

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. Only after TUJ sends the COE to you may you apply for your student visa.

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

Prepare the following items and submit through TUJ Visa Application Portal to TUJ by **October 1, 2020 (Tokyo Time)**

Please check TUJ's visa information page for more detailed requirements before you prepare the application materials. <https://www.tuj.ac.jp/ug/visa/apply/process-and-documents.html>

Please note that the advance payment requirement is not applicable to Law students in order to receive their COEs.

1. COE Questionnaire Form on TUJ Visa Application Portal (click)

2. Passport

Photo/ID and signature pages of your passport

3. Official passport/ID photo (4 cm high x 3 cm wide)

The photo must be an official passport/ID photo taken within the last 3 months. 2 inch x 2 inch photos are acceptable. The file extensions allowed for uploads are: doc, docx, gif, jpg, mpg, pdf, png.

4. 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 \$26,895 to cover costs of your spring semester abroad at TUJ Law. To prove your financial viability, submit copies of any combination of the following documents:

- financial aid award letter (please work with your law school's financial aid office.)
- scholarship award letters
- bank statements
- retirement account statements
- loan approvals
- GI Bill Certificate of Eligibility

Parents, relatives, or acquaintances can submit documents on your behalf. **Persons providing financial documents as a student's guarantor must complete the Letter of Sponsorship.**

- Letter of Sponsorship Form <https://www.tuj.ac.jp/ug/visa/apply/pdf/letter-of-sponsorship.pdf>

5. Academic record and record of completion of previous institution

If you have studied in Japan before, Japanese Immigration might require original documents of your school transcript, attendance record, and a letter of activity completion/letter of withdrawal. Consult visa@tuj.temple.edu for further instructions.

➤ **Step 2: Obtain a Student Visa**

After receiving your COE, apply for a student visa at a Japanese embassy or consulate near you.

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, 2021). Please make your travel arrangements accordingly.

To apply for a student visa, you typically need the following materials:

- 1. The COE;**
- 2. Visa application available at the embassy/consulate;**
- 3. Passport;**
- 4. One passport-sized photograph; and**
- 5. Proof of residence.**

Each embassy and consulate sets its own hours and requirements for student visa applications. Be sure either to call the embassy or local consulate or to visit its website to learn its procedures and requirements.

Processing a student visa generally takes 4 to 7 business days. **Be sure to plan for any holiday closures (especially in late December and around the New Year) at the embassy or consulate.**

If you have any questions, please contact Temple Law School Japan by email at tujlaw@tuj.temple.edu.