

Visa Application Instructions

You will need the *Certificate of Eligibility (COE)* in order to apply for a **Student** visa at a Japanese diplomatic mission. In order to assist you for getting your visa issued, the Office of Student Services (International) will apply for the COE at the Tokyo Immigration Bureau on behalf of you. We will send you the original COE as soon as it is issued by the Japanese Ministry of Justice. Japanese nationals must enter the country with your Japanese passport.

1. Fill out **Application for Certificate of Eligibility** (3 pages for applicant), referring to the sample. Then please submit the form back to the Office of Student Services (International) together with **a copy of face page in your passport** by uploading them on the designated website.
2. Please have the international office at your home institution send the following items by airmail with your application documents:

Two ID photos (4cm x 3cm) taken within 3 months: Color, glossy, no background, passport type portrait. Please write your name on the back of the photos.

To: Office of Student Services (International)
Faculty of Science and Technology, Keio University
3-14-1 Hiyoshi, Kohoku-ku, Yokohama, 223-8522 JAPAN

3. Upon receipt of your “Application for Certificate of Eligibility” form, the Office of Student Services (International) will submit your application documents to the Tokyo Immigration Bureau on your behalf.
4. Once your Certificate of Eligibility is issued, the Office of Student Services (International) will send you the original copy of your Certificate of Eligibility (Usually it takes around two months to be issued.) You should apply for a **Student** visa at a nearby Japanese Consulate/Embassy with that Certificate. You will get your visa issued within a few days.