

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

Meiji University  
International Student Office

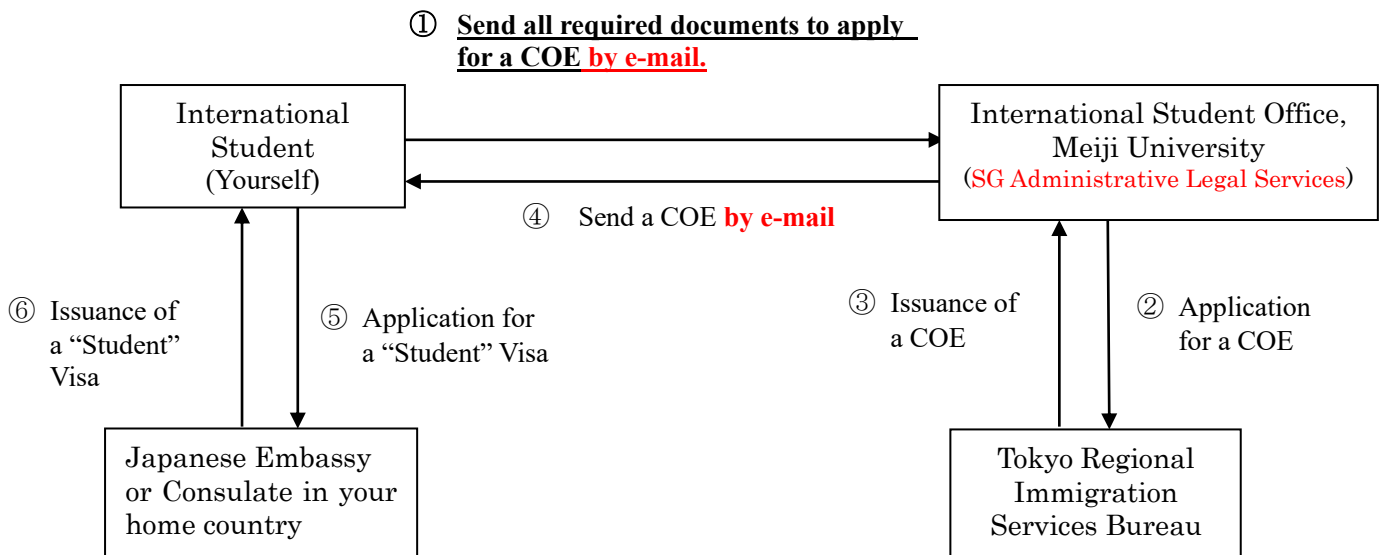
## How to get a “Student” Visa

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 **July 13<sup>th</sup> (Mon.), 2026**.

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 “Certificate web application system”

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

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

## &lt;How to apply for a COE&gt;

## Step 1

For students scheduled for September 2026 re-enrollment, please [apply through our affiliated administrative scrivener's office, "Support Gyoseishoshi Law Firm Co.Ltd"](#).

After you have decided to re-enroll in Meiji University, send an e-mail to [Meiji\\_U@shigyo.co.jp](mailto:Meiji_U@shigyo.co.jp) including the information below.

\*There have been many cases where emails do not arrive to the office due to typing errors in the address. Please [copy and paste the address above](#) when requesting your COE application.

[Information to include in your e-mail]

- Your full name
- Your email address
- Statement that you want to request COE application support

(Sample e-mail)

Title: [Meiji University] Request for COE application

To whom may it concern,

This is 【★Enter Your Name】 , who will re-enroll in Meiji University in September, 2026.

As I would like to kindly request for your COE application support for international students, please inform me of the specific procedures and application materials by replying to me at 【★Enter Your E-mail address】 .

Thank you for your support in advance.

Best regards,

After you send an e-mail, you will receive instructions directly from the affiliated office. Please follow their guidance carefully and submit the required documents to them.

## Step 2

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

How to submit	Documents to be submitted	Details
<p>Apply to your School Office *Using <a href="#">certificate web application system</a></p>	<p>Certificate of Official Student Status and Certificate of Scholastic Record</p>	<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; StudentOffice[International Student Office]     SchoolOffice -- ③ Send the certificates to International Student Office --&gt; StudentOffice   </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. The examination for the COE application is conducted by the Immigration Services Bureau. In case the issuance of COE is delayed or denied, Meiji University shall not assume any responsibility.
2. If your application lacks any of the documents, we cannot apply for a COE on behalf of you. Please make sure that there are no lacking documents before submission.
3. The COE is 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.
4. 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", in general. When there are unavoidable reasons, please **contact the International Student Office ([coe@meiji.ac.jp](mailto:coe@meiji.ac.jp)) in advance.**

#### <Contact information about the COE application>

SG Administrative Legal Services Meiji University Team

E-mail : [Meiji\\_U@shigyo.co.jp](mailto:Meiji_U@shigyo.co.jp)

TEL : 03-5325-1355

Website : <https://www.shigyo.co.jp/>