

How to Obtain a Student Visa

International applicants who fall under one of the following are required to follow the relevant instructions to secure an appropriate visa status.

(A) **Applicants residing outside of Japan who are planning to apply for a Student Visa** must obtain a Certificate of Eligibility (“COE”).

→Please follow the instructions in **Appendix A**.

(B) **Applicants residing in Japan with a visa other than a Student Visa** must apply for a Change of Status of Residence (“CSR”).

→Please follow the instructions in **Appendix B**.

(C) **Applicants living in Japan with a Student Visa** may need to apply for an Extension of Period of Stay.

→Please consult the Student Division (see contact details below).

Information links:

* Immigration Services Agency of Japan:

<http://www.immi-moj.go.jp/english/index.html>

* Information Centers (Immigration Services Agency):

<http://www.immi-moj.go.jp/english/info/index.html>

* Visa Consulting Service at Tokyo Tech:

http://www.titech.ac.jp/english/enrolled/international_student/visa.html

Contact:

Student Division, Student Services Department

W8-101

Tokyo Institute of Technology

2-12-1 Ookayama, Meguro-ku

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JAPAN

Tel: +81-(0)3-5734-3006

Email: research.stu.pf@jim.titech.ac.jp

Location: West Building 8, Floor 1

Appendix A

Applying for a Certificate of Eligibility

(A. For applicants residing outside of Japan who are planning to apply for a Student Visa)

Incoming international students are required to obtain a Certificate of Eligibility (COE) before applying for their Student Visa. The Student Division of Tokyo Institute of Technology (“Tokyo Tech”) will act as a proxy for successful applicants and apply to the Immigration Services Agency for their COE. After the application is approved, Tokyo Tech will send the certificate to applicants. Then they may use it to apply for a Student Visa at a Japanese embassy or consulate in their country.

Please submit the following items along with a set of application materials for admission to the Student Division in person or by mail during the separately specified application period.

Note that all the items listed below (1–4) must be submitted to the Tokyo Tech Student Division.

1. Application for Certificate of Eligibility

Fill out the COE application form (see “For applicant” parts 1–3 and “For organization” parts 1–2 on the form), referring to the SAMPLE file.

Both a hard and soft copy must be submitted. Send the soft copy (Excel file) by email to research.stu.pf@jim.titech.ac.jp.

* You can download a COE application form and the SAMPLE file from the Tokyo Tech website:

https://www.titech.ac.jp/english/graduate_school/international/research_students/privately_funded.html

2. Photo (height 40 mm x width 30 mm) taken within 3 months

* Do not paste the photo onto the COE application form.

3. A copy of your passport page showing name, nationality, and photo

4. Supporting documents verifying financial circumstances (submit the most recently issued original documents)

i. If you will be a self-supported student, submit either of the following:

- proof of scholarship (if applicable)
- bank balance certificate for your own account

ii. If you will receive financial support from your family, a relative, or any other person residing in your own country, submit all of the following:

- (a) Statement of Financial Support (The financial supporter must provide details such as payment method and amount, and the reasons for becoming the applicant’s sponsor.)
- (b) certificate of the financial supporter’s bank balances

- (c) financial supporter's Certificate of Employment and Proof of Income (If your financial supporter is not employed, please contact the Student Division.)
- (d) proof of your relationship with the financial supporter, i.e., the original copy of a notarial certificate (公証書) (for applicants from China, Myanmar, Bangladesh, Mongolia, Vietnam, Sri Lanka, and Nepal)

iii. If you will be supported by a person residing in Japan, submit item (a) and any one from among (b)–(d) below:

- (a) Statement of Financial Support (The financial supporter must provide details such as payment method and amount, and the reasons for becoming the applicant's sponsor.)
- (b) financial supporter's taxation certificate or tax payment certificate stating their total annual income
- (c) a copy of the financial supporter's final income tax return certificate or withholding tax slip
- (d) certificate of the financial supporter's bank balances

5. Original copies of 'Certificate of Attendance', 'Certificate of Completion', and transcripts issued by the school or university (for those who have attended school or university in Japan).

