

To international students  
who re-enroll in spring semester 2025

Meiji University  
International Student Office

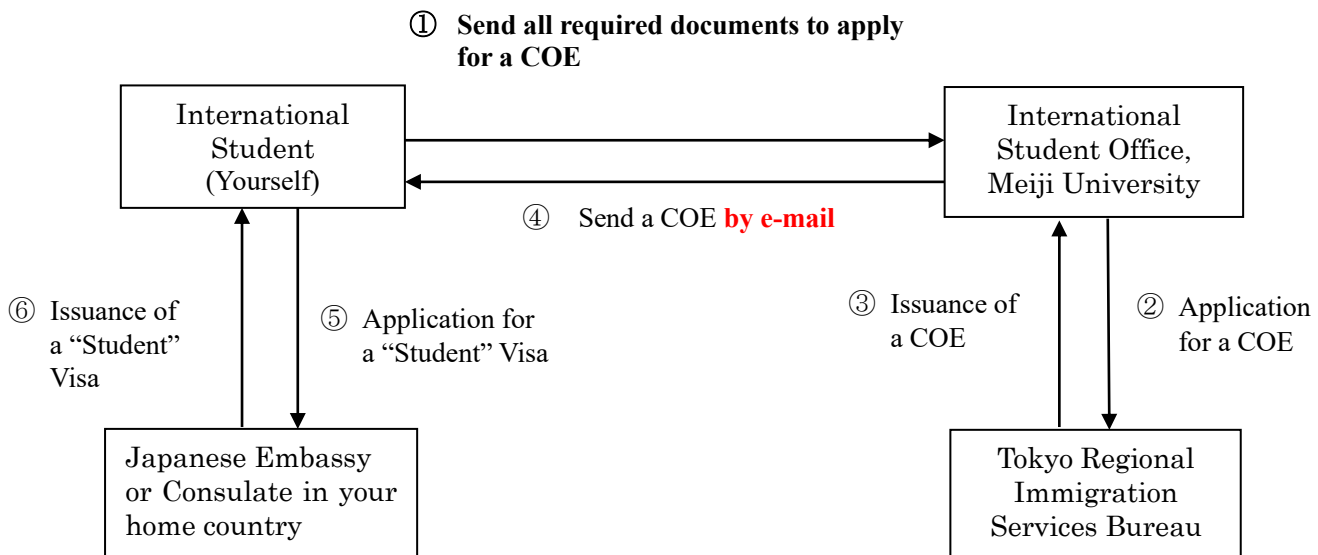
## How to get a “Student” Visa

When returning to school, you need to apply for a “**Certificate of Eligibility (COE)**” to re-apply for a “Student” visa. Meiji University can apply for a COE on behalf of students abroad at the Tokyo Regional Immigration Services 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 deadline for submission of documents is **December 13<sup>th</sup> (Fri.), 2024**.

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>



★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](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 **three 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	Step 3
Submit documents <b>by e-mail</b>	Submit documents <b>by postal mail</b>	Apply to certificates <b>by “Certificate web application system”</b>

## &lt;Required Documents&gt;

※All students must submit the following documents (1) ~ (10). (Document (9) is required only for applicable student.) Please fill in the forms in Japanese or English.

