

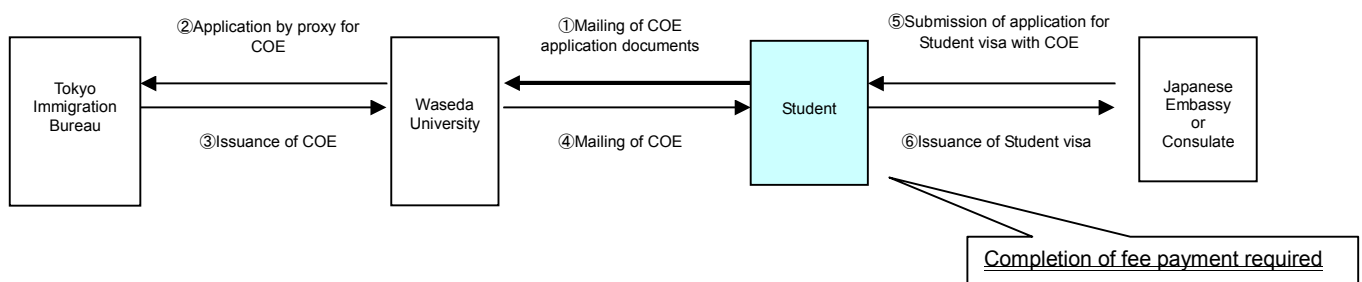
## Acquisition of Status of Residence “Student”

International students who are admitted to Waseda University are able to apply for a status of residence “Student”. Those with the status of residence “Student” are eligible to apply for tuition reduction/exemptions and scholarships for international students. Those with a status of residence other than “Student” that allow the holder to stay in Japan for long periods are eligible to enter Waseda University. In that case, however, you may encounter difficulties when using various services and systems intended for international students. In addition, students are not eligible to enroll in the university with a “Short-term” visa status.

(1) If you do not have a status of residence in Japan (If you are NOT a resident in Japan)

1. In order to apply for a visa to enter Japan, you will first need to obtain a certificate of eligibility(COE) from the Immigration Bureau of the Ministry of Justice of Japan, located in Japan. If you are a foreign national applying from outside Japan and have completed payment of the admission fee and designated school expenses for enrollment, the Center for International Education (Tel: 03-3203-9806) will apply for your certificate of eligibility to the Immigration Bureau on behalf of you. You must send the required documents by registered mail (international courier service, etc.) to arrive at the Center for International Education no later than the deadline; the date will be given to successful applicants with an enrollment registration documents. See “COE Application by Proxy” for details. Since it takes one to two months before the Immigration Bureau makes a decision, we advise you to complete the payment and submit COE application documents early, regardless of the deadline.
2. After the COE is issued, Waseda University will send it to you by mail (we send to addresses outside Japan only). Upon receiving the COE, you need to take the COE and your passport to the Japanese embassy or consulate in your area to apply for a “Student” visa. After receipt of a visa to Japan, you are supposed to enter Japan as a student within three months of the issuance of a COE.
3. A certificate of admission will be forwarded to you with the COE.
4. The Center for International Education, Waseda University acts on your behalf to apply for your COE to obtain a “Student” visa and a status of residence “Student”. If you wish to apply for a COE for any other type of visa and status of residence, you need to make an application yourself.

### [Sequence of Steps (①→⑥) Involved in Obtaining a “Student” Visa]



#### 【Visa waiver and short-term visa holders】

If you enter Japan as a visa waiver or on a short-term (tourist) visa, in principle, you will not be allowed to change your visa status to a status of residence “Student” while in Japan. You will have to leave Japan and submit a certificate of eligibility(COE) at a Japanese embassy or consulate outside Japan to obtain a “Student” visa. Afterwards, you will be able to re-enter the country.

However, if it is difficult for you to return to your home country before starting the new semester, please consult with the Center for International Education at (Tel: 03-3203-9806; E-mail: in-cie@list.waseda.jp).

