

Regarding the Application for COE (Certificate of Eligibility)

For Exchange Program Students (COLABS, IPLA, JYPE, DEEP)

**International Support Center
Tohoku University (ISC)**

Contents/Purpose of this Instruction

- 1 . - What is COE/Visa? (pages 2 - 4)
- 2 . - How to enter your information into the COE web application system(pages 5 - 23)

☆Applying for COE is one of the most important processes before coming to Japan as an international student. Since the COE application form is often complicated, we will provide assistance through this material.

What is COE?

Necessary to enter

COE - Required document to apply for a student Visa

- It is **required to apply for Visa**.
- Issued by Immigration Bureau in Japan.
- It is valid for **3 months** after issuance date.
- It takes **1-3 months** to be issued after application.
- It will be issued **electronically (as digital COE)**.

NOTE:

Tohoku Univ. (ISC) will receive an email, which functions as a digital COE (refer to the sample on the right) from the Immigration Bureau.



Since the email itself functions as a COE, no separate COE file is required. ISC converts the email (COE) to a PDF file and uploads it to the COE web application system.



Please download the file and use it as your COE when applying for a Visa.

(This email was sent automatically from the online residence application system.)

Dear ○○○○○○(Support Center staff)

- Regarding your application to issue a Certificate of Eligibility, the Certificate of Eligibility has been issued as described below.
Application acceptance no. : ○○○○
- After confirming that the following description of the Certificate of Eligibility is correct, please access the URL below to register the receipt.
Please note that if you do not register the receipt, you will receive an email requesting confirmation of receipt.
▼ Please register the receipt of the electronic Certificate of Eligibility at
・ https://www.ras-immi.mof.go.jp/WC01/WC.LAS010/has?d=Output_Even_&staysknntiacno=8sWsX7GPisdUnXM2xlCRiaw8IRm14eTN2O%2FD1e%3

[Certificate of Eligibility]
Certificate of Eligibility No.: 仙送 S B)○○○○○○○
Name: ○○○○○○(your name)
Sex: ○○
Nationality/Region: ○○○○○○
Date of birth: ○○○○○○
Profession or Occupation/Employer or school in Japan: 東北大学
Status of residence: 留学 (○年○月) Student (○years ○months) Date of issue: ○○○○○○
Issuer's name: Director General of Sendai Regional Immigration Bureau
(Remarks)

(Notice)

1. This certificate is not an entry permit. Even if you have this certificate, you are not admitted into Japan unless you get an entry visa at a Japanese Embassy or Consulate abroad.
2. You need to present this certificate (this email) on smartphone when you apply for a visa and a landing permission. If you cannot show this certificate (this email) on smartphone, be sure to bring a copy of this email in print.
3. You need to show this certificate (this email) to an Immigration Inspector with an entry visa for the landing permission at the port of entry. This certificate shall be invalid if the application for landing permission is not filed.

* The photo is not displayed on a digital COE.

What is Visa?

Necessary to enter
Japan

Visa - Required document to enter Japan as a student

- Issued by the embassy /consulate of Japan in your country.
- **A valid COE is required to obtain a Visa.**
- Other required documents can depend on the applicants or embassy/consulate.
- We recommend you confirm what are required documents **by yourself, before you apply for a Visa (as soon as you can).**

NOTE: Please check the information on [the Global Learning Center website](#) as well.



Flow chart to enter Japan for students

Accepted as an (candidate) exchange students by Tohoku Univ.

★Apply for COE via Tohoku Univ.'s web application system

International Support Center (ISC) applies for your COE to the Immigration Bureau on your behalf

COE is issued (electronically)/ISC will send COE to students

Apply for visa with COE at the embassy/consulate in your country

Visa is issued

Entering into Japan with a COE and a visa



How to Apply for a COE via the web application system

1-1. Prepare your required documents for COE web application

- Copy of your passport (PDF)
- Photo of applicant (JPEG) *Read the document "2. photo specification".

NOTE: Please follow at least these rules!