Submission Deadline: **December 13<sup>th</sup> (Fri.), 2024**

### 【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;"><b>E-mail</b></div> <p>*The title of the e-mail should be; “<b>[012_COE]</b>your name”.</p> <p>*Please enter the following five items in the mail text:</p> <p>① Name ② Name of school/faculty ③ Student number ④ E-mail address (We will send your COE to this e-mail address.) ⑤ Phone number</p> <p>【E-mail address】 <u><a href="mailto:coe@meiji.ac.jp">coe@meiji.ac.jp</a></u></p>	(1) Application Form for a COE ((a) 5pages + (b) 1 additional sheet)	<p>• Please download and complete the application form at the link below.</p> <p>▪ (a) <a href="#">Application form (for PC)</a> (Excel) If you cannot use above, please click <a href="#">here</a>. * <a href="#">How to fill in the form</a></p> <p>▪ (b) <a href="#">Additional Sheet</a> (PDF) * <a href="#">How to fill in the form</a></p> <p>• Please name the file, “<b>[Re-enrolled]name of your school/faculty your name (as it appears on your passport)</b>” Ex : <b>[Re-enrolled]</b>Law_ SAKURA MEIJI</p>
	(2) A photocopy of your Passport	<p>• Please attach a file of the passport pages which show your name, date of birth, passport number, photo, and the expiration date by mail. *<b>PDF or JPEG</b></p> <p>• Please name the file, “<b>[Re-enrolled]Passport _ your name</b>” Ex : <b>[Re-enrolled]</b>Passport_ SAKURA MEIJI</p>

### 【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;"><b>Express postal Mail Service with tracking system (EMS etc.)</b></div> <p>【Mailing Address】 International Student Office (4141), Meiji University</p> <p>1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo 101-8301, JAPAN</p> <p>TEL +81-3-3296-4141</p>	(3) ID Photo (4cm×3cm)	<p>• Have been taken <b>within the last 6 months</b></p> <p>• Sharp and clear</p> <p>• Taken in front of a plain background</p> <p>• Shows head and shoulders without hats and head coverings.</p> <p>• Please include the name of the school/faculty and your name on the back of the photo.</p> <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 <a href="#">HERE</a> .

	(6)	Letter of Financial Support	Please download the form from <a href="#">HERE</a> . (You can check the sample from <a href="#">HERE</a> .)
	(7)	Documents to verify financial ability	<p>1) “Certificate of Deposit” of the financial supporter *Have been issued <b>within 3 months</b></p> <ul style="list-style-type: none"> <li>▪ If you cannot get the certificate, “photocopies of bankbook” of the financial supporter is also acceptable.</li> <li>▪ For all documents, we will check <b>the latest deposit</b>.</li> <li>▪ If it is written in other languages, please have them translated into English or Japanese.</li> </ul> <p><b>if applicable:</b></p> <p>2) Certificate of scholarship</p>
	(8)	Statement of the Circumstances for Re-enrollment	Please complete the form. The form is <a href="#">HERE</a>
	(9)	<p><b>【Applicable students only】</b> Student who has taken a leave of absence due to...</p> <ul style="list-style-type: none"> <li>• Military service →Certificate of Military Service</li> <li>• Disease or other medical problems →Medical Certificate</li> </ul>	Document issued by official institutions or hospitals is required. If it is written in other languages, please attach Japanese or English translation as well.

### 【Step 3】 Apply to certificates by “certificate web application system”

How to submit	Documents to be submitted	Details
<div> <p><b>Apply to your School Office</b> *<u>Using certificate web application system</u></p> </div>	(10) Certificate of Official Student Status and Certificate of Scholastic Record	<p>Your school office will issue the certificates, so you <b>only need to apply for the issuance</b>. After the application, the certificates will be automatically sent to the International Student Office.</p> <p>For the details about how to apply, please check <a href="#">HERE</a>.</p> <p>&lt; Flow for issue of the certificates &gt;</p> <pre> graph TD     Student[Student] -- "① Apply for the certificates using <a href="#">certificate web application system</a>" --&gt; SchoolOffice[Your school office]     SchoolOffice -- "② Issue of the certificates" --&gt; ISO[International Student Office]     SchoolOffice -- "③ Send the certificates to International Student Office" --&gt; ISO   </pre>

**\*The examination for visa application takes around 2 to 3 months.**

Even if the submission deadline has passed, we will accept your submissions.

**However, please submit the documents as soon as you are ready, so that you can enter Japan in time to return to school in spring semester.**

**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”. When there are unavoidable reasons, please contact the International Student Office **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, the International Student Office can not apply for a COE on behalf of you. Please make sure that there are no lacking documents before submission.
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>

International Student Office

Meiji University

1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo 101-8301

E-mail: [coe@meiji.ac.jp](mailto:coe@meiji.ac.jp)

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