Notes:

- If the document is written in a language other than Japanese or English, please attach a Japanese or English translation, which can be made either by the applicant or any third party. Notarization is not required. The translation must include the translator's name and the date of translation.
- In principle, original copies are required unless otherwise stated. Documents must be issued within three months prior to the application or they will not be accepted.

Important:

- Tokyo Tech will act as a proxy for successful applicants and apply for their COE to the Immigration Services Agency, where it will take about 6–8 weeks to process.
- You may not have more than one COE application made by different organizations or programs simultaneously. Please determine which university or program you will apply to for enrollment and do not make multiple applications for your COE, otherwise the screening process at the Immigration Services Agency will be suspended and take longer than usual.

Appendix B

Applying for Change of Status of Residence

(B. For applicants residing in Japan with a Japanese visa other than Student Visa)

If international applicants for admission to Tokyo Tech have a status of residence other than “Student” and need to change their status, they must apply for the change by themselves by submitting an Application for Change of Status of Residence (“CSR”) to the Immigration Services Agency.

Please note that the CSR application form consists of two parts: “For applicant” and “For organization.” Applicants must submit the “For organization” part to the Student Division to have it completed with an official Tokyo Tech seal, along with a set of application materials for admission. Tokyo Tech will complete the relevant part of the form and send it back with a “Certificate of Enrollment Permit”* to successful applicants at the beginning of January (for April enrollment) or at the beginning of July (for September enrollment). Successful applicants are asked to apply for their CSR upon receipt of the documents.

If you have a status of residence other than “Student” such as “Spouse of Japanese National,” “Long-term Resident,” or “Dependent,” you are not necessarily required to change your visa status to “Student.” However, without a Student Visa, you may not be eligible for assistantships or scholarships for international students.

* A Certificate of Enrollment Permit may be used for applications relating to visas or status of residence, and should be deemed equivalent to a notification of acceptance. Students formally admitted to register at Tokyo Tech will receive a certificate of enrollment on the designated day for enrollment procedures in April or September. To apply for a Change of Status of Residence to the Immigration Services Agency, please use a Certificate of Enrollment Permit which will be sent to selected applicants two to three months before the admission date.

All the items listed below (1–6) are required at the Immigration Services Agency.

1. Application for Change of Status of Residence

- i. Complete “For applicant” parts 1–3 of the form, referring to the SAMPLE.
- ii. **Fill out the information requested in “For organization” parts 1–2 of the form, referring to the SAMPLE, and submit it to the Student Division along with a set of application materials for admission. Both a hard and soft copy must be submitted. Send the soft copy (Excel file) by email to research.stu.pf@jim.titech.ac.jp.**

* You can download a CSR application form and the SAMPLE file from Tokyo Tech’s website:

https://www.titech.ac.jp/english/graduate_school/international/research_students/privately_funded.html

2. Photo (height 40 mm x width 30 mm) taken within 3 months

3. Passport

4. Residence card (original) and a copy of each side

5. Certificate of Enrollment Permit

Successful applicants will receive the CSR form completed by Tokyo Tech two to three months before the admission date.

(A certificate of enrollment will be given to admitted students on the designated day for enrollment procedures in April or September.)

6. Documents related to accommodation expenses

* If changing status from “employment” to “student”

- A copy of the applicant’s bank book or an official document showing the balance
- Retirement Certificate or Expected Retirement Certificate
- Resident Taxation Certificate and Resident Tax Payment Certificate
(indicating total income and tax payment status for one year)

* If changing status from “specified activity” to “student”

- A copy of the applicant’s bank book or an official document showing the balance
- Statement of reasons for the change of status
(A4 size, made by the applicant)

- There may be other documents requested by the Immigration Services Agency. Please follow the applicable procedures as set forth on the following website:

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02.html>

Visa Consulting Service

Tokyo Tech has launched the Immigration and Visa Consulting Service in order to provide support with application procedures that foreign residents find difficult. In addition to free consultation, you may entrust your application to us for a fee. As this on-campus service is limited to once a week, processing requests might take longer than going to the Immigration Services Agency yourself.

For details of the consulting service schedule, location, etc., please refer to the following website:

https://www.titech.ac.jp/english/enrolled/international_student/visa.html