- Must be taken within 6 months.
- Must have a plain background with no shadows
- Must be sharp and clear
- Must be facing forward and not wearing a hat



*** Submitting unacceptable photos or documents may cause delays in COE processing.**

How to Apply for a COE via the Web Application System

1-2. Prepare your required documents for COE web application

- You generally need to prepare **proof of any financial support** (Bank Statement, Scholarship/Student Loan, etc.) in a PDF format and upload it to the web application system.

* But there are exceptions.

What you need to prepare depends on your situation/plan.

* Please check pages 15 -18 in this document.

How to Apply for a COE via the Web Application System

2. Scan the QR, or [CLICK here](#), and enter the required information



 Tohoku University Web Application System for "Certificate of Eligibility (COE)"
東北大学在留資格認定証明書(COE) Web申請システム
ID / Password Application / ID / パスワード申請画面

Please use this system to enter the necessary information for the Certificate of Eligibility (COE).
First, enter your name and e-mail address, select a status of residence, and click "Confirm" to receive your system log-in ID and password.

在留資格認定証明書(COE)を取得するため、このシステムで必要な情報を入力してください。
はじめに、このシステムへログインする際のID / パスワードを発行するため、
氏名、メールアドレス、在留資格を選択して「確認」ボタンを押してください。

Name / 氏名

E-mail address / メールアドレス

Confirm e-mail address /
確認用メールアドレス

Status of Residence / 在留資格の種類

- Email address will be your ID, and
all the notification emails will be sent
to this email address.

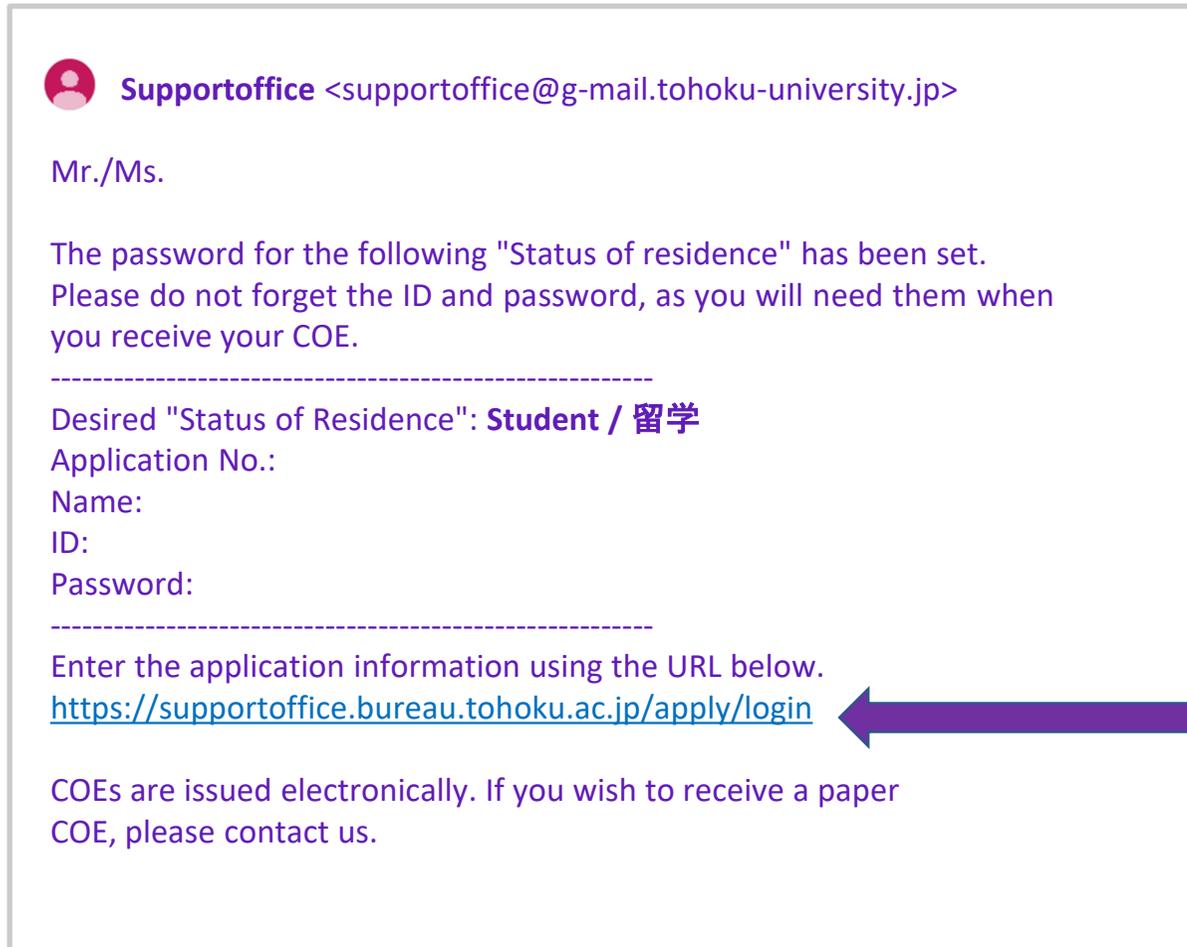
- You CANNOT change your email address
after submitting your application.

