

Information on Status of Residence and visa procedures

International students who are going to stay in Japan more than 90 days have to obtain "Student" status for both their status of residence and visa. In order to obtain the visa, all applicants need to submit a Certificate of Eligibility for Status of Residence (COE). The Tohoku University International Support Office will apply for the COE at the Japanese Immigration Bureau on behalf of the students, and send them the COE by EMS (Express Mailing Service) as soon as it has been issued. All applicants are required to apply for the visa at their nearest Japanese embassy or consulate-general after they have received their COE. Please note that the COE, passport, visa application form, and other required documents are needed in applying for the visa at the above-mentioned Japanese government establishments. The visa will usually be issued within 5 business days.

The necessary procedure is as follows.

For details of visa and status of residence, please refer to the following websites.

Visa & Status of Residence

http://sup.bureau.tohoku.ac.jp/visa/index_en.html

Prepare the following required documents

1 A copy of your passport (ID page, the page with your photo) (PDF format)

【If your passport application is still being processed】 A copy of an official certificate or document which provide your name (spelling has to be the same as your new passport) and your date of birth.

2 ID photo data (JPG)

Please ensure that your photograph meets all of the requirements below.

Your photograph:

- was taken within three months prior to submission
- must have a plain background with no shadows
- must be sharp and clear
- must show you without any hat or cap

*This photograph may be also used for your residence card.

3 Information sheet for COE Web Application and Visa Application Form (Form 2)

Enter the required information on the COE Web Application System

1. Please go to COE Web Application System, and select "Student" (Ryugaku). (See Form 2)
Enter your e-mail address then click the "Apply" button.

COE Web Application System: <https://supportoffice.bureau.tohoku.ac.jp/apply/startinput>

2. The system automatically will send you an e-mail that includes your password. Please enter the required information after accessing the URL in the e-mail.

3. Upload the required documents: 1 (a copy of your passport) and 2 (ID photo data).

4. If any required fields are omitted, an error message will appear. Please enter data in all the required fields then click the "Confirm" button.
5. If there are no omissions, you will see the information which you entered on the screen. Please confirm the information again. If it is correct, please click the "Apply" button at the bottom.
6. You will see the "Your application is being processed" message on the screen and receive an e-mail from the system right away. If you do not receive an e-mail from the system, please check if it was regarded as SPAM. In case you still can't find it or you need to modify the information, please contact the International Support Office.

e-mail: supportoffice@grp.tohoku.ac.jp

International Support Office will apply to the Regional Immigration Bureau

You will receive an e-mail from the COE Web application system to let you know that your application was taken to the Regional Immigration Bureau. At that time, your registered postal mailing address will be shown, so please confirm it. If you need to change the postal address, please let us know by e-mail.

e-mail: supportoffice@grp.tohoku.ac.jp

Receive the COE

As soon as your COE is issued, the International Support Office will send it to the registered postal address by EMS. We will let you know the tracking number of the package by e-mail after sending it.

Apply for visa

After you receive your COE, please apply for your visa at a Japanese embassy or consulate-general with your passport, the visa application form, your COE and the other required documents. Visas are usually issued within 5 business days. Be sure to check not only the website of the Ministry of Foreign Affairs but also that of your nearest Japanese embassy or consulate-general.

Visa Application Form Download (Website of the Ministry of Foreign Affairs):

http://www.mofa.go.jp/j_info/visit/visa/index.html

List of Japanese embassies and consulates:

http://www.mofa.go.jp/about/emb_cons/mofaserv.html

If you have any questions, please feel free to contact the International Support Office.

Tohoku University International Support Office

TEL: +81-22-795-7834

e-mail: supportoffice@grp.tohoku.ac.jp

Website: http://sup.bureau.tohoku.ac.jp/index_en.html