

International Exchange Office (IEO) is in charge of your visa/COE procedures.

In order to obtain a student visa, it is first necessary to apply for a **Certificate of Eligibility (COE)**.

All documents will be submitted to the Immigration Bureau (Japanese government). Please be advised that your submitted documents will be thoroughly checked by the Immigration Bureau —even **small mistakes** or **untruthful information** could lead to your visa being **denied**. Therefore, please **be extremely careful about the information you provide.**

Inform the IEO if any of these statements apply to you.

- ☐ If you have had a COE application **denied** in the past.
- ☐ If you have had a Visa application **denied** in the past.
- ☐ If you have had renew your visa status in Japan (renew your residence card) **denied** in the past.

[Important Notes to Remember]

- As mentioned above, all the information which will be submitted to the Immigration Bureau must be **TRUE**.
- Please be reminded that **the immigration office may request for the proof of your information such as annual income of financial supporter or relationship between you and financial supporter**, after COE application is submitted.
- **After applying for COE, if the Immigration Bureau asked you the additional documents, it has a tendency to take a longer time to have a result, and the rejection might be possible consequently.**
- The application process for the COE is **handled by the Immigration Bureau** (Japanese government). There is nothing we can do to make the process go faster. Also, **Only the Immigration Bureau has the authority to grant your COE.**
- You should constantly check your email by the IEO or the outsourced company about COE and reply to our emails immediately.

1. Receive an email from the outsourced company about COE or the IEO

- Do NOT send us an email regarding COE/visa matters until you receive an email from the outsourced company or the IEO.

2. Submit all the required documents **Via email**

- Submit all the required documents to the outsourced company or the IEO as a reply to their or our message.
- DO NOT CHANGE THE EMAIL SUBJECT TITLE when you reply (Always use the same subject title when you email us regarding your COE/visa).
- Please check your email everyday until you receive your COE.
- Please be reminded that the later we receive your COE application, the higher your risk of not being able to enter Japan on time.
- **If the COE is not issued at least 3 business days before the entrance ceremony, your admission to TIU will be canceled. The enrollment fee is non-refundable.**

3. The outsourced company or TIU will apply for your COE

- The outsourced company or TIU will apply for your COE at the Tokyo Immigration Bureau once we receive all required documents from you.
- We will only further your COE applications once we confirm you have paid your enrollment fee.
- **It may take about 2-3 months for the COE to be issued. If there is any problems, it will take longer.**
- Please understand that there is nothing TIU can do to make the COE application process go faster.
- Only the Immigration Bureau has the authority to grant your COE.
- **After applying for your COE, the Immigration Bureau may ask you to submit the additional documents or the original documents with Japanese translations.**

4. Receive your issued COE(PDF file) Via email

- Once your COE has been issued, they or we will send it to you the PDF file of COE via email.
- From March 17th, 2023, a printed copy of the COE is also accepted for visa applications and at immigration at the airport in Japan.

5. Apply your visa at the Japanese Embassy/Consulate in your home country

- Once you have received your COE (the PDF file of COE), you will then take the COE to the Japanese Embassy or Consulate-General that has jurisdiction over your place of residence in order to apply for your visa.
- Your visa will be issued/stamped in your passport for about **5 business days**. However, it might take longer due to the Embassy/Consulate or visa center's situation.

6. Fly to JAPAN

- **Do not book your flight until you receive your COE.**

Required documents

[Important Notes]

- For the required documents, please follow the instructions of the email from the outsourced company or the IEO.
- Please submit the required documents that they or we ask you via email by the designated deadline.
- It is your responsibility to complete the document based on the fact which need to be endorsed by official documents. The immigration Bureau may request for the proof of your information such as annual income of financial supporter or relationship between you and financial supporter, after COE application is submitted.
- The immigration office strictly checks each financial supporter's payment eligibility to ensure that the applicants will be receiving enough money to realistically cover his/her school fees and living expenses.
- The immigration office may ask for the Account Activity Statement to check if there is any **unnecessary movements of funds**.
ex) a huge amount of money is deposited right before the certificate is issued, and is subsequently withdrawn later on.
- Most common reason for the rejection of a COE application is the lack of authenticity/ lack of information regarding financial documents.