- Your "Status of Residence" is "Student".

- Check if everything entered correctly
and click the "Confirm" bottom.

How to Apply for a COE via the Web Application System

3. Check the received email, and access the system



- * The image on the left is a sample of a received email.
- Email Title: Password issued
- If you do not receive an email from the system, **please check your spam/junk mail folder first.**
- In case you still cannot find the email, please contact the International Support Center.
- Click the URL, and access to the COE web application system.

Status of Residence
在留資格

Student / 留学



Select "Student"

Application Information / 申請情報

* Required / * は、必須入力です。

1. * Re-application for COE / COE再交付申請

If you are re-applying for a COE because of your COE will be/has been expired, please select "Yes."
今持っているCOEの有効期限が切れる、または切れたためCOEを再申請する方は「はい」を選んでください。

Yes / はい No / いいえ

2. * Contact information at Tohoku University / 東北大学における連絡先

Program at Tohoku University (if applicable) ex. JYPE, IPLA, COLABS, DEEP

東北大学で参加するプログラム (該当する人のみ)

IPLA

Faculty or School at Tohoku University / 東北大学での所属

Academic Affairs Council

Status at Tohoku University / 東北大学での身分

Special Auditing Student

Contact number at Tohoku University / 東北大学の連絡先電話番号

+81-22-795-3745

Supervisor's name at Tohoku University / 東北大学での指導教員or担当教員氏名

Masahiro YAMAGUCHI

Supervisor's department at Tohoku University / 東北大学での指導教員の所属

Global Learning Center

Supervisor's job title at Tohoku University / 東北大学での担当教員の職位

Professor

Supervisor's e-mail address at Tohoku University / 東北大学での指導教員のメールアドレス

studyab@grp.tohoku.ac.jp

Other email address 1 / 上記以外の連絡先メールアドレス1

Other email address 2 / 上記以外の連絡先メールアドレス2

1. Select the option that is applicable to you

2. Enter as follows

Faculty or School at Tohoku University

• JYPE, DEEP, and COLABS students:

Enter the faculty /graduate school in which you are going to be enrolled (e.g. School of Engineering, Faculty of Science, Graduate School of Information Sciences)

• IPLA: Academic Affairs Council

Status at Tohoku University

• JYPE, IPLA, and DEEP students: Special Auditing Student

• COLABS students: Special Research Student

Contact Number at Tohoku University

+81-22-795-3745

Supervisor's Name at Tohoku University

Masahiro YAMAGUCHI

Supervisor's Department at Tohoku University

Global Learning Center

Supervisor's job title at Tohoku University

Professor

Other email address 1, 2

Leave them blank

3. * Period of enrollment at Tohoku University / 東北大学での在籍期間 / 受入期間

Please fill in your official enrollment date and your intended graduation (expiration date of student acceptance period) date.
future intended length of stay in Japan.

