VISA INFORMATION

【Important note from TIU】

All COE/Visa procedures will be taken care of by the company **WEDOFY HR Services CO., LTD.** (Kokusai Kigyo Jinji Service Co.,Ltd). Therefore, they will be the main contact regarding visa matters.
All other non-visa-related matters will be dealt with by the International Exchange Office, TIU.

1. To obtain a student visa while living outside of Japan, it is first necessary to apply for the **Certificate of Eligibility (COE)**.
2. You cannot apply for your student visa until you have received the COE.
3. To apply for your COE, fill out the *Application for Certificate of Eligibility* and the *Oath of Financial Support* and send them to us, **WEDOFY HR Services CO., LTD.**, by the due date, along with the other required documents.
4. We will apply for your COE at the Japanese Bureau of Immigration once we have received the completed documents from you. It usually takes about 2 months for it to be issued.
5. Once your COE has been issued, we will mail it to you.
6. Once you have received your COE from us, you can then go to the Japanese Embassy or Consulate nearby in order to have the visa issued/stamped in your passport, which will be processed in a few days.

IMPORTANT REMINDERS

Please fill out the *Application for Certificate of Eligibility* **via Excel** and **email** it to academic1@wedofy.com (DO NOT print and fill it out by hand).
The password to open the excel file is ***jsp2018s***. Please send it back to us as a password-locked file using the same password. We will then check if everything is accurate. If there are any discrepancies, we will send it back to you to be corrected. Once we have the completed application, we will then further your application process.
PLEASE make sure that we have the completed application by the due date (Dec 20).

- **The spelling of your name on the COE application must be the same as the one in your passport.**
- **PLEASE refer to *"How to fill in the Application for Certificate of Eligibility"*.**
- You have to be very careful when you fill out the *Application for Certificate of Eligibility*, since we may ask you to resubmit the application if there are any discrepancies or incomplete sections.
- For any corrections you make on the documents you fill out by hand, **do not use whiteout/correction fluid** but use double lines and write a signature or seal by the correction (ie. ~~2013~~ 2014). If you make a mistake on the Application for Certificate of Eligibility excel file, correct it in Excel.
- Officially issued Japanese documents are valid within 3 months of the issued date.
  (Documents issued outside Japan are valid for 6 months from the date of issue).

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- Make sure to attach **translations** in **Japanese** or **English** of documents written in a language other than Japanese or English. Translations should be provided by a school official, an official agency such as embassy or consulate, the applicant or a translator. In case the documents are translated by the applicant or a translator, the translation must be certified by the school or the official agency. Make sure that the name of the translator and the contact information is indicated.
- For the section on annual income, write the exchange rate from your local currency to the Japanese yen.
- Adjust the attachments in **A4 size**.

REQUIRED DOCUMENTS FOR APPLYING FOR COE (Check list)

Required Documents	☑
1. **Application form for the Certificate of Eligibility** (3 pages in total) **Excel file only**	☐
2. **Photo for the COE application (40mm x 30mm)**	☐
3. **Oath of Financial Support** (Please find the designated form in "VISA APPLICATION PACKAGE")	☐
4. **Bank certificate of account balance for your or your financial supporter's bank account**	☐
5. **Photocopy of your passport identification page**	☐

[Due Date]

All the required documents need to reach us no later than Dec 20, 2017

[How & Where to Submit]

- No. 1 mentioned in the above list: Please e-mail the excel file.
- No. 2 to 5 mentioned in the above list: You may submit the original form by post or you may scan the original document and submit it by e-mail

Mail/E-mail to:

WEDOFY HR Services CO., LTD. (Kokusai Kigyo Jinji Service Co.,Ltd)
Shimbashi MM Bldg. 8F, 1-18-14 Shimbashi, Minato-ku,
Tokyo 105-0004 Japan
Attn: Mr. Tatsuya Hirose / Ms. Miho Suzuki
Tel: +81-3-3500-5528
E-mail: academic1@wedofy.com