

Reference on Procedures for Entering and Staying in Japan

*Please kindly see Center for International Education (CIE) website: <https://www.cie-waseda.jp/visastatus/en/>

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1. Regarding Visa / Certificate of Eligibility (COE) / Status of residence / Residence card

Visa	In principle, a valid passport and a valid visa issued by a Japanese Embassy or Consulate are required for a foreign national to enter Japan. A visa certifies the legality and validity of the passport and signifies that the foreigner's entry and stay in Japan is appropriate under the conditions stated in the visa. Issuance of visas in Japan is the responsibility of the Ministry of Foreign Affairs.
Certificate of Eligibility (COE)	A Certificate of Eligibility (COE) is issued to a foreign national who intends to enter Japan after a preliminary examination to determine whether the activities in Japan meet the entry requirements. If you present your COE to the Japanese Embassy or Consulate and apply for a visa, you will be treated as if you have already completed the prior examination, so a visa is relatively issued smoothly and in a short period of time. In addition, if you present your COE at the time of entry into Japan, you will be treated as a person who meets the conditions for landing, and the landing examination will be simplified and expedited. COE is valid for three months from the date of issuance. Issuing COE is administered by the Immigration Services Agency, an external organization of the Minister of Justice.
Status of residence	A status of residence is a status that allows a foreign national to engage in certain activities during stay in Japan. International students are allowed to engage in activities within the scope of the "留学／Student" status granted to them. The "留学／Student" status for foreign students enrolled in undergraduate, graduate, or research programs at universities is valid until graduation from the university. After graduation, they must change their status of residence to an appropriate one or leave Japan. Even if the date of expiration remains, if you do not have the appropriate status of residence, you may be staying in Japan illegally and lose your status of residence.
Residence card	You will be granted the status of "留学／Student" by Immigration Services Agency as a qualification to study and research at Waseda University. As the host university, Waseda University is obligated to report your whereabouts to the Immigration Services Agency. Therefore, if you do not submit your residence card, your status of residence may be affected, and you may not be able to continue your studies. To avoid such a situation, please be sure to submit your residence card when you receive the residence card or if the information on your residence card changes.

The differences between Visa (Entry into a country) and Visa (Status of Residence)

A visa is a passport issued by a Japanese Embassy or Consulate abroad that certifies that the passport is valid for entry into Japan. When you arrive at a Japanese airport or port of entry by plane or ship with your passport and visa, an immigration inspector will check the visa stamped on your passport. If you pass the landing inspection without incident, you will be granted "status of residence".

In the nutshell, a visa is kind of a ticket to enter Japan, on the other hand, "status of residence" is the license to stay in Japan. When applying for the extension of "status of residence", we normally use the term "visa" referred to the status of residence, especially, e.g., applying for the visa renewal. Although calling "status of residence" "visa" does not cause any problem at all

since it could be understood from the flow of conversation, the original meaning of the word "visa" is different.

2. Acquisition of Status of Residence of “Student”

International students who are admitted to Waseda University are able to apply for a status of residence of “Student”. Those with the status of residence of “Student” are eligible to apply for tuition reduction/exemptions and scholarships for international students. **Be aware that those with a status of residence other than “Student” cannot use various services or systems intended for international students as stated above.**

Please bear in mind that students are not eligible to enroll in the university with a “Temporary Visitor” status. Carefully read (1)-(6) below and take the necessary measures to extend your period of stay, change your status of residence, request for application for COE by proxy, etc. **To go through the procedures concerning a status of residence, you will need to have made a second deposit.** If you need a “certificate of admission” for your application, ask the office of the undergraduate/graduate school you are scheduled to join to issue it after you have made your second deposit.

(1) If you have a status of residence of “Student”

If you currently have a status of residence of “Student,” please apply for “extension of period of stay” as necessary. You are able to apply for extension of period of stay from three months before your status of residence expires. For details on procedures, please refer to [“If your current status of residence is “Student””](#) in “For Prospective Students” on the above website.

(2) If you have a status of residence of “Temporary Visitor”

If you currently have a status of residence of “Temporary Visitor,” generally, you will need to leave Japan once and apply for a status of residence of “Student.” For details on how to apply for a status of residence of “Student,” please refer to [“\(4\) If you do not have a status of residence”](#).

(3) If your status of residence is other than “Student” or “Temporary Visitor”

If you finish the activity that falls under your status of residence, you will need to change your status of residence to “Student.” If your status remains the same, such as “Dependent,” change the status of residence as necessary. For details on procedures, please refer to [“If your current status of residence is other than “Student””](#) in “For Prospective Students” on the above website.

【Note】 In order to apply for extension of period of stay or change of status of residence, you need a completed application form issued by Waseda University. Prior to making the application to the Immigration Services Bureau, please submit the application form, a certificate of admission, and other necessary documents to the university.

