

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) and send the form back to the Office of Student Services (International) by e-mail (ic-vagami@adst.keio.ac.jp).**

<Refer to SAMPLE of CoE for filling out the application>

- 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, passport type portrait.
Please write your name on the back of the photos.

Passport copy (ID page with your passport numbers, date of birth, date of expiration, etc.
The photocopied page should be clearly printed.)

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. Your Certificate of Eligibility will be issued within one and a half to two months after application.
5. The Office of Student Services (International) will send you the original copy of your Certificate of Eligibility at your "Permanent Address" as soon as it is 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.