

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 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 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.



* 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 16 -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

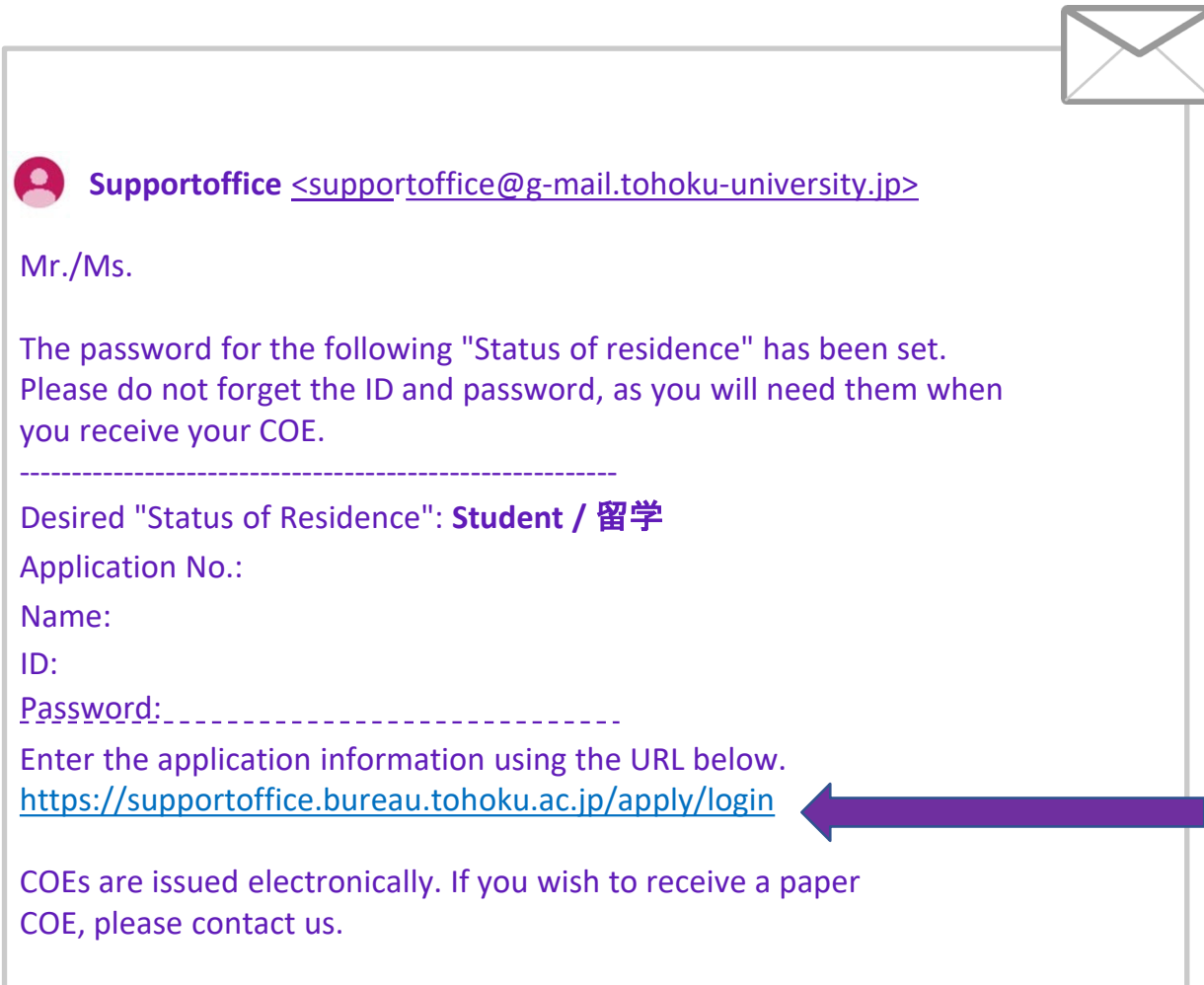
Confirm e-mail address /
確認用メールアドレス

Status of Residence / 在留資格の種類 **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 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.

System screen image (sample)

Please refer to the information sheet for actual input.

*You can access the information sheet from page 2 of this PPT.



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
Application Information Form / 申請書入力画面

logout / ログアウト

Enter your application information and click the "Confirm" button.

If you wish to save the information entered without sending the application, click the "Save Progress" button.

申請内容を入力して、「確認」ボタンを押してください。

申請せずに、入力内容だけを保存する場合は、「保存」ボタンを押してください。

Status of Residence
在留資格

Student / 留学

Application Information / 申請情報

* Required / * は、必須入力です。

1. * 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)

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

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

- ☐ Doctor course student / 博士 (博士後期) ☐ Master course student / 修士 (博士前期) ☐ Graduate research student / 大学院研究生
- ☐ Special research student / 特別研究学生 ☐ Graduate special auditing student / 大学院特別聴講学生 ☐ Undergraduate student / 学部学生
- ☐ Undergraduate research student / 学部研究生 ☐ Undergraduate special auditing student / 学部特別聴講学生
- ☐ Research institute research student / 研究所等研究生
- ☐ Others (ex. Elective course student) / その他 (例 科目等履修生)

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

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

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

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

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

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

System screen image (sample)

2. * 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. For intended length of stay, fill in your future intended length of stay in Japan.

