

## 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 have a Certificate of Eligibility (COE) issued before applying for the appropriate visa (a "Student" visa).

Keio University will act as proxy and apply for your COE at the Tokyo Immigration Bureau of the Ministry of Justice as long as 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 programme, 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 10 June**.

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

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

Submit the following documents **online** to the Keio University Admissions Center **between 1 April and 10 June**.

<Required items for COE application>

- 1) Application for Certificate of Eligibility
- 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
- 4) COE Delivery Address

<Download forms>

The prescribed COE application form and its sample can be downloaded from our website "Admissions Procedures for the PEARL Programme" 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 1 April and 10 June**.

[https://wwwdc01.adst.keio.ac.jp/kj/admissions/pearl\\_visa\\_2021.html](https://wwwdc01.adst.keio.ac.jp/kj/admissions/pearl_visa_2021.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 10 June** 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 is not responsible if a COE is not issued.
- In case you decide to decline your enrollment into the PEARL programme after having received your COE, please return your COE to 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 **10 June**.

### 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.

### 4. Keio University→Applicant

Keio University sends the COE via express mail to the address you provided.

### 5. Applicant→Japanese Embassy or Consulate in his/her 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

### 6. Applicant

Enter Japan with your passport, visa, and COE. Be sure to submit 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 during COVID-19, please refer to Keio

University International Center website below:

<http://www.ic.keio.ac.jp/en/life/visa/covid19.html>

**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)