本学での学籍上の入学年月日及び卒業(受け入れ終了)予定月日、滞在期間は実際の日本での滞在予定期間を記入ください。

10 Month 1 Day 2024 Year to 3 Month 31 Day 2025 Year

Intended length of stay / 滞在予定期間 6 months

Lesson hours per week at Tohoku University / 東北大学での週受講 (研究) 時間数 (予定) 10

4. * Nationality / Region / 国籍・地域

Enter your country's name. E.g. "Japan" (NOT "Japanese"). / 国名を入力してください。正しい例「日本」・誤りの例「日本人」

For Hong Kong, please enter "China (Hong Kong)." / 香港の場合は、中国(香港)と入力してください。

For Taiwan, please enter "Taiwan." / 台湾の場合は、台湾と入力してください。

USA

5. * Date of birth / 生年月日

01 Month 01 Day 2003 year

6. * Name / 氏名

Please input your name in alphabetic characters as stated on your passport.

パスポートに記載されているとおり、英字で名前を入力してください。

Family name / 姓 JOHN

Given name / 名 SMITH

Middle name / ミドルネーム

E-mail

3. Period of enrollment at Tohoku University

Enter information that is applicable to you from the following options.

- Spring semester only: 4/1/2024 - 9/30/2024
- Spring and Fall semesters: 4/1/2024 - 3/31/2025

3. Intended length of stay

- Spring semester only: 6 months
- Spring and Fall semesters: 1 year

3. Lesson hours per week at Tohoku University

10

*Do not enter "hours"

4. Nationality / Region

As it indicates, enter your country's name.

E.g. Japan (NOT "Japanese")

* If you have multiple nationalities, refer to the PDF "Frequently Asked Questions" posted separately.

5. Date of birth

Enter information that is applicable to you.

6. Name

Enter your own information exactly as it is on your passport.

* If your passport is not yet obtained, refer to the PDF "Frequently Asked Questions" posted separately.

7. * Gender / 性別

Male / 男 Female / 女

7. Gender

Enter information that is applicable to you.

8. * Place of birth / 出生地

Country / 国

State (Province) / 州 / 省 / 県

City / 市

8. Place of birth

Enter information that is applicable to you.

9. * Marital status / 配偶者の有無

Married / 既婚 Single / 独身

9. Marital status

Enter information that is applicable to you.

10. * Applicant's Occupation / 申請者の職業

10. Applicant's Occupation

Enter information that is applicable to you.

11. * Home town / city / 本国における居住地

Please enter your present address, Country, State and City. / 現在住んでいる場所の住所、国

Country / 国

State (Province) / 州 / 省 / 県

City / 市

11. Applicant's Occupation

Enter information that is applicable to you.

12. * Passport / 旅券

Proceeding / パスポート申請中

(1) Passport Number / (1) 旅券番号

(2) Expiry date of your passport / (2) 有効期限 Month Day Year

12. Passport

If you have a passport, enter information in (1)(2).

If you do not have a passport, check "Proceeding."

* If you have your ID card or old passport, upload them in the last section of this form.

13. * Expected date of entry into Japan / 入国予定年月日

03 Month 18 Day 2024 Year

14. * Port of entry / 上陸予定港

Please enter the airport where you will enter Japan. If you have not decided yet, please enter "Narita/Haneda". / 入国する
まだ決まっていない場合は、成田/羽田と入力してください。

ex. Narita/Haneda/Sendai / 例 成田空港/羽田空港/仙台空港

Narita/Haneda

15. * Accompanying family members, if any / 同伴家族の有無

Please check "yes", if your spouse or children will stay in Japan for more than 3 months. / 配偶者または子が、3か月を
てください。

Yes / 有 No / 無

16. * Place of visa application / 査証申請予定地

Please enter the city where you will apply for your visa. The city must have a Japanese embassy or consulate.
査証申請をする予定の日本大使館または総領事館のある市の名前を入力してください。

Los Angeles

17. * Past entry into / departure from Japan / 日本への過去の出入国歴

Yes / 有 No / 無

If yes, please enter the following fields. / 有の場合は以下に詳細を入力してください。

The total number of entries into Japan / 入国回数 1

The latest entry / 直近の出入国歴 01 Month 01 Day 2019 Year to 12 Month 31 Day 2019 Year

13. Expected date of entry into Japan

Enter your schedule.

