

# **How to enter your information in the web application system (17 Pages)**

**International Support Center  
Tohoku University**

# How to Apply for COE via web application system

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、このシステムに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

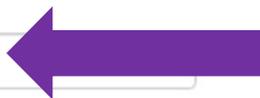
Status of Residence / 在留資格の種類 **Student** ▼

←

- 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.
- You will receive a confirmation email titled "Password issued".  
When you receive it, please click the URL shown in the email, 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, COLABS, and **DD 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, **DD 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 2023 Year to 3 Month 31 Day 2024 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.

- Fall semester (JLPK): 10/1/2025 - 3/31/2026
- Spring semesters (JLPK): 4/1/2026 - 9/30/2026
- DD Students: 2026.4.1~2028.9.30

3. Intended length of stay

- ~~Fall semester (JLPK): 6 mo~~
- ~~Spring semesters (JLPK): 6 months~~
- DD Students: 2 years 6 months

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

Month  Day  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

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か月を超えてください。

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。

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

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

13. Expected date of entry into Japan

Enter your schedule.

If the schedule is not decided yet, enter it as "03 Month 17 Day 2026 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.

18. \* 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  
If you or your representative have submitted an application for COE to the Immigration Bureau, you must  
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、

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

19. \* 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

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

20. \* 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  Month  Day  Year

21. \* 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。

18. Past history of applying for a certificate of eligibility

Enter information that is applicable to you.

\*If you are unsure of your past application history,  
refer to the PDF “Frequently Asked Questions” posted  
separately.

19. Criminal record ( in Japan or overseas )

Enter information that is applicable to you.

20. Departure by deportation / departure order

Enter information that is applicable to you.

21. Family in Japan

Enter information that is applicable to you.

\* If you have more than 5 family members in Japan,  
refer to the PDF “Frequently Asked Questions” posted  
separately.

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

Self / 本人負担 20000 Yen / 円
 Supporter living abroad / 日本国外の支援者負担 40000 Yen / 円
 Supporter in Japan / 日本の支援者負担 Yen / 円
 Scholarship / 奨学金 20000 Yen / 円
 Others / その他 Provide details / 詳細

\*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

Carrying from abroad / 外国からの携行 Yen / 円
 Monthly remittances from / 外国からの送金 Yen / 円
Name of the individual carrying cash / 送金してくる人の名前
Date of carrying cash / 外国から送金する時期
 Others / その他 Yen / 円

(3) Supporter (If there are more than one, give information on all of the supporters) \*another page (any format) may t 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

①Name / ①名前 Arthur Smith
②Address / ②住所
Telephone No. / 電話番号
③Occupation ( Place of employment ) / ③職業 ( 勤務先の名称 ) Bank employee at the YYY Financial Corp.
Telephone No. ( Place of employment ) / 電話番号 ( 勤務先 )
④Annual income / ④年収 4000,000 Yen / 円

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)で奨学金に該当した場合に記入)※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

(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 any proofs of financial support in a data format, on 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 the 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)東北大学卒業または

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 period / 交換留学受入満了年月 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

2023 Year  09 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 "Chemistry", are NOT acceptable. (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. Yc**  
**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の送付先住所**

Please enter your family, given, 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.

- DD students: 2026 Year 09 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.
- DD Students: Enter this section. a predetermined topic (e.g. Investigation of.), or some simple hints and keywords (e.g. Space Robotics etc.). such as "Mathematics" or "Chemistry," are NOT acceptable.

27. Postal mailing address for COE

Just leave it blank.

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

【添付資料 / Attachments】

Copy of your passport パスポートのコピー	Certificate of Scholarship_ Photo_John Smith_IPLA.PNG	<input type="text"/>		
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Please upload a scan of identification data page. If you uploading Indonesian passport, please upload endorsement pages as well. (usually they are page 4 and 5, right next to data page)  
パスポート身分記載事項ページをスキャンしたものをアップロードしてください。インドネシアのパスポートをアップロードする場合は、"endorsement"ページ(身分記載事項ページ次の見開き2ページ、通常Page 4及びPage 5)もアップロードしてください。

Photo of applicant 証明写真データ	ID Photo_John Smith_IPLA.PNG	<input type="text"/>		
Attachments3 添付資料3	Passport_John Smith_IPLA.PNG	<input type="text"/>		
Attachments4 添付資料4		Nothing uploaded / ファイルが選択されて		
Attachments5 添付資料5		Nothing uploaded / ファイルが選択されて		

Confirm / 確認



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.

### 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.

\* Attachments order does not matter. If your passport copy is uploaded on the "Photo of applicant" section, it is not a problem.

\* As for your photo, follow the "Photo Specification". Submitting an unacceptable photo may cause delays in COE processing.



# You will receive emails regarding 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 “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 e-mail titled “Application has been accepted”.  
\* If you do not receive an e-mail from the system, refer to PDF “Frequently Asked Questions” posted separately.

## After your application is submitted to the Immigration Bureau

- You will receive an e-mail 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 !

### DD's Deadline is December 19th

- 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  
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