本学での学籍上の入学年月日及び卒業(受け入れ修了)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。

mm Month dd Day yyyy Year to mm Month dd Day yyyy Year

Intended length of stay / 滞在予定期間

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

3. * 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。

4. * Date of birth / 生年月日

mm Month dd Day yyyy year

5. * 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

Given name / 名

Middle name / ミドルネーム

E-mail

6. * Gender / 性別

☐ Male / 男 ☐ Female / 女

7. * Place of birth / 出生地

Country / 国

State (Province) / 州 / 省 / 県

City / 市

System screen image (sample)

8. * Marital status / 配偶者の有無

☐ Married / 既婚 ☐ Single / 独身

9. * Applicant's Occupation / 申請者の職業

10. * 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、省 / 州 / 県、市を入力してください。

Country / 国

State (Province) / 州 / 省 / 県

City / 市

11. * 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 mm Month dd Day yyyy Year

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

mm Month dd Day yyyy Year

13. * 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". / 入国する予定の日本の空港の名前を入力してください。
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

14. * 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か月を超えて日本に滞在する場合のみ、「有」を選択してください。

☐ Yes / 有 ☐ No / 無

System screen image (sample)

15. * 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。

16. * 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

The latest entry / 直近の出入国歴 mm Month dd Day yyyy Year to mm Month dd Day yyyy Year

17. * Past history of applying for a certificate of eligibility / 過去の在留資格認定証明書交付申請歴

Please make sure if you have APPLIED (not only ISSUED) a certificate of eligibility before.

ここでの回答の基礎となるのは在留資格認定証明書を「交付申請した」回数です（「交付された」回数ではありません）。

If you or your representative have submitted an application for COE to the Immigration Bureau, you must select a "Yes".

在留資格認定証明書交付申請書を入国管理局に提出したことがある場合(申請代理人による提出も含める)は、"有"を選択してください。

☐ Yes / 有 ☐ No / 無

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

The total number of applications / 申請回数

Of these applications, the number of times of non-issuance / うち不交付となった回数

18. * Criminal record (in Japan or overseas) / 犯罪を理由とする処分を受けたことの有無（日本国外におけるものを含む。）

Including dispositions due to traffic violations, etc. / 交通違反等による処分を含む。

☐ Yes / 有 ☐ No / 無

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

Details / 詳細

19. * Departure by deportation / departure order / 退去強制又は出国命令による出国の有無

☐ Yes / 有 ☐ No / 無

Total number / 回数 time (s) / 回

The latest departure by deportation / 直近の送還歴 mm Month dd Day yyyy Year

System screen image (sample)

20. * Family in Japan / 既に日本に滞在する家族の有無

Father, mother, spouse, children, siblings, grandparents, uncle, aunt or others and cohabitant
父・母・配偶者・子・兄弟姉妹・祖父母・叔(伯)父・叔(伯)母など及び同居者

☐ 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。

Family1 / 家族1

Relationship / 続柄

Name / 氏名

Date of birth / 生年月日

Nationality / Region / 国籍・地域

Residing with applicant or not, after entering in Japan / 申請者との同居予定 ☐ Yes / はい ☐ No / いいえ

Name of employment or school / 勤務先・通学先

Residence card number / Special Permanent Resident Certificate number / 在留カード番号 / 特別永住者証明書番号

Family2 / 家族2

Relationship / 続柄

Name / 氏名

Date of birth / 生年月日

Nationality / Region / 国籍・地域

Residing with applicant or not, after entering in Japan / 申請者との同居予定 ☐ Yes / はい ☐ No / いいえ

Name of employment or school / 勤務先・通学先

Residence card number / Special Permanent Resident Certificate number / 在留カード番号 / 特別永住者証明書番号

Family3 / 家族3

Relationship / 続柄

Name / 氏名

Date of birth / 生年月日

Nationality / Region / 国籍・地域

Residing with applicant or not, after entering in Japan / 申請者との同居予定 ☐ Yes / はい ☐ No / いいえ

Name of employment or school / 勤務先・通学先

Residence card number / Special Permanent Resident Certificate number / 在留カード番号 / 特別永住者証明書番号

Family4 / 家族4

Relationship / 続柄

Name / 氏名

Date of birth / 生年月日

Nationality / Region / 国籍・地域

Residing with applicant or not, after entering in Japan / 申請者との同居予定 ☐ Yes / はい ☐ No / いいえ

Name of employment or school / 勤務先・通学先

Residence card number / Special Permanent Resident Certificate number / 在留カード番号 / 特別永住者証明書番号

System screen image (sample)

