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

1. Certificate of Eligibility (COE) Application Form
Students should download the excel spreadsheet, complete it, save it as either an EXLS or XML file and e-mail it to <tujlaw@tuj.temple.edu>. Please refer to the sample application form.

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

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.

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 $25,558 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
- GI Bill Certificate of Eligibility

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.
Deadline and Where to Submit the COE Application

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

By Post Required

- Two original passport photos

Please mail your passport photos to Temple Law School in Philadelphia (before October 6) or send them directly to Tokyo (after October 6).

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Philadelphia, PA 19122-6098, U.S.A.
Phone: (215) 204-1073

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4-1-27 Mita, Minato-ku, Tokyo 108-0073 Japan
Phone: +81-3-5441-9841

By Email Required

- COE application form

Please submit the COE application form by email to <tuilaw@tuj.temple.edu> (Temple Law School in Tokyo) by October 15.

You may submit other materials either by post or mail, but be sure to submit all required items by the submission deadline.

TUJ will submit your COE application to the Japanese Immigration Bureau. Immigration generally takes 5 to 8 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 5 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!