(4) If you do not have a status of residence

To apply for a status of residence, you will first need to obtain a certificate of eligibility (COE) from the Immigration Services Bureau in Japan. Waseda University will apply for a COE on behalf of the applicant to the Immigration Services Bureau **only for international students residing outside Japan who have completed the enrollment procedures.** After a COE is issued and sent to Waseda University, it will be sent to you. Upon receiving the COE, you will need to take it with your passport to the Japanese embassy or consulate in your country of nationality/residence to apply for a “Student” visa. The

COE is valid for 3 months after the issuance, so be sure to acquire your visa and enter Japan before the COE expires. Since it takes around two months for examination at the Immigration Services Bureau, please be careful not to start late with little time before enrollment.

【Note】

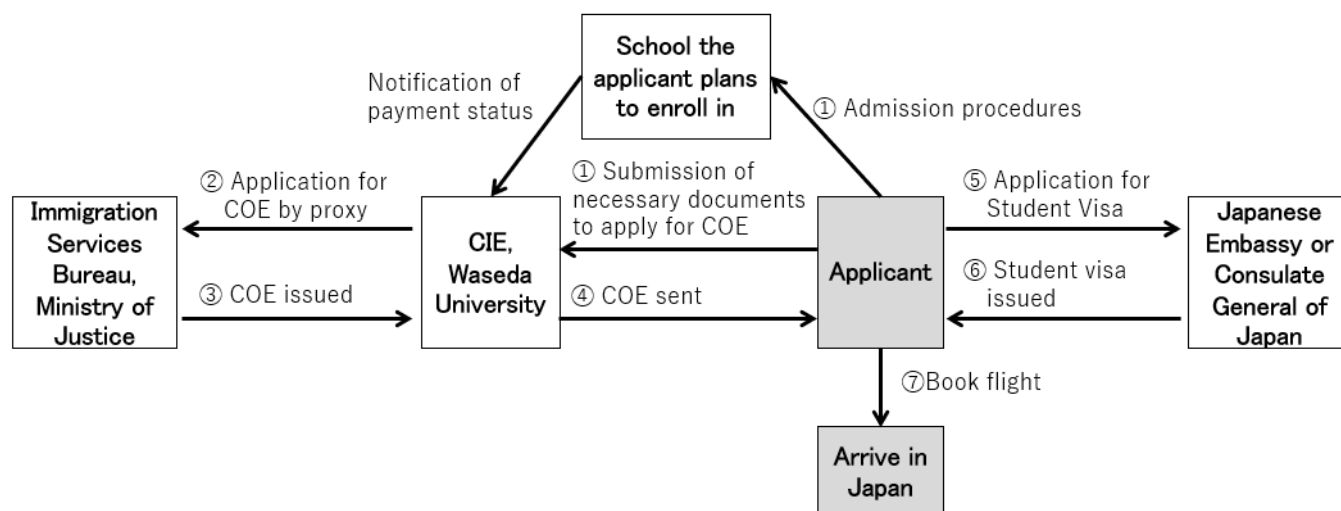
• **Waseda University will carry out the application by proxy only after you have made your second deposit.** Please complete your payment as soon as possible and start your procedures of requesting an application by proxy.

• For information on what documents are needed to request for application by proxy and where to send them, please see “Request for COE Application by Proxy”.

【Sequence of Steps Involved in Obtaining a “Student” Visa (①→⑦)】

*Depending on the embassy/consulate, the duration before a “Student” visa is issued varies, and in some cases, it takes about 3 weeks.

*After submitting your application documents to Center for International Education, please contact the Japanese embassy/consulate which you intend to apply to and ask how long it will take for your visa to be issued.



(5) Acquisition/Change of status of residence

[Visa waiver or Temporary Visitor status holders]

If you enter Japan as a visa waiver or on a Temporary Visitor status (within 90 days of stay in Japan, for activities such as sightseeing, business, or visiting relatives, etc., that do not involve the receipt of money), in principle, you will need to leave Japan once to apply for a student visa by submitting your COE to the Japanese embassy or consulate in your country of nationality/residence. However, if it is difficult for you to return to your home country before the start of the new semester because of the late issuance of the COE due to the entrance exam held at the end of the academic year (end of February/March), you can apply for change of status of residence at the Immigration Services Bureau upon issuance of a COE. However, please bear in mind that this application is unusual, and that you may not be allowed to change the status of residence. As the Immigration Services Bureau is solely responsible for decisions regarding the status of residence, Waseda University cannot be held responsible for the duration of screening or outcome.

【Note】 For holders of a temporary visitor status of 30 days or less, change of status in Japan is not allowed. Please

leave Japan once, submit the COE at the Japanese embassy or consulate in your country of nationality or residence, and obtain a student visa before re-entering Japan.

