

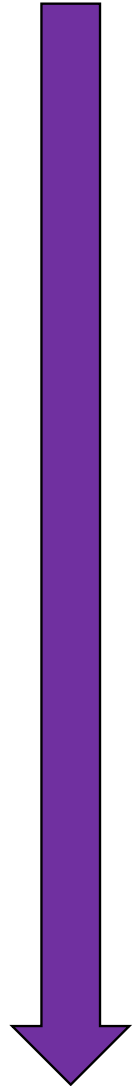
**Why you need a COE,  
and how to access the web application system  
(12 Pages)**

**International Support Center  
Tohoku University**

Important!

## Flow Chart to Enter Japan

- Accepted as exchange students by Tohoku University
- Apply for **COE** in the web application system provided by International Support Center.
- International Support Center apply for your COE to the Immigration Bureau on your behalf.
- COE is issued (Electronically), and Tohoku University will send COE to students.
- Apply for **Visa** with COE at the embassy /consulate in your country.
- Enter Japan with your COE data, Visa, and passport



# What is COE?

Necessary to enter Japan

## 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 data format)**.

NOTE1: International Support Center has No control over Immigration Bureau's COE process.

NOTE2: We cannot answer when your COE will be issued. So, please refrain from sending an inquiry about the status of your COE to the International Support Center.

# 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.
- **Valid COE is required to obtain 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 Visa (as soon as you can).**

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



So, You must apply for  
COE first!



**Go to the next page**  
How to Apply for COE via web application system

# How to Apply for COE via web application system

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

- Copy of your passport (PDF)
- Photo of applicant (JPEG) \*Read the “3. photo specification”.



## NOTE: Please follow at least these rules!

- Must be taken within 3 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 COE via web application system

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

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

\* But there are exceptions.

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

Please check pages 9 -12 in the document

“2. How to enter your information in the web application system”.



# How to Apply for COE via 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 **Student** ▼



- 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 COE via web application system

## 3. Check the received email, and access to the system

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

Mr./Ms.

The password for the following "Status of residence" has been set.  
Please do not forget the ID and password, as you will need them when you receive your COE.

-----  
Desired "Status of Residence": **Student / 留学**

Application No.:

Name:

ID:

Password:

-----  
Enter the application information using the URL below.

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

COEs are issued electronically. If you wish to receive a paper COE, please contact us.

\* 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.

## Notification from Tohoku University

[DD] COE web application submission due date is May 29th (JST)

- Please submit your application as soon as possible.
- International Support Center has no control over 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 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 troubles at the immigration when you enter Japan.

# If you have Questions



[https://www.insc.tohoku.ac.jp/english/tohoku-support\\_contact/](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](mailto:studyab@grp.tohoku.ac.jp)

# How to Apply for COE via web application system

Next: Enter your information in the web application system



**See the next documents**  
“How to enter your information  
in the web application system”