Certificate of Eligibility & Student Visa Application
Instructions for Law Students

Acquiring a student visa is a two-step process. Temple University, Japan Campus (TUJ) must first submit a Certificate of Eligibility (COE) application on your behalf to the Japanese Immigration Bureau—you cannot apply for a Japanese student visa independently of TUJ. After you receive the COE from TUJ, you must submit it and a completed visa application to your local Japanese embassy or consulate.

The COE is valid for 3 months from its issuance and you must obtain a student visa and enter Japan within that period. However, you may not enter Japan more than 1 month before the first day of the spring semester (January 8, 2018). Please make your travel arrangements accordingly.

**Step 1: Obtain a Certificate of Eligibility (COE)**

Please complete and submit the enclosed Certificate of Eligibility (COE) Application Form and supporting materials listed below by the COE application deadline.

1. **Photocopy of your passport**
   Page with photo, personal information, and signature

2. **Proof of Financial Viability**
   To issue a student visa, the Japanese Immigration Bureau requires that all students show the ability to support themselves. TUJ estimates that you will need ¥2.6 million (or equivalent foreign currency) to cover costs, including tuition, school fees, and living expenses, for the spring semester. To prove your financial viability, submit copies of any combination of the following documents:
   - financial aid award letter
   - bank statements
   - retirement account statements (must have documentation regarding cash/loan availability)
   - loan approvals
   - scholarship award letters

   Parents, relatives, or acquaintances can submit documents on your behalf. These documents must reflect your current financial situation and must be dated within three months of the visa application deadline. Documents submitted must include the account holder’s name. **Persons providing financial documents as a student's guarantor must complete the Letter of Sponsorship.**

   All documents not in English must be translated before you submit them. TUJ will not return documents sent to it.

3. **Two identical passport photos in color (4 cm high x 3 cm wide)**
   Photos must show a clear, full front view of your face from the bottom of your chin to the top of your hair against a white or off-white background. Photos must be official passport photos, taken at such places as a pharmacy or a professional photography studio. They also must be in color and printed on photo paper. You can submit 2 inch x 2 inch photos if they are official passport photos.
Deadline and Where to Submit the COE Application

All the required application materials must be submitted to Temple Law Japan no later than October 15 (Tokyo Time).

Before October 6, you may send your COE application materials to:

Farlistcity EI
Graduate & International Programs
Temple University Beasley School of Law
1719 North Broad St., Room 710
Philadelphia, PA 19122 USA
Phone: (215) 204-1073
*Your COE application materials will be forwarded to the Japan Campus.

After October 6, please send your COE application materials to:

Misako Goto-Hockersmith
Temple University, Japan Campus, School of Law
4-1-27 Mita, Minato-ku, Tokyo 108-0073 Japan
Phone: +81-3-5441-9841 | E-mail: mghockersmith@tuj.temple.edu

Two passport-size photos are the only items that have to be original. Other application materials can be submitted by e-mail. If you need some time to prepare the documents, please prepare the photos first and ship them by post as soon as possible.

TUJ will submit your COE application to the Japanese Immigration Bureau. Immigration generally takes 4 to 6 weeks to process and approve your COE application and to issue the COE, which authorizes you to apply for a student visa.

Only after TUJ sends the COE to you may you apply for your student visa. You must do so at a Japanese embassy or consulate outside of Japan. You cannot process your student visa in Japan.

Step 2: Obtain the Student Visa

To apply for your student visa, you typically need the following materials: (1) the COE; (2) visa application available at the embassy/consulate; (3) valid passport; (4) one passport-sized photograph; and (5) proof of residence. The embassy/consulate might also require a copy of your TUJ admission letter.

Each Embassy and consulate sets its own hours and requirements for student visa applications. Some charge processing fees. Some require appointments. Some require a few business days to process applications, while others will process your application while you wait. Some require that you send all your materials by mail. Be sure either to call the Embassy or local consulate or to visit its web-site to learn its procedures and requirements.

As processing a student visa generally takes 1 to 7 business days, be sure to plan for any holiday closures (especially in late December) at the Embassy or Consulate.

We look forward to meeting you in Japan!

Beasley School of Law at Temple University, Japan Campus
4-1-27 Mita, Minato-ku, Tokyo 108-0073 Japan
TEL: 81-3-5441-9841 Email: tujlaw@tuj.temple.edu