(2) If you have a status of residence (If you are a resident in Japan)

1. If you have a status of residence "Student"

If you currently have a status of residence "Student", please process the "application for extension of period of stay" as necessary. You are able to apply for an extension of period of stay up to three months before your status of residence expires. For details regarding this application, please see "How to apply for a visa extension," Visa-Related Procedures, the website of the Center for International Education at:

<http://www.cie-waseda.jp/visastatus/en/current/extvisastatus.html>.

Please note that your renewal will not be granted if your attendance and/or grades were bad at the Japanese language school, even if you are admitted to enter Waseda University.

2. If you have a status of residence other than "Student"

If you currently have a status of residence such as "Long Term Resident," "Dependent," etc., there is no need for you to undertake any procedures. However, you may encounter difficulties when using various services and systems intended for international students.

If you wish to change your status of residence to that of "Student," please process the "application for change of status of residence." For details regarding this application, please see "How to change your visa status", Visa-Related Procedures, the website of the Center for International Education at:

<http://www.cie-waseda.jp/visastatus/en/current/changevisastatus.html>

①A Certificate of Admission

After you admitted, if you wish to apply for extension or change your status of residence before you are given student number, you need a "certificate of admission" to make an application. After paying the admission fee and designated school expenses, please make sure to submit a request to the office of the school you are scheduled to join to issue an original copy of the certificate of admission.

②Application for extension or change of your status of residence

In order to apply for an extension or change of your status of residence, you need a completed application form with an official stamp of Waseda University. Prior to making the application to the Immigration Bureau, please visit the Center for International Education in person (located on the 4<sup>th</sup> floor, building No.22, Waseda Campus) with the application form and a certificate of admission, and have the application form stamped. If you have difficulty in visiting the Center for International Education due to living in a distant place from Tokyo or any other reason, please inquire the Center for International Education at (Tel: 03-3203-9806; E-mail: [in-cie@list.waseda.jp](mailto:in-cie@list.waseda.jp)).

## COE Application by Proxy

### ADDRESS

“COE Application by Proxy” Section,  
the Center for International Education, Waseda University  
1-7-14-4F Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051, Japan

### FOR INQUIRIES

Tel: 03-3203-9806  
Fax: 03-3202-8638  
E-mail: [in-cie@list.waseda.jp](mailto:in-cie@list.waseda.jp)

Deadline for “Application by Proxy for the Certificate of Eligibility” will be announced to successful applicants by enrollment registration package.

\*Since it takes two to three months before the Immigration Bureau makes a decision, we advise you to complete the payment and submit COE application documents early regardless the deadline.

\*The designated formats can be downloaded from the following URLs.

### <Documents needed to apply for the “Certificate of Eligibility (COE)”>

1. Application for certificate of eligibility (5 sheets with a photo attached).  
\*The format can be downloaded from the following URL.  
[http://web.waseda.jp/admission/en/wp-content/uploads/sites/2/2013/12/COE\\_application.pdf](http://web.waseda.jp/admission/en/wp-content/uploads/sites/2/2013/12/COE_application.pdf)  
\* Please be sure to see a sample of completed application.  
[http://web.waseda.jp/admission/en/wp-content/uploads/sites/2/2013/12/COE\\_sample.pdf](http://web.waseda.jp/admission/en/wp-content/uploads/sites/2/2013/12/COE_sample.pdf)
2. Copy of passport (page with your photo)
3. Request for COE Application by Proxy (see next page)
4. Documents to prove financial ability to meet all costs of living while in Japan  
[If you will cover your financial costs on your own while in Japan]  
Original documents related to ability to cover financial costs (Please submit one of the following.)
  - ①A certificate from a bank indicating current balance (The account must be in the student’s own name. If written in a non-Japanese language, please attach an English or Japanese translation. Notarization of translation is not required.)
  - ②Certificate of Scholarship (only for those accepted for scholarships after enrollment in the university)

