

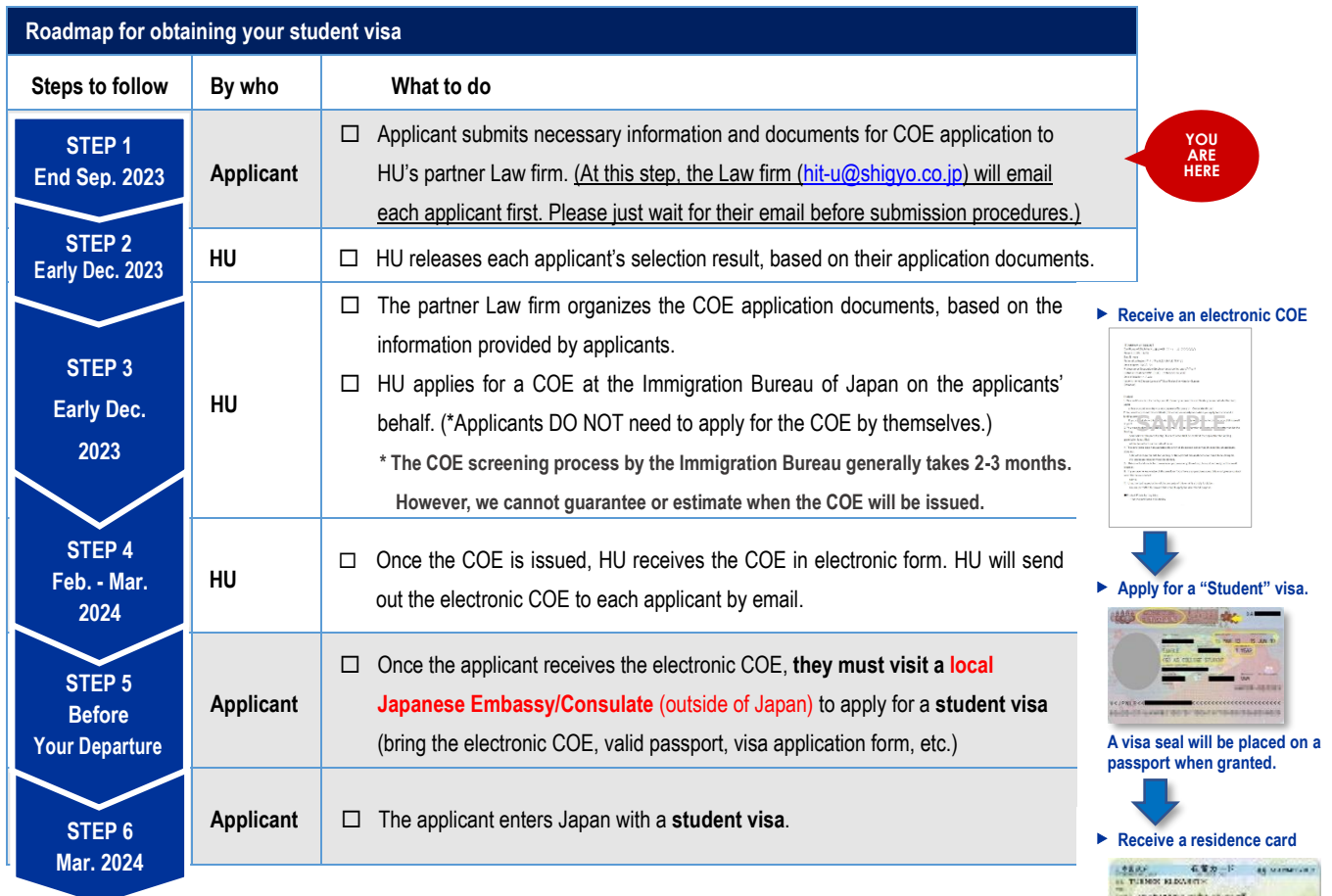
Guide for Application for Certificate of Eligibility (COE)

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.



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.

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?

サポート行政書士法人
Support Gyoseishoshi Law Firm Co.Ltd

Support Gyoseishoshi Law Firm Co.Ltd

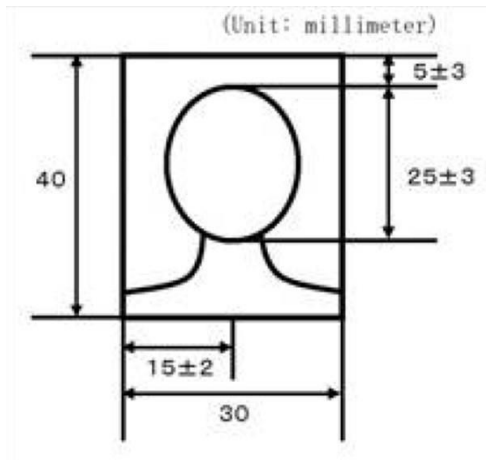
✉ hit-u@shigyo.co.jp

The Residence Card will be your 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.

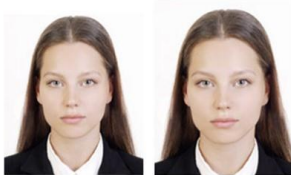
Please also refer to the “Acceptable Photo Examples” and “Unacceptable Photo Examples” below to help ensure you submit a photo that meets the specifications.



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.

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