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

Years

22. * 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

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

mm

Month

yyyy

Year

23. * Personal history(Work experience and educational backgroud for the last 5 years (limited to those after graduating from senior high school) / 経歴(直近5年の職歴及び学歴(高等学校卒業以降のものに限る)を記入)

mm Month	yyyy Year	to	mm Month	yyyy Year	Personal history / 経歴	
mm Month	yyyy Year	to	mm Month	yyyy Year	Personal history / 経歴	
mm Month	yyyy Year	to	mm Month	yyyy Year	Personal history / 経歴	
mm Month	yyyy Year	to	mm Month	yyyy Year	Personal history / 経歴	
mm Month	yyyy Year	to	mm Month	yyyy Year	Personal history / 経歴	
mm Month	yyyy Year	to	mm Month	yyyy Year	Personal history / 経歴	

System screen image (sample)

24. * Method of support to pay for expenses while studying at Tohoku University (fill in with regard to living expenses, tuition and rent) *multiple answers possible / 東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 per month is required for exchange 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

- ☐ Self / 本人負担 Yen / 円
- ☐ Supporter living abroad / 日本国外の支援者負担 Yen / 円
- ☐ Supporter in Japan / 日本の支援者負担 Yen / 円
- ☐ Scholarship / 奨学金 Yen / 円
- ☐ Others / その他 Provide details / 詳細 Yen / 円

(2) Supporter (If there are more than one, give information on all of the supporters) *another page (any format) may be attached to list multiple supporters. / (2) 経費支弁者(複数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

- ①Name / ①名前
- ②Address / ②住所
- Telephone No. / 電話番号
- ③Occupation (Place of employment) / ③職業（勤務先の名称）
- Telephone No. (Place of employment) / 電話番号（勤務先）
- The information must show the nature of your supporter's occupation, such as a bank employee, food company worker, hotel manager, or restaurant worker.
銀行員、食品会社勤務、ホテル経営、飲食店勤務など、事業の内容がわかるように入力してください。
- ④Annual income / ④年収 Yen / 円

(3) Relationship with the applicant (Check one of the following if your answer to question 22(1) is "Supporter living abroad" or "Supporter in Japan") / (3) 申請人との関係 (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（伯父）・叔母（伯母）
- ☐ 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

(4) Organization Providing scholarship (Check one of the following when the answer to the question 22(1) is scholarship) / (4) 奨学金支給機関 (上記(1)で奨学金を選択した場合に記入)※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

[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)

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).

System screen image (sample)

25. * Plans after graduation or completion of the program at Tohoku University / 東北大学卒業またはプログラム終了後の予定

(1) Plans after graduation or completion of the program at Tohoku University / (1)東北大学卒業またはプログラム終了後の予定

- ☐ 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 (交換留学生以外)

Year Month

(3) If you are an exchange student, fill in the expiration date of the exchange student acceptance period below. / (3)交換留学生は、以下に交換留学受入満了年月を入力してください。

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

Year 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（博士後期）
- ④ Master Course Student / ④ 修士（博士前期）

Descriptions that do not provide specific topics of your research, such as "Mathematics" or "Chemistry," are not acceptable.
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。

System screen image (sample)

27. Japanese language ability (select all the appropriate ones) *If not applicable, you can leave it blank. / 日本語能力(該当するものを全て記載)*該当がない場合は空欄で可。

☐ Proof based on a Japanese language test / 試験による証明

(1) Name of the test / (1) 試験名

(2) Attained level of score / (2) 級又は点数

(3) Date of the test / (3) 試験日

☐ Organization and period to have received Japanese language education / 日本語教育を受けた教育機関及び期間

(1) Organization / (1) 機関名

Address / 住所

(2) Period / (2) 期間 from Year Month to Year Month

(3) Total hours of lesson / (3) 学習時間 hours / 時間

【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

Nothing uploaded / ファイルが選択されていません



Attachments2
添付資料2

Nothing uploaded / ファイルが選択されていません



Attachments3
添付資料3

Nothing uploaded / ファイルが選択されていません



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

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【Attachments】

Tuberculosis clearance certificate (for eligible individuals only)

Most applicants who are nationals of a country subject to Japan's pre-entry tuberculosis screening must submit a tuberculosis clearance certificate issued by a panel clinic when applying for their COE.

For more details, please refer to the Japan Pre-Entry Tuberculosis Screening website.

<https://jpets.mhlw.go.jp/index.html>

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

<https://sup.bureau.tohoku.ac.jp/en/coe-residence-status-e/visaresidentstatus-e/>

Student Substitution for the clearance certificate: If you are a national of a target country but currently live in another country or region, you may submit a copy of your residence permit or other proof of residency along with the attached explanatory form.

Countries subject to screening:

Philippines (June 23, 2025), **Nepal** (June 23, 2025), **Vietnam** (September 1, 2025), **Indonesia** (undecided), **Myanmar** (undecided), and **China** (undecided).

*The dates indicate when the mandatory submission begins.

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 12th (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

[Questions on COE]

International Support Center



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

[Questions about anything except COE]

Incoming Student Exchange Section



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

[How to prepare your arrival in Sendai]

Global Learning Center website



Global Learning Center website
[https://www.insc.tohoku.ac.jp/english
/ exchange/preparing-to-arrive/](https://www.insc.tohoku.ac.jp/english/exchange/preparing-to-arrive/)