

To international students  
who re-enroll in spring semester, 2026

Meiji University  
International Student Office

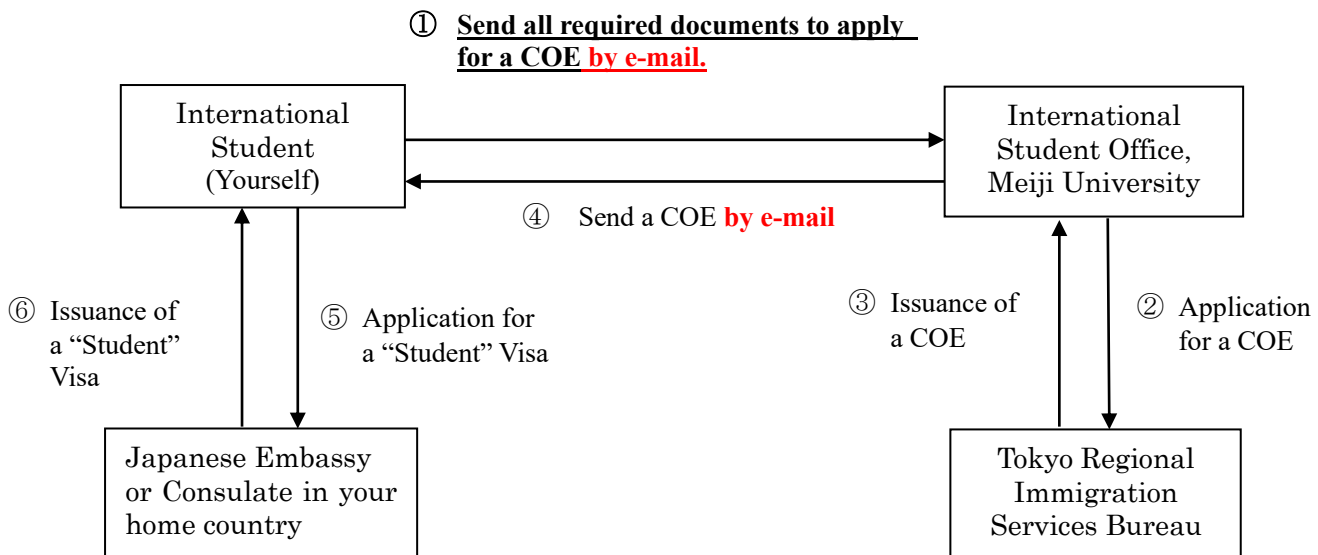
## How to get a “Student” Visa

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 12<sup>th</sup> (Fri.), 2025**.

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 **two steps** as a procedure for “① Send all required documents to apply for a COE by e-mail” in the above chart. Please be sure to complete all the steps in any order.

Step 1	Step 2
Submit documents <b>by e-mail</b>	Apply for certificates by “ <b>Certificate web application system</b> ”

\*You **do not need** to send the documents **by postal-mail**.

\*We cannot apply for the COE if there are incomplete or missing documents.

Please **make sure that all the documents are complete** before submitting the application.

## <Required Documents>

\*All students must submit the following documents (1) ~ (8), (11).

(9), (10) is required only for applicable.

\* The file format should be (1)(2) in Excel and all others in PDF as much as possible.

Submission Deadline: **December 12<sup>th</sup> (Fri.), 2025**

### List of documents to be submitted

How to submit	Documents to be submitted	Details
<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"><b>E-mail</b></div> <p>【E-mail address】 <u><a href="mailto:coe@meiji.ac.jp">coe@meiji.ac.jp</a></u></p> <p>【Notes】 *The title of the e-mail should be; “<b>[2604_COE]</b>your name”.</p> <p>*Please enter the following four items in the mail text.</p> <p>① <b>Name</b> ② <b>Name of school/faculty (e.g. Law, Literature etc.)</b> ③ <b>Student number</b> ④ <b>E-mail address</b> (We will send your COE to this e-mail address.)</p>	(1) Application Form for a COE (5pages)	<p>★ <a href="#">Application form (for PC) (Excel)</a> (If you cannot use above, please click <a href="#">here</a>.) *<a href="#">How to fill in the form</a></p> <p>Please name the file; “The name of your school/faculty_ your name (as it appears on your passport)”. Ex: Law_ SAKURA MEIJI</p>
	(2) Additional Sheet	<p>★ <a href="#">Additional Sheet Form (Excel)</a> *<a href="#">How to fill in the form</a></p>
	(3) ID Photo (4cm×3cm) *Please attach <b>the photo data</b> to the photo section of (1) application form.	<ul style="list-style-type: none"> <li>▪ Have been taken <b>within the last 6 months</b></li> <li>▪ <b>Unprocessed and clear</b></li> </ul> <p>*Please note that you may be asked to resubmit the photo if it does not meet the requirements, e.g., it is not taken within the last 6 months or it has been processed.</p> <p>Other requirements are <a href="#">here</a>.</p>
	(4) A photocopy of your Passport	<ul style="list-style-type: none"> <li>▪ The passport page which show your name, date of birth, passport number, ID photo and the expiration date.</li> <li>▪ Please name the file, “<b>Passport _ your name</b>” Ex: Passport_ SAKURA MEIJI</li> </ul>
	(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> . * <a href="#">How to fill in the form</a>
	(7) Documents to verify financial ability	<p>e.g. Certificate of Deposit of the financial supporter</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 <b>check that the latest balance is sufficient to cover tuition fee</b>.</li> <li>▪ If it is written in other languages, please have them translated into English or Japanese.</li> </ul>

	(8)	Statement of the Circumstances for Re-enrollment	Please download the form from <a href="#">HERE</a>
	(9)	<b>【Applicable students only】</b> Student who has taken a leave of absence due to... • Military service →Certificate of Military Service • Disease or other medical problems →Medical Certificate	Document issued by official institutions or hospitals is required. If it is written in other languages, please attach Japanese or English translation as well.
	(10)	<b>【Applicable students only】</b> TB Clearance Certificate	Only applicants whose nationality is one of the following: Vietnam, Nepal, Philippines, etc. For the details, click <a href="#">HERE</a> .

**【Step 2】 Apply to certificates by “certificate web application system”**

How to submit	Documents to be submitted	Details
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Apply to your School Office</b>  <u>*Using certificate web application system</u> </div>	(11) 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; IO[International Student Office]     SchoolOffice -- ③ Send the certificates to International Student Office --&gt; IO           </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.**

**Please note that the later you submit the documents, the later your COE will be issued.**

**<Important Notes>**

1. **All certificates** submitted must be valid **within three months of issue**.
2. 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**.

3. 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.
4. The Immigration Services Bureau may require submission of additional documents.
5. 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.
6. You cannot use a white out. If you want to correct errors, draw two lines over each error and write sign.
7. **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>

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Meiji University

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