If the schedule is not decided yet, enter it as

"03 Month 18 Day 2024 Year"

14. Port of entry

Enter information that is applicable to you.

If the plan is not decided yet, enter "Narita/Haneda".

15. Accompanying family members, if any

Enter information that is applicable to you.

16. Place of visa application

Enter the name of the city where you will apply for your visa.

* Therefore, the answers "Tokyo" and "Sendai", etc. are wrong.

It has to be a city outside of Japan.

* If you need to apply for your visa outside your country of residence, refer to the PDF "Frequently Asked Questions" posted separately.

17. Past entry into / departure from Japan

Enter information that is applicable to you.

22. * Total period of education (from elementary school to the last institution of education) / 修学年数 (小学校 ~

15 Years

23. * Education (last school or institution) or present school / 最終学歴又は在学中の学校

(1) Present Academic Status / (1) 在籍状況

Please select / 選択してください。

Graduated / 卒業 In school / 在学中 Temporary leave / 休学中 Withdrew / 中退

Your status at the school / 在籍区分

Please select / 選択してください。

Doctor / 大学院 (博士) Master / 大学院 (修士) Bachelor / 大学 Junior college / 短期大学

College Technology / 専門学校 Senior high school / 高等学校 Junior high school / 中学校

Elementary school / 小学校 Others / その他

(2) Name of school / (2) 学校名 University of California, Los Angeles

(3) Date of graduation or expected graduation / (3) 卒業または卒業見込み年月 03 Month 2025 Year

22. Total period of education (from elementary school to the last institution of education

Enter information that is applicable to you.

23. Education (last school or institution) or present school

Enter information that is applicable to you.

24. * Method of support to pay for expenses while studying at Tohoku University (fill in with regard to living expenses, 北大学在学中の経費支弁方法 (生活費、学費及び家賃について入力すること。) ※ 複数選択可

130,000 yen or more per month is required for graduate, undergraduate, and research students; 80,000 yen or more students. / 大学院生・学部学生・研究生は月額13万円以上、交換留学生は月額8万円以上必要

Please enter with the single byte letters. / 半角数字で入力してください。

(1) Method of support and amount of support per month (average) / (1) 支弁方法及び月平均支弁額

Form with checkboxes and input fields for support methods: Self (20000), Supporter living abroad (40000), Supporter in Japan, Scholarship (20000), and Others.

*You DO NOT need to fill out section (2) Remittances from abroad or carrying cash / *(2) 送金・携行等の別欄の記入の

(2) Remittances from abroad or carrying cash / (2) 送金・携行等の別

Form with checkboxes and input fields for remittances and carrying cash, including fields for name and date.

(3) Supporter (If there are more than one, give information on all of the supporters) *another page (any format) may be used. 支弁者(複数人いる場合は全てについて入力すること。) ※任意様式の別紙可

Form for supporter information including fields for Name (Arthur Smith), Address, Telephone No., Occupation (Bank employee at the YYY Financial Corp.), and Annual income (4000,000).

The information must show the nature of your supporter's occupation, such as a bank employee, food company worker, bank employee, food company worker, hotel manager, etc.

24. Method of support to pay for expenses while studying at Tohoku University

You must prove that you can cover 80,000 yen or more per month.

(1) You can check multiple options.

(2) Do not enter information here.

(3) In section ③ "Occupation (Place of employment)," enter the nature of your supporter's occupation, e.g. bank employee, hotel manager, etc.

* If you have multiple supporters, please enter all of their information or upload a file with their information in the last section of this form.

