

To international students who will enroll in April 2025

Meiji University

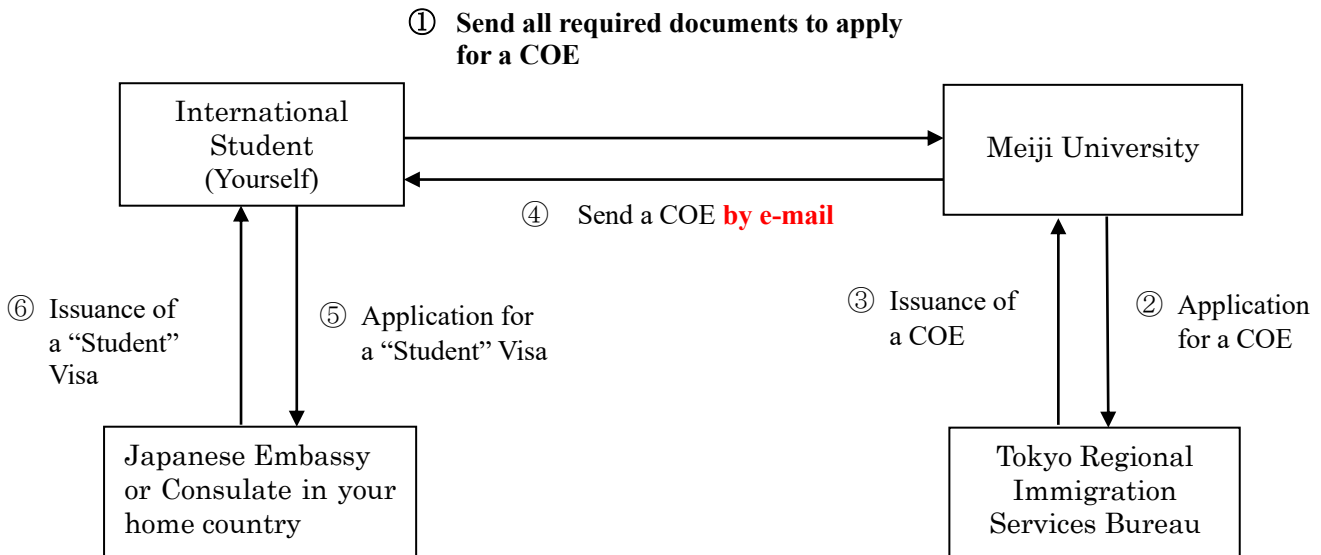
How to get a “Student” Visa

*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 “Student” visa, you need to apply for a "Certificate of Eligibility (COE)". Meiji University can apply for a COE on behalf of students living abroad at the Tokyo Regional Immigration Bureau (this is a proxy application). You need to apply for a "Student" visa at the Japanese embassy or consulate in your home country using the COE sent by e-mail.

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

<Flow for obtaining a “Student” Visa>



★COE will be issued via e-mail.

Reference: Immigration Services Agency “About digitizing the Certificate of Eligibility”

https://www.moj.go.jp/isa/applications/procedures/10_00136.html?hl=en

<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 in any order.

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

<Required Documents>

※All students must submit the following documents (1) ~ (7).

Please fill in the forms in Japanese or English.

【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>*The title of the e-mail should be; “【★new_COE】your name”.</p> <p>*Please enter the following five items in the mail text:</p> <p>① Name ② Name of school/faculty (e.g. Law, Literature etc.) ③ Examinee’s number ④ E-mail address (We will send your COE to this e-mail address.) ⑤ Phone number</p> <p>【E-mail address】 <u>coe@meiji.ac.jp</u></p>	(1) Application Form for a COE (a) 5pages + (b) 1 additional sheet	<ul style="list-style-type: none"> • Please download and complete the application form at the link below. <ul style="list-style-type: none"> ▪ (a) Application form (for PC) (Excel) If you cannot use above, please click here. * How to fill in the form ▪ (b) Additional Sheet (PDF) * How to fill in the form <ul style="list-style-type: none"> • “Numbers files” are not acceptable. • Please name the file, “The name of your school/faculty_ your name (as it appears on your passport)” Ex: Law_ SAKURA MEIJI
	(2) A photocopy of your Passport	<ul style="list-style-type: none"> • Please attach a file of the passport pages which show your name, date of birth, passport number, photo, and the expiration date by mail. *PDF or JPEG • Please name the file, “Passport _ your name” 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 070-7600-4070</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 within the last 6 months • Sharp and clear • Taken in front of a plain background • Shows head and shoulders without hats and head coverings. • Please handwrite the name of your 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 your 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 download the form from HERE .
	(6) Letter of Financial Support	Please download the form from HERE . (You can check the sample from HERE .)

(7)	Documents to verify financial ability	<p>1) “Certificate of Deposit” of the financial supporter *Have been issued within 3 months</p> <ul style="list-style-type: none"> ▪ If you cannot get the certificate, “photocopies of bankbook” of the financial supporter is also acceptable. ▪ For all documents, we will check the latest deposit. ▪ If it is written in other languages, please have them translated into English or Japanese. <p>if applicable:</p> <p>2) Certificate of scholarship * For those <u>whose scholarship will be confirmed after enrollment</u>, such as Monbukagakusho Honors Scholarship (JASSO), you do not need to submit the certificate. For that case, you do not need to write about the scholarship on the application form.</p>
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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 Meiji University **in advance**.
2. The examination for the visa application is conducted by the Immigration Services Bureau. In case the issuance of visa is delayed or denied, Meiji University shall not assume any responsibility.
3. The Immigration Services Bureau may require submission of additional documents.
4. If your application lacks any of the documents, Meiji University cannot apply your COE on your behalf. Please make sure that there are no missing documents before submitting.
5. You cannot use a 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 the 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 the application documents>

Meidai Support Corporation

Shien-2, COE Section
Meiji University, Daigaku Kaikan B1F
1-3-1 Kanda-Surugadai, Chiyoda-ku,
Tokyo 101-8301

E-mail: coe@meiji.ac.jp

***Please send all inquiries to the above e-mail address.**