

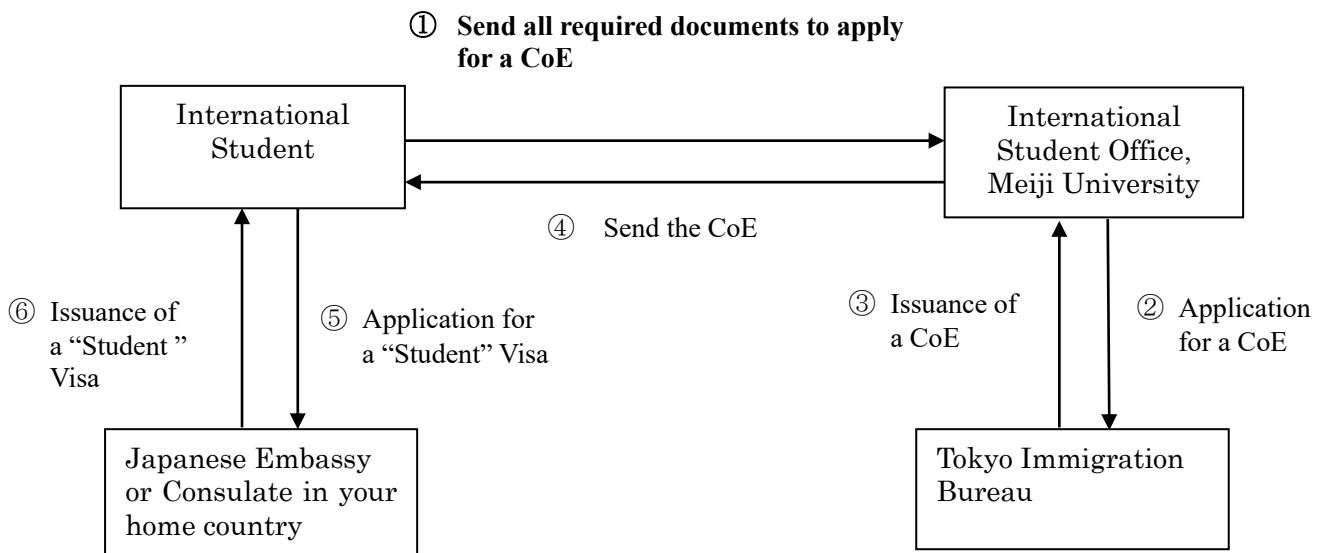
How to get a “Student” Visa

*The application forms are different for applicants living in Japan and applicants living abroad so please check the top right corner.

In order to obtain a college student visa, you need to apply for a "Certificate of Eligibility (CoE)". Meiji University can apply for a CoE on behalf of students abroad at the Tokyo Regional Immigration Bureau (this is a proxy application). You should apply for a "College Student" visa at the Japanese embassy or consulate in your home country using the issued Certificate of Eligibility.

The examination for CoE application takes **around 2 to 3 months**, so please prepare required documents as soon as you decide to re-enroll Meiji University.

<Flow for obtaining a “Student” Visa>



<Steps for Preparation of Documents>

If you want to apply for a proxy application by us university, please follow the **two steps** as a procedure for "① Send all required documents to apply for a CoE" in the above chart. Please be sure to complete all the steps.

Step 1	Step 2
Submit documents by e-mail	Submit documents by postal mail

<Required Documents>

※All students must submit the following documents (1) ~ (8).

【Step 1】 Submit documents by e-mail

How to submit	Documents to be submitted	Details
<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">E-mail</div> <p>Please enter the following five items in the mail text:</p> <ol style="list-style-type: none"> ① Name ② Name of school/faculty (e.g. Law, Literature etc.) ③ E-mail address ④ Telephone number ⑤ Delivery address (We will send your CoE to this address. Please write your address in English, <u>including your postal code.</u>) <p>【E-mail address】 coe@meidai-support.com</p>	(1) Application Form for CoE(5pages) *Excel file	<ul style="list-style-type: none"> ▪ Please download the application form at <ul style="list-style-type: none"> ▪ Application form (for PC) ▪ Application form (Please download it if you can not use above) * How to fill in the form ▪ Please complete Application form and send it by E-mail. ▪ Please name the Excel file, “The name of your undergraduate or graduate school_(underscore) your name (as it appears on your passport)” Ex: OO_SAKURA MEIJI
	(2) A photocopy of Passport *PDF or JPEG	<ul style="list-style-type: none"> ▪ Please attach a PDF or JPEG file of the passport pages which show the name, date of birth, passport number, photo and the expiration date by mail. ▪ Please name the data, “Passport_(underscore) your name(as it appears on your passport)” Ex: Passport_SAKURA MEIJI

