

## Student

### Information on Status of Residence and visa procedures

Form1

International students who are going to stay in Japan for over 90 days have to obtain "Student" status for both their status of residence and visa. In order to obtain the visa, all applicants need to submit a Certificate of Eligibility for Status of Residence (COE). The Tohoku University International Support Center will apply for the COE at the Sendai Regional Immigration Bureau on their behalf. It takes one to three months for the Regional Immigration Bureau to screen the application and issue the COE. It could take longer during busy seasons, particularly February, March, August and September. The International Support Center will send the COE by EMS (Express Mailing Service) as soon as it has been issued. All applicants are required to apply for the visa at their nearest Japanese embassy or consulate-general after they have received their COE. Please note that the COE, passport, visa application form, and other required documents are needed to apply for the visa at the above-mentioned Japanese government establishments. The visa will usually be issued in about a week.

The necessary procedure is as follows.

For details of visa and status of residence, please refer to the following websites.

<https://sup.bureau.tohoku.ac.jp/en/arrival-e/pre-e/visaresidentstatus-e/>

#### Prepare the following required documents/information

- 1 A copy of your passport (ID page, the page with your photo) (PDF or JPEG format)  
【 If your passport application is still being processed 】 A copy of an official certificate or document which provides your name (spelling has to be the same as your new passport) and your date of birth.
- 2 Photo of applicant (JPEG)  
Please ensure that your photograph meets all of the requirements below.  
Your photograph:
  - must have been taken within three months prior to submission
  - must show you facing the camera directly (do not tilt or turn your head)
  - must have a plain background with no shadows
  - must be sharp and clear
  - must show you without any hat or cap

\*Please also refer to the attached photo requirements and once again make sure that your photo meets all the requirements. Otherwise, your COE application may not be accepted, or the COE issuance may be delayed.

\*This photograph may be also used for your residence card.
- 3 Information sheet for COE Web Application and Visa Application Form (Form 2)
- 4 **Proof of financial support while living in Japan** (130,000 yen or more per month is required for graduate, undergraduate, and research students; 80,000 yen or more per month is required for exchange students.)
  - (1) Parent/guardian-financed students: parent's/guardian's name, address, home phone number, occupation, place of employment, work phone number, and annual salary
  - (2) Recipients of non-JASSO (Japan Student Services Organization) scholarships: proof of scholarship receipt (in English, or with an English translation)
  - (3) Self-financed students: proof that your own bank account contains an amount equal to 130,000 yen (80,000 yen) × [number of months you will live in Japan] (in English, or with an English translation)

\*The proof must be issued within the last three months.

#### Enter the required information on the COE Web Application System

1. Please go to the COE Web Application System, and select "Student" (Ryugaku). (See Form 2)  
Enter your e-mail address then click the "Apply" button.  
<https://supportoffice.bureau.tohoku.ac.jp/apply/startinput>
2. The system automatically will send you an e-mail that includes your password. Please enter the required information after accessing the URL in the e-mail.

## Student

Note: All e-mails sent from the system will be from "supportoffice@g-mail.tohoku-univeristy.jp."

3. Upload the required documents: 1 (a copy of your passport), 2 (Photo of applicant), 4 (proof of financial support while living in Japan) and 5 (consent form).
4. If any required fields are omitted, an error message will appear. Please enter data in all the required fields then click the "Confirm" button.
5. If there are no omissions, you will see the information which you entered on the screen. Please confirm the information again. If it is correct, please click the "Apply" button at the bottom.
6. You will see the "Your application is being processed" message on the screen. After the International Support Center accepts your application, you will receive a confirmation e-mail "Application has been accepted". If you do not receive an e-mail from the system, please check your spam/junk mail folder. In case you still can't find it or you need to modify the information, please contact us via the online contact form at the bottom of this page.

The International Support Office will apply to the Sendai Regional Immigration Bureau

You will receive an e-mail from the COE Web application system to let you know that your application was submitted to the Regional Immigration Bureau. At that time, your registered postal mailing address will be shown, so please confirm it. If you need to change the postal address, please let us know via the online contact form at the bottom of this page

Receive the COE

As soon as your COE is issued, the International Support Center will send it to the registered postal address by EMS. We will let you know the tracking number of the package by e-mail after sending it.

Apply for visa

After you receive your COE, please apply for your visa at a Japanese embassy or consulate-general with your passport, the visa application form, your COE and the other required documents. Visas are usually issued in about a week. Be sure to check not only the website of the Ministry of Foreign Affairs but also that of your nearest Japanese embassy or consulate-general.

Visa Application Form Download (Website of the Ministry of Foreign Affairs):

[https://www.mofa.go.jp/j\\_info/visit/visa/index.html](https://www.mofa.go.jp/j_info/visit/visa/index.html)

List of Japanese embassies and consulates:

[https://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](https://www.mofa.go.jp/about/emb_cons/mofaserv.html)

If you have any questions, please feel free to contact the International Support Center via the online contact form below.

[https://www.insc.tohoku.ac.jp/english/tohoku-support\\_contact/](https://www.insc.tohoku.ac.jp/english/tohoku-support_contact/)

❖ Move on to the **COE\_Form2** (Information Sheet for COE Web Application for 'Student' Status)