

# How to Obtain a Student Visa

## **Who Needs to Read This?**

All applicants without a Status of Residence in Japan, excluding visas for short-term stay. If this applies to you, you must obtain one of the appropriate visas (a "Student" visa). Prior to applying for a "Student" visa, you must have a Certificate of Eligibility (hereinafter called COE) issued by Immigration Services Agency of Japan.

**!Notes! for those who have Japanese nationality and other foreign nationalities!**

Under Japanese Immigration Law, Japanese nationals, including those with dual nationalities, must enter Japan as a Japanese national with their Japanese passport.

Keio University will act as proxy and apply for your COE at the Tokyo Immigration Bureau, provided that you satisfy all of the following requirements:

- 1) You do not have any Status of Residence in Japan at the time of enrollment into the PEARL program, and require a COE in order to obtain a "Student" visa.
- 2) You have submitted all of the required documents for the COE application (see below for details) to the Keio University Admissions Center by the designated deadline.

## **What is required and when is the deadline?**

Submit the following documents **online** to the Keio University Admissions Center **between May 10 and June 10.**

**<Required items for COE application>**

- 1) Application for COE
- 2) ID photo data  
(Taken during recent 3 months, plain background, front view, full head from the top of the hair to the shoulders, no hats unless worn daily for religious reasons)  
\*Please submit a passport-like photo. Do not submit candid photographs.
- 3) A copy of the bio data page of your passport

### **<Download forms>**

The prescribed COE application form and its sample can be downloaded from our website "Admissions Procedures for the PEARL Program" at:

<https://www.keio.ac.jp/en/admissions/undergraduate/pearl/visa.html>

### **How to submit?**

Upload the required documents and submit necessary information online

**between May 10 and June 10.**

[https://wwwdc01.adst.keio.ac.jp/kj/admissions/pearl\\_visa\\_2025.html](https://wwwdc01.adst.keio.ac.jp/kj/admissions/pearl_visa_2025.html)

### **<Important Notes>**

- Those with short-term stay visas are not eligible to enroll into university.
- This does not apply to those who have a visa other than a short-term stay visa (such as "Long Term Resident", "Dependent," etc.), you do not need to undertake any procedures. For those, however, who wish to change their visa status to that of "Student," complete the "Application for Change of Status of Residence" procedure on your own. Note that Keio University does not apply on your behalf for a COE for Extension of Period of Stay, Change of Visa (Status of Residence), or visas other than a "Student" visa.
- If you fail to submit the required documents or submit incomplete documents, Keio University will not process your COE application.
- If you apply for another COE or visa from another institution: If you apply to any other university or Japanese language school other than Keio University, it is considered a double application. In such cases, your COE application from Keio University may be rejected. If you are determined to join Keio, please do not apply for another COE or visa from another institution, and in case your application is already being processed, cancel it immediately.
- Once Keio University submits your COE application to the Immigration Bureau, it usually takes 1-2 months to process. It is not possible to accelerate this process and we also cannot check on its status. It is therefore critical to submit all of the required documents **by June 10** in order to guarantee issuance of your COE on time.
- The Immigration Bureau may request you to submit additional documents during the review process.
- Please note that there may be cases where a COE is not issued depending on the

content of the documents submitted. In these cases, Keio University does not bear responsibility for any inconvenience, cost, or any kind of loss you suffer as a result of your COE being unissued.

- In case you decide to decline your enrollment into the PEARL program after having received your COE, please contact the Keio University Admissions Center immediately.

### **COE and Visa Application Flow**

#### 1. Applicant → Keio University

Prepare the required documents described above, and submit them online to the Keio University Admissions Center. The submission deadline is **June 10**.

#### 2. Keio University → Immigration Bureau

Keio University applies to the Tokyo Immigration Bureau for the COE. Note that it usually takes 1-2 months to process.

#### 3. Immigration Bureau → Keio University

The Tokyo Immigration Bureau sends the issued COE to Keio University by email.

#### 4. Keio University → Applicant

Keio University sends the COE to your email address registered on the COE application form.

#### 5. Applicant → Japanese Embassy or Consulate in your country

As soon as you receive your COE through Keio, you must go to the nearest embassy or consulate of Japan in your home country to apply for your "Student" visa. In general, the following items are necessary for the visa application, however, it is strongly advised that you contact the embassy/consulate beforehand to find out what is actually required for the application in your country. You are solely responsible for applying for a "Student" visa and obtaining it before traveling to Japan.

- Visa application form with ID photo attached
- Passport
- COE
- Admission Letter, which will be available for download from the online enrollment system once your enrollment registration is complete.

## 6. Applicant

Enter Japan with your passport, visa, and COE. Be sure to show your COE to the Immigration officer at the airport. The immigration officer will put a Landing Permission seal on your passport, which shows the date of landing, the period of stay, and your Status of Residence. In addition, a Residence Card will be issued at Narita, Haneda, Chubu, and Kansai Airports. Make sure to confirm that your Status of Residence and period of stay are the same on your landing permission seal and on the Residence Card.

For information about entry to Japan, please refer to Keio University International Center website below:

<https://www.ic.keio.ac.jp/en/>

## **Contact**

All queries concerning COE applications should be directed to the Keio University Admissions Center. The contact details are as follows:

PEARL Team, Admissions Center, Keio University  
2-15-45, Mita, Minato-ku, Tokyo 108-8345, Japan  
[pearl\\_admissions@info.keio.ac.jp](mailto:pearl_admissions@info.keio.ac.jp)

\*Please make sure to have your name and your screening number included in the email subject line. (e.g. "Inquiry about COE J1XXX\_Mita Hanako")