How to Obtain a Student Visa

<mark><Required items for COE application></mark>

1) Application for COE with a photo attached

-Download COE Application Form (Excel format)

*You must fill out all 3 pages (For applicant part 1, part 2, and part 3) of the Application Form.

- Attach the photo to the first page of the Application Form.

*Photo specifications: taken during recent 6 months, plain background, front view, full head from the top of the hair to the shoulders, no hats unless worn daily for religious reasons, DO NOT submit candid photographs

-Please submit the Application Form as an Excel file with a photo attached.

2) ID photo data (JPG format)

Immigration Bureau may request photo data, so please submit the same photo as above (50KB or less) separately.

3) A copy of the bio data page of your passport (JPG or PDF format)

4) Receiving email address to send the COE to you (The email address you registered on the online form when submitting)

5) "TB Clearance Certificate" (PDF format) , if you are holding nationality of the Philippines/Vietnam/Nepal

・Details_of_JPETS_20251208updated-EN.pdf

Upload the required documents and submit necessary information online

between April 1 and May 12.

https://forms.gle/61TgQtRnSM736QCd6

*If you are unable to submit the documents using the form above due to an unavoidable reason, please email them to ao-overseas@sfc.keio.ac.jp.

・Those with short-term stay visas are not eligible to enroll into university.

・This does not apply to those who have a visa other than a short-term stay visa

 (such as "Long Term Resident", "Dependent," etc.), you do not need to undertake any procedures. For those, however, who wish to change their visa status to that of "Student," complete the "Application for Change of Status of Residence" procedure on your own. Note that Keio University does not apply on your behalf for a COE for Extension of Period of Stay, Change of Visa (Status of Residence), or visas other than a "Student" visa.

・If you fail to submit the required documents or submit incomplete

 documents, Keio University will not process your COE application.

・If you apply for another COE or visa from another institution: If you apply to

 any other university or Japanese language school other than Keio University, it is considered a double application. In such cases, your COE application from Keio University may be rejected. If you are determined to join Keio, please do not apply for another COE or visa from another institution, and in case your application is already being processed, cancel it immediately.

・Once Keio University submits your COE application to the Immigration

Bureau, it usually takes 1-2 months to process. It is not possible to accelerate this process and we also cannot check on its status. It is therefore critical to submit all of the required documents by <u>the designed deadline</u> to guarantee issuance of your COE on time.

・The Immigration Bureau may request you to submit additional documents during the review process.

・Please note that there may be cases where a COE is not issued depending on the content of the documents submitted. In these cases, Keio University does not bear responsibility for any inconvenience, cost, or any kind of loss you suffer as a result of your COE being unissued.

・In case you decide to decline your enrollment into the GIGA program after having received your COE, please contact the Keio University SFC Admissions Office immediately.

・Personal information contained in the documents above will only be used for the COE application process.

・The submitted documents will not be returned under any circumstances.

COE and Visa Application Flow

1. Applicant →Keio University

    Prepare the required documents described above and submit them online to the Keio University SFC Admissions Office.

2. Keio University → Immigration Bureau

    Keio University applies to the Tokyo Immigration Bureau for the COE. Note that it usually takes 1-2 months to process.

3. Immigration Bureau → Keio University

The Tokyo Immigration Bureau sends the issued COE to Keio University by email.

4. Keio University → Applicant

Keio University sends the COE to your email address registered on the online submission form.

5. Applicant →Japanese Embassy or Consulate in your country

As soon as you receive your COE through Keio, you must go to the nearest embassy or consulate of Japan in your home country to apply for your "Student" visa. In general, the following items are necessary for the visa application, however, it is strongly advised that you contact the embassy/consulate beforehand to find out what is actually required for the application in your country. You are solely responsible for applying for a "Student" visa and obtaining it before traveling to Japan.

- Visa application form with ID photo attached

- Passport

- COE

- Admission Letter, which will be available for download from the online enrollment system once your enrollment registration is complete.

6. Applicant

Enter Japan with your passport, visa, and COE. Be sure to show your COE to the Immigration officer at the airport. The immigration officer will put a Landing Permit on your passport, which shows the date of landing, the period of stay, and your Status of Residence. In addition, a Residence Card will be issued at Narita, Haneda, Chubu, and Kansai Airports. Make sure to confirm that your Status of Residence and period of stay are the same on your landing permission seal and on the Residence Card.

For information about entry to Japan, please refer to Keio University International Center website below: https://www.ic.keio.ac.jp/en/