

# Regarding the Application for COE (Certificate of Eligibility)

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

International Support Center(ISC), Tohoku University

# Contents/Purpose of this Instruction

- 1 . What is COE/Visa? (pages 3 - 4)
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☆ 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.



# 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. Prepare your required documents for COE web application

- Copy of your passport (PDF)
- Photo of applicant (JPEG)

\*Read the document "[2. photo specification.](#)


- Financial proof documents (PDF/ written in English)

\*See the details on page 9

# 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

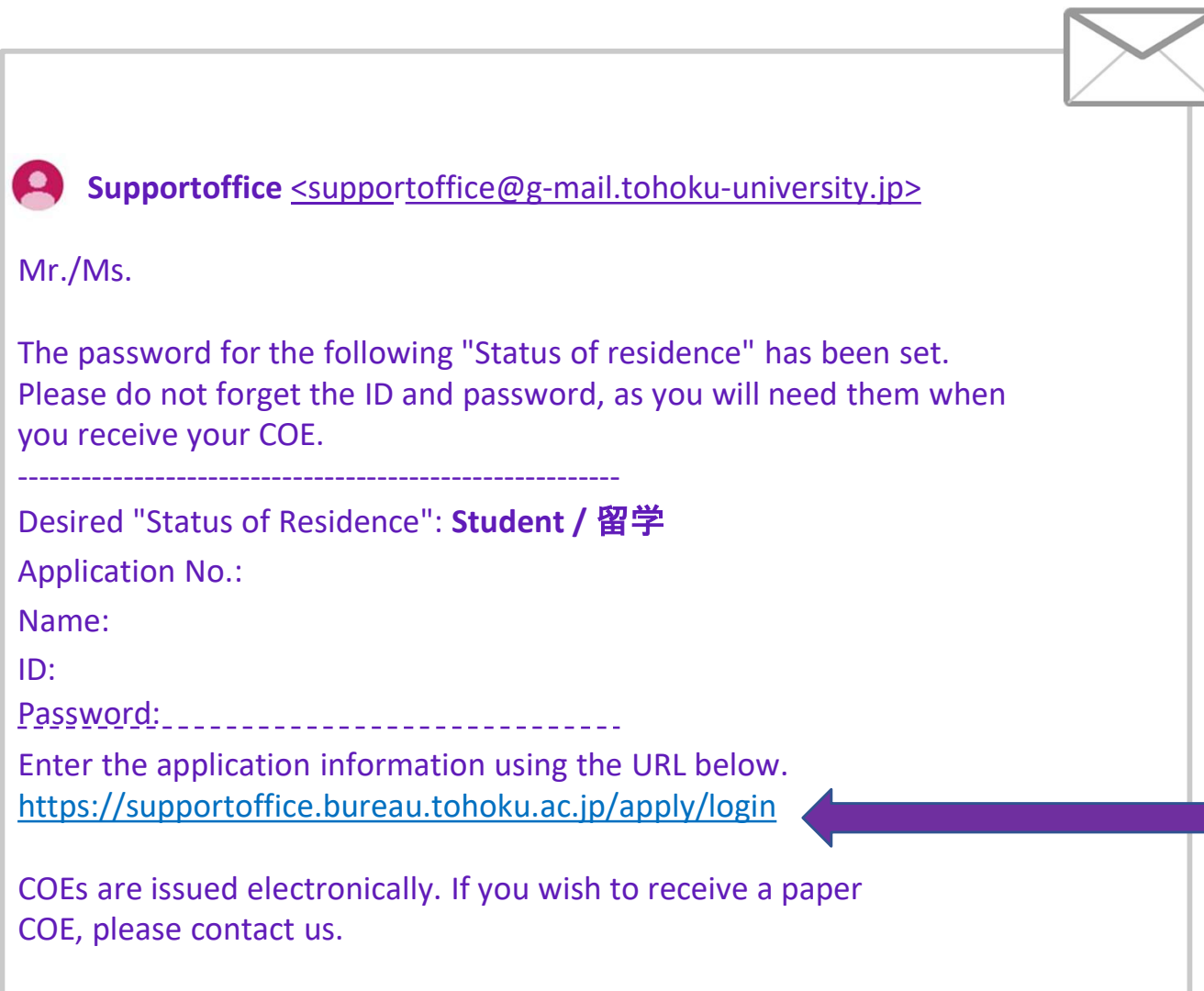
Confirm e-mail address /  
確認用メールアドレス

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.

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

(1) If you select

“Self”, “Supporter living abroad” and your supporter’s annual income is **less than** 2,000,000 yen

→ Upload a bank statement(PDF/written in **English or Japanese**)

\* Issued within the last three months.

\* Must include the following information

- Name of a bank
- Bank account holder's name
- Date of issue
- Total amount

**\*If the statement is written in other than English, highlight the above information and provide an English translation)**

\*Minimum balance: If you stay 6 months –480,000 yen , 12 months –960,000 yen)

“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.

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

(1) If you select

“Scholarship”

→ 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 the statement is written in other than English, highlight the above information and provide an English translation)

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).

## 【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)**

\*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](mailto: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 May 14 (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](mailto: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/)