(6) Other Important points

- The Center for International Education, Waseda University acts on your behalf to apply for a “Student” status of residence only. If you wish to apply for other types of status of residence, you need to make an application by yourself at the Immigration Services Bureau.
- The Immigration Services Bureau may require you to submit additional documents if needed.
- If you decide not to enter Waseda University, please immediately inform the Center for International Education. Also, if you are accepted by another university in Japan, please make sure that you do not apply for a COE through more than one university. If there are multiple applications, a COE cannot be issued.
- If you have multiple nationalities including a Japanese nationality, you are not eligible to apply for a COE.
- The Immigration Services Bureau is solely responsible for decisions regarding the status of residence. If issuance is delayed or application is not approved, Waseda University cannot be held responsible for the cancellation fee of your air ticket or other inconveniences. Please be careful when you book your flight.
- For application procedures concerning “Student” status of residence, please contact the Center for International Education, Waseda University (e-mail : cie-zairyu@list.waseda.jp).

3. Application for Renewal of Status of Residence

◎To apply for extension of period of stay, **receive the application form "For Organization" stamped with the university seal**, and then apply at the Immigration Services Bureau yourself.

【Procedures】

1. Check the expiration date.
2. Prepare the documents necessary for application.
3. Submit the documents you prepared to your handling office in the designated way and have them checked. Receive a two-sheet form for organization. (Documents will be accepted from 3 months prior to the expiration date of your period of stay.) As for (Graduate) School of Human/Sports Sciences, please submit the documents via application form below.

Application form of Tokorozawa Administrative Office: <https://my.waseda.jp/application/noauth/application-detail-noauth?param=4nWbmJvqaIykfCfN6DdSHw>

4. Apply at the Immigration Services Bureau.
5. Inspection by the Immigration Services Bureau.
6. A postcard with the inspection results will reach you.
7. Go to the Immigration Services Bureau to receive the results.
8. Please submit information on your status of residence to the University within 14 days.

Residency Check Form: <https://forms.office.com/r/AtTdE1nn22>



【Necessary Documents】

- ☐ Application form for Extension of Period of Stay
- ☐ Passport, Double-sided of residence card, Double-sided of Student ID (its address must correspond to the address on your residence card)
- ☐ Certificate of Enrollment (Online delivered digital certificates are not acceptable.)
- ☐ Transcript (Online delivered digital certificates are not acceptable.)
- ☐ Study/Research Certificate for non-degree students (If you need a Waseda issued certificate, request the office of your undergraduate/graduate school to issue one.)
- ☐ Description of Expenses (Use designated form. For University confirmation only. No need to submit to the Immigration Services Bureau.)
- ☐ Source documents for Expenses (Submit to the Immigration Services Bureau only. No need to submit to the university.)

4. COE Application by Proxy

◎Make sure to send all the necessary documents below to the Center for International Education (CIE) by registered post (Express Mail Services, etc.).

【Necessary Documents for COE Application by Proxy】

*Put a check mark☑ for each document you enclose in the package.

☐ ① [Application For Certificate of Eligibility](#) (3 pages & 1 ID photo taken within the past 6 months)

* Be sure to check the [Entry example](#).

☐ ② Copy of Passport (Page with your photo)

☐ ③ [Written Oath for Defraying Expenses](#) (if someone besides yourself is covering your expenses)

☐ ④ Documents Concerning Defraying Expenses

1	You are financing yourself	Bank Balance Certificate*1) (account in your name)
2	You are going to receive scholarship	Certificate of Scholarship *2)
3	Someone besides yourself is covering your expenses	Bank Balance Certificate*1) (account in the name of the person covering your expenses) and Written Oath for Defraying Expenses

*1) Bank Balance Certificate: It must show the name of the account holder, name of bank, date of issue, and account balance.

• Rough estimate of the amount in the bank balance: At least the total amount of tuition fee and living expenses for half a year must be met. (If the account balance is in a currency other than Japanese yen, CIE will convert it by using the exchange rate at the time your documents are being checked.)

• Living expenses (including housing costs): approx. 120,000 yen per month

• Tuition fee: Varies depending on your undergraduate/graduate school

• If it is written in a language other than Japanese or English, attach a Japanese or English translation. (Notarization is not needed)

*2) Certificate of Scholarship:

If the monthly amount of the scholarship is less than the total amount of living expenses and tuition fee per month, please also submit another statement on source of funds including a bank balance certificate, as evidence that the shortfall can be compensated.

☐ ⑤ Request for COE Application by Proxy Form (this sheet)

☐ ⑥ If it has been more than 5 years since you graduated from your last school at the time of admission to Waseda University, the following documents are required:

1. Resume (no designated format, but use an A4 size paper, including your background and reasons for your studies)

2. Document explaining your future (no designated format, but use an A4 size paper, including your plans after graduation)

*Examination for COE applications take two to three months, so regardless of the deadline, we strongly recommend that you remit the entrance fee/tuition swiftly and make your application early.

【Contact】

E-mail : cie-zairyu@list.waseda.jp

“COE Application by Proxy” Section,

Center for International Education, Waseda University

1-7-14-4F Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051, Japan

[Phone: 03-3203-9806](tel:03-3203-9806)

Name <u>in English alphabet</u>	
Address <u>in English alphabet</u>	
Phone Number	
E-mail address	A COE is issued electronically and sent via email. Be sure to inform us of any change immediately.
School in Waseda University to be enrolled	
Examinee's Number	