(4) Relationship with the applicant (Check one of the following if your answer to question 22(1) is "Supporter living abroad" (上記(1)で在外経費支弁者負担又は在日経費支弁者負担を選択した場合に記入)

- Husband / 夫
- Wife / 妻
- Father / 父
- Mother / 母
- Grandfather / 祖父
- Grandmother / 祖母
- Foster Father / 養父
- Foster Mother / 養母
- Brother / Sister / 兄弟姉妹
- Uncle / Aunt / 叔父・叔母
- Educational Institution / 受入教育機関
- Friend / Acquaintance / 友人・知人
- Relative of friend / Acquaintance / 友人・知人の親族
- Business connection / Personnel of local enterprise / 取引関係者・現地企業等職員
- Relative of business connection / Personnel of local enterprise / 取引関係者・現地企業等職員の親族
- Others / その他

(5) Organization Providing scholarship (Check one of the following when the answer to the question 22(1) is scholarship" (上記(1)で奨学金の場合に記入)※複数選択可

- Foreign government / 外国政府
- Japanese government / 日本国政府
- Local government / 地方公共団体
- Public interest incorporated association / Public interest incorporated foundation / 公益社団法人又は公益財団法人
- Others / その他

24. Method of support to pay for expenses while studying at Tohoku University

(4) Enter information that is applicable.

(5) Enter information that is applicable.

If you check "Others", enter the name of the organization which is providing scholarship.

24. Method of support to pay for expenses while studying at Tohoku University

[Important] Financial proof documents to be uploaded

You generally need to upload proof of any financial support in a data format, to the web application system.

* But there are exceptions.

(1)(3)

If you check “Supporter living abroad” in (1), and your supporter’s annual income is **over** 2,000,000 yen

→ You do not need to upload a bank statement.

If you check “Self” or you check “Supporter living abroad” in (1), and your supporter’s annual income is **less than** 2,000,000 yen

→ upload a bank statement

* Bank statement should be issued within the last three months.

* Bank statement needs to show the following things

- Name of a bank
- Bank account holder's name
- Total amount
- Issued date.

***Bank statement needs to prove the amount of 480,000 yen or 960,000 yen or more.**

If you stay 6 months –minimum 480,000 yen

If you stay 12 months –minimum 960,000 yen

24. Method of support to pay for expenses while studying at Tohoku University

[Important] Financial proof documents to be uploaded

(1)(5)

If you check “Scholarship” in (1).

→ Upload proof documents.

*Scholarship/proof documents must include information below.

- Name of the scholarship organization
- Receiver’s name,
- Amount of the scholarship/student loan
- Receiving period.

If it is written in another language than English, submit an English/Japanese translation of it as well.

Proof of JASSO (Japan Student Services Organization) scholarship is NOT acceptable.
DO NOT enter the information of the scholarship.

(1)

If you Check “Others”

→ Upload proof documents.

*Documents must state the same kind of information as the scholarship certificate must show (listed above).

25. * Plans after graduation or completion of the program at Tohoku University / 東北大学卒業または

(1) Plans after graduation or completion of the program at Tohoku University / (1)東北大学卒業また

Return to home country / 帰国 Enter school of higher education in Japan / 日本での進学

Find work in Japan / 日本での就職 Others / その他

(2) Month and year of (scheduled) graduation (NON-Exchange student only) / (2)卒業(修了)年月 (3)

Year Month

(3)If you are an exchange student, fill in the expiration date of the exchange student acceptance p
てください。

Month and year of expiration of the exchange student acceptance period / 交換留学受入満了年月

2025 Year 03 Month

26. Research subject / 研究題目

If you are going to be one of the following at Tohoku University, enter your research subject.
東北大学での身分が以下のいずれかの場合は、研究題目を入力してください。

① Research Student / ① 研究生

② Special Research Student / ② 特別研究学生

③ Doctor Course Student / ③ 博士後期課程

Descriptions that do not provide specific topics of your research, such as "Mathematics" or "Che
具体的な研究内容がわからない記載方法（単に「数学」「化学」といったもの）は認められません。

27. Postal mailing address for COE / COEの送付先住所

**NOTE: COEs are issued electronically. We will NOT mail the original (paper) COE to applicants. Yo
注: COEは電子的に発行されます。サポートセンターはCOE原本を送付しません。下の COEの送付先住**

Please enter your family, g and middle names in the order they should appear on the mailing

Name / 氏名

Postal Address / 住所

Zip Code / 郵便番号

Country/Region / 国・地域

Phone number / 電話番号

25. Plans after graduation or completion of the program at Tohoku University

(1) Select "Return to home country"

(2) Leave it blank

(3) Enter information that is applicable to you from the following options.