- [If someone else (defrayer) will cover your financial costs while you are in Japan]  
Original documents related to ability to cover financial costs (please submit one of the following)
- ①A certificate from a bank indicating current balance (The account must be in the name of the defrayer. If written in a non-Japanese language, please attach an English or Japanese translation. Notarization of translation is not required.)
  - ②Certificate of Scholarship (only for those accepted for scholarships after enrollment in the university)
  - ③Agreement for defraying expenses (filled in by the defrayer)  
\*The format can be downloaded from the following URL.  
[http://web.waseda.jp/admission/en/wp-content/uploads/sites/2/2013/12/defrayers\\_expense.pdf](http://web.waseda.jp/admission/en/wp-content/uploads/sites/2/2013/12/defrayers_expense.pdf)

### [NOTES]

- The Center for International Education, Waseda University act on your behalf to apply for your certificate of eligibility to obtain a “Student” visa and a status of residence “Student”. If you wish to apply for certificate of eligibility for other type of visa and status of residence, you need to make an application by yourself.
- The Immigration Bureau may require you to submit additional documents.
- If circumstances arise that keep you from entering Waseda University for any reason, please send a statement that explains your reason and send back your Certificate of Eligibility immediately to the Center for International Education. Also, if you are accepted to another university in Japan, please make sure that your application for a certificate of eligibility is not duplicated. If there are multiple applications, the certificate cannot be issued.
- If you are a Japanese national, even if you hold other nationality(dual/multiple nationality including Japanese nationality), you are not eligible to apply for a certificate of eligibility.
- The Ministry of Justice is solely responsible for decisions regarding status of residence. If your application is delayed or refused, Waseda University cannot be held responsible

## <Request for COE Application by Proxy>

◎Please make sure to send this request form enclosed with all documents listed below to the Center for International Education, Waseda University by registered mail(international courier service, etc.).

**[Documents needed to apply for the COE]** \* Please check  the documents enclosed.

- ① Application for certificate of eligibility (5 sheets with a photo attached)  
[http://web.waseda.jp/admission/en/wp-content/uploads/sites/2/2013/12/COE\\_application.pdf](http://web.waseda.jp/admission/en/wp-content/uploads/sites/2/2013/12/COE_application.pdf)  
 \* Please be sure to see a sample completed application.  
[http://web.waseda.jp/admission/en/wp-content/uploads/sites/2/2013/12/COE\\_sample.pdf](http://web.waseda.jp/admission/en/wp-content/uploads/sites/2/2013/12/COE_sample.pdf)
- ② Copy of passport (page with your photo)
- ③ Request for COE Application by Proxy ( this format )
- ④ Documents to prove financial ability to meet all costs of living while in Japan ( see previous page)

**ADDRESS**

“COE Application by Proxy” Section,  
 the Center for International Education, Waseda University  
 1-7-14-4F Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051, Japan

**INQUIRIES**

Tel: 03-3203-9806  
 Fax: 03-3202-8638  
 E-mail: in-cie@list.waseda.jp

氏名 (漢字) Name in Chinese character if any	
氏名 (カタカナ) Name in Katakana if known	
氏名 (英文) Name in English	
住所 (日本語) (郵便番号を忘れずに) Address in Japanese with Zip Code	国名:
住所 (英語) (郵便番号を忘れずに) Address in English with Zip Code	Country:
在留資格認定証明書の送付先 (日本国外住所及び受取人) Mailing Address of the recipient of COE	住所(英語) Mailing Address in English  受取人氏名(英語) Recipient's name in English
電話番号 Phone number	
携帯電話番号 Cellular Phone number	
Eメールアドレス E-mail address	
入学予定学部/研究科 Faculty/Graduate School	
受験番号 (学部入学者のみ) Identification number (only for undergraduates)	
入試制度 Type of admission	