VISA INFORMATION

All COE procedures will be taken care of by an outsourced company called **Ligareus Ltd.**

You will receive an email from Ligareus within a few days from your acceptance to TIU.

PLEASE DO NOT CONTACT THEM before you receive an email with their reference number. (Each student will be given a Ligareus Reference Number.)

Send the following documents as a reply to their message. *DO NOT CHANGE THE EMAIL TITLE!*

Messages without a Ligareus Reference Number will NOT be read or replied to.

Please tell Ligareus Ltd. Immediately if you have had a COE application denied in the past.

REQUIRED DOCUMENTS FOR COE APPLICATION (Check list)

Required Documents	☑
1. **Application for Certificate of Eligibility** 3 pages total **Password: jsp2024s** ***EXCEL File***	☐
2. **Photo for COE application (40mm x 30mm)** **Clear, full color with no background, taken within 3 months from filing of application* ***JPEG File***	☐
3. **Scanned copy of your passport identification page** ***PDF File***	☐
4. **Oath of Financial Support** **Must be signed personally by your supporter in his/her handwriting and scanned* ***PDF File***	☐
5. **Bank certificate of account balance for your bank account** **Only necessary if you do **NOT** have a financial supporter and intend to use your own savings to support yourself financially*	☐
6. **Certificate of Scholarship or Official Scholarship Award Letter which includes the amount per month** (Iif you are to receive scholarship(s) from your school, government, etc. for your living expenses while in Japan)	☐

Students who have attended school in Japan with the resident status of "STUDENT" in the past ※Ex. Japanese Language School / Vocational・Trade School	☑
1. Original transcript and attendance record from the school you attended in Japan*	☐
2. Original certified copy of Certificate of Graduation from the school in Japan*	☐
3. Document that proves your Japanese Language ability *(if applicable)*	☐

**The Immigration Bureau ask for original copies.*

- Please refer to the attached **Examples** on how to fill in the Application for Certificate of Eligibility and Oath of Financial Support.
- The Application for Certificate of Eligibility must be sent to **Ligareus** as an **EXCEL file** via email.
- All other documents may be scanned and their PDF files (JPEG for photo) may be sent via email, or their hard copies may be sent by post.
- Attach **translations** in **Japanese** or **English** for 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. Documents translated by the applicant or a translator must be certified by the school or an official agency. Make sure that the name of the translator and his/her contact information is indicated.
- Adjust all document size to **A4 size**. (Standard in Japan)

Fill in all required columns and save as a password-locked EXCEL file **using the same password**.
The deadline for sending the complete Application for COE along with all required documents to Ligareus is December 8.
Ligareus will check your application for discrepancies and contact you via email if they find anything that requires your attention.

Where to send

****DO NOT SEND UNTIL YOU RECEIVE A MESSAGE FROM LIGAREUS WITH A REFERENCE NUMBER***

Email Address to send your documents: hirose@ligareus.com

Ligareus Ltd.
Mr. Tatsuya Hirose
6F Daiwa Shibuya Square, 16-28 Nanpeidai, Shibuya-ku, Tokyo
150-0036 Japan
E-mail: hirose@ligareus.com
Phone: +81-50-5526-5762

VISA PROCESS

- To obtain a student visa while living outside of Japan, it is first necessary to apply for a **Certificate of Eligibility** (**COE**).
- **You cannot apply for your student visa until you have received the COE.**
- To apply for your COE, fill out the *Application for Certificate of Eligibility* and the *Oath of Financial Support* and send them to **Ligareus Ltd.** by the due date, along with the other required documents.
- Please be reminded that the later you send your COE application, the higher your risk of not being able to enter Japan on time.
- **Ligareus** will file your Application for COE at the Tokyo Immigration Bureau once they receive all required documents from you. It usually takes about 6 to 7 weeks for the COE to be issued after the submission of COE application to Tokyo Immigration Bureau.
- Once your COE has been issued, **Ligareus** will send it to you via a traceable courier service (DHL, FedEX or EMS).
- Once you have received your COE, you will then take the COE to the Japanese Embassy or Consulate-general that has jurisdiction over your place of residence to apply for your visa.
- Your student visa will be issued/stamped in your passport within a few days.