- Spring semester only: 2024 Year 09 Month
- Spring and Fall semesters: 2025 Year 03 Month

26. Research subject

- COLABS Students: Enter this section.
Descriptions that do not provide specific topics of your research, such as "Mathematics" or "Chemistry," are NOT acceptable.
- Other students: leave it blank.

27. Postal mailing address for COE

Just leave it blank.

* COE is issued electronically. The International Support Center will NOT mail the paper COE to applicants.

【添付資料 / Attachments】

Please upload the required documents. / 以下の必要書類をアップロードしてください。

- Copy of Passport (ID Page) / パスポート（身分事項記載ページ）
- Your ID Photo / 顔写真
- Financial proof documents (If needed.) / 経費支弁について証明する書類（必要とされていれば）
- Other required documents (If needed.) / その他必要な書類（必要とされていれば）

Attachments1 添付資料1	Certificate of Schlarship_NAME_IPLA.JPG	<input type="text"/>		
Attachments2 添付資料2	ID Photo_NAME_IPLA.PNG	<input type="text"/>		
Attachments3 添付資料3	Passport_NAME_IPLA.JPG	<input type="text"/>		
Attachments4 添付資料4		Nothing uploaded / ファイルが選択されていません		
Attachments5 添付資料5		Nothing uploaded / ファイルが選択されていません		

Confirm / 確認

Save Progress / 保存



The last section of the form (Attachments Section)

Please upload the required data.

- Passport data (ID Page)
- Your Photo
- Financial proof documents (If needed.)
- Other required documents/ data (If needed.)

If you have more than 6 files to be uploaded, refer to the PDF “Frequently Asked Questions” posted separately.

★ The digital COE will be uploaded here once it is issued.

Click “Confirm” button. If all information is entered correctly, you see a confirmation page as a next page. In the next page, please check your application info. once again and click “Apply” button.

You will receive emails regarding the processing your COE

Application has been accepted 



Supportoffice <supportoffice@g-mail.tohoku-university.jp>

Tohoku University International Support Center has accepted your application.

We are currently checking on its contents,
While you can see them using the URL below, you are not able to edit
nor resubmit them. Please wait for a while.

<https://supportoffice.bureau.tohoku.ac.jp/apply/login/>

- After you click the “Apply/ 申請” button, you will see the “Your application is being processed” message on the screen.
- When the International Support Center accepts your application, you will receive an email titled “Application has been accepted”.
* If you do not receive an email from the system, refer to the PDF “Frequently Asked Questions” posted separately.

After your application is submitted to the Immigration Bureau

- You will receive an email titled “Application has been approved” from the International Support Center to let you know that your application is submitted to the Regional Immigration Bureau.

Notification from Tohoku University

COE web application submission due date is December 10th (JST)!

- Please submit your application as soon as possible.
- International Support Center has no control over the Immigration Bureau's COE process. And we cannot answer when your COE will be issued. So, please refrain from sending an inquiry about it to us.
- You must enter Japan with a student COE and a student visa. DO NOT enter Japan with a Short-Term visa even if your visa is not issued according to your schedule. It may cause trouble at the immigration when you enter Japan.

If you have Questions



https://www.insc.tohoku.ac.jp/english/tohoku-support_contact/

[Questions on COE]
International Support Center

[How to prepare your arrival in Sendai]
Global Learning Center website

[Questions about anything except COE]
Incoming Student Exchange Section



Global Learning Center website
<https://www.insc.tohoku.ac.jp/english/exchange/preparing-to-arrive/>



Incoming Student Exchange Section
studyab@grp.tohoku.ac.jp