【Step 2】 Submit documents by postal mail

How to submit	Documents to be submitted	Details
<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">Express postal Mail Service with tracking system (EMS etc.)</div> <p>【Mailing Address】</p> <p>Meidai Support Corp. Shien-2, CoE Section</p> <p>Meiji-U, Daigaku Kaikan B1F 1-3-1 Kanda-Surugadai, Chiyoda-ku, Tokyo 101-8301, JAPAN</p> <p>TEL 070-2465-7342</p> <p>*The documents related with admission procedure must be sent to each school office that you will enroll.</p>	(3) ID Photo (4cm×3cm)	<ul style="list-style-type: none"> ▪ Have been taken <u>within the last 6 months</u> ▪ Sharp and clear ▪ Taken in front of a plain background ▪ Shows head and shoulders, hats and head coverings must not be worn ▪ Please include the name of the school/faculty and your name on the back of the photo. <p>*Please note that if the photo is not taken within the past 6 months, you will be asked to mail it again.</p>
	(4) A photocopy of Passport	Include the pages which show the name, date of birth, passport number, photo and the expiration date.
	(5) Request Form for CoE Application by Meiji University	Please complete the form by hand. Please download the form from HERE .
	(6) Letter of Financial Support	Please download the form from HERE . Complete the form in Japanese or English by hand. Please do not type. You can check the sample from HERE .

	(7)	Documents to verify financial ability to pay for tuition and living cost during period of study	<p>These documents must be issued within 3 months and be written in English or Japanese. If it is written in other languages, please have them translated into English or Japanese. (No need to be notarized)</p> <p>■ Students who will support themselves financially must submit:</p> <ol style="list-style-type: none"> 1. Certificate of Deposit of the student's bank account (original copy) <p>OR</p> <ol style="list-style-type: none"> 2. Photocopies of bankbook* in the student's name <p>■ Students with a financial sponsor must submit:</p> <ol style="list-style-type: none"> 1. Certificate of Deposit of the financial sponsor's bank account (original copy) <p>OR</p> <ol style="list-style-type: none"> 2. Photocopies of bankbook* in the financial sponsor's name <p>OR</p> <ol style="list-style-type: none"> 3. Photocopies of bankbook* in the student's name to receive remittance. <p>AND if applicable:</p> <ol style="list-style-type: none"> 4. Certificate of scholarship <p>*Photocopy of bank book: All pages of last 1 year (indicating the bank account holder's name) of the savings record are required</p>												
	(8)	International Reply Coupons	<p>These coupons will be used for sending the CoE from Meiji University to the admitted student. Please submit the following number of international reply coupons according to the region where you currently reside.</p> <table border="1" data-bbox="928 1205 1519 1624"> <thead> <tr> <th>Region</th> <th>Number of Coupons you need to send</th> </tr> </thead> <tbody> <tr> <td>China / Korea / Taiwan</td> <td>10</td> </tr> <tr> <td>Asia (except China / Korea / Taiwan)</td> <td>12</td> </tr> <tr> <td>Oceania / Canada / Mexico / Middle East / Europe</td> <td>20</td> </tr> <tr> <td>United States</td> <td>25</td> </tr> <tr> <td>South America (except Mexico) / Africa</td> <td>23</td> </tr> </tbody> </table> <p>*If you are unable to prepare international reply coupons even by (1) going to a large post office or (2) asking a friend in Japan, etc, please contact Meidai Support Corporation CoE Section by email.</p>	Region	Number of Coupons you need to send	China / Korea / Taiwan	10	Asia (except China / Korea / Taiwan)	12	Oceania / Canada / Mexico / Middle East / Europe	20	United States	25	South America (except Mexico) / Africa	23
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***The examination for visa application takes around 2 to 3 months.**
Please prepare required documents as soon as you decide to enter Meiji University.
Please note that the later you submit the documents, the later your CoE will be issued.

<Important Notes>

1. In case you enter Japan with “Temporary Visitor” visa, the Immigration Bureau does not accept the application for change of status of residence to “Student”. Please enter Japan with a valid “Student” visa. When there are unavoidable reasons, please contact the International Student Office in advance.
2. The examination for the visa application is conducted by the Ministry of Justice. In case the issuance of visa is delayed or the application is denied, Meiji University shall not assume any responsibility.
3. The Ministry of Justice may require submission of additional documents.
4. If your application lacks any of the documents, the International Student Office can not apply for a CoE on behalf of you. Please make sure that there are no lacking documents before submitting.
5. You cannot use white out. If you want to correct errors, draw two lines over each error and write sign.
6. **The CoE is only valid for 3 months from the date of issue.** Please apply for a "Student" visa at a Japanese Embassy or Consulate in your home country immediately once you receive the CoE.

*For details, please refer to the website of Immigration Services Agency.

(<https://www.moj.go.jp/isa/applications/procedures/16-1.html?hl=en>)

<Contact and where to submit application documents>

Meidai Support Corporation

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