status of residence in Japan.)

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 who have a Japanese passport or a valid status of residence in Japan.

Steps to follow	By who	What to do
STEP 1 End Sep. 2023	Applicant	Applicant submits necessary information and documents for COE application to HU's partner Law firm. (At this step, the Law firm (hit-u@shigyo.co.jp) will email each applicant first. Please just wait for their email before submission procedures.)
STEP 2 Early Dec. 2023	HU	HU releases each applicant's selection result, based on their application documents.
STEP 3 Early Dec. 2023	HU	<ul> <li>The partner Law firm organizes the COE application documents, based on the information provided by applicants.</li> <li>HU applies for a COE at the Immigration Bureau of Japan on the applicants' behalf. (*Applicants DO NOT need to apply for the COE by themselves.)</li> <li>* The COE screening process by the Immigration Bureau generally takes 2-3 months. However, we cannot guarantee or estimate when the COE will be issued.</li> </ul>
STEP 4 Feb Mar. 2024	HU	<ul> <li>Once the COE is issued, HU receives the COE in electronic form. HU will send out the electronic COE to each applicant by email.</li> <li>Apply for a "Student" visa</li> </ul>
STEP 5 Before Your Departure	Applicant	<ul> <li>Once the applicant receives the electronic COE, they must visit a local</li> <li>Japanese Embassy/Consulate (outside of Japan) to apply for a student visa (bring the electronic COE, valid passport, visa application form, etc.)</li> </ul>
STEP 6 Mar. 2024	Applicant	The applicant enters Japan with a student visa.

If your application documents are insufficient, the COE screening might be delayed. Please submit 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.

The **Residence Card** will be your official identification during your stay in Japan.

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Need Help?

Ministry of Foreign Affairs of JAPAN: General visa: Student

https://www.mofa.go.jp/j\_info/visit/visa/long/visa6.html

Immigration Services Agency: Application for Certificate of Eligibility

https://www.moj.go.jp/isa/applications/procedures/16-1.html

FAQs: VISA / Residing in Japan https://www.mofa.go.jp/j\_info/visit/visa/faq.html

Want to Contact?

サポート 行政書士芸人 Support Gyoseishoshi Law Firm Co.Ltd

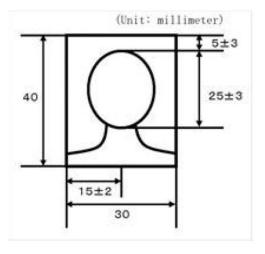
▶ hit-u@shigyo.co.jp



## 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







background



Expression differs Dark background greatly from normal color makes it expression outline



Photos in which identification of the individual is difficult





focus issue or difficult to determine vibration of camera

Not clear due



Photos in which part of the face is obscured



Glasses frame covers eyes exceedingly large



Lighting is reflected in glasses



covered with a mask



by hair



Cloth wrapping creates a shadow on face (Note) Head wrappings made of cloth, etc. are acceptable if the face is clearly visible.

(Reference) https://www.moj.go.jp/isa/applications/guide/photo\_info.html