

Undergraduate Program

Certificate of Eligibility (COE) Application Form for Obtaining a Student Visa

Applicants seeking TUJ visa sponsorship must complete this form. Japanese citizens and other persons authorized to reside in Japan do not need to fill out this form.

Please write in ENGLISH and provide all of the information requested.

If the question does not apply to you, write N/A (not applicable) in the space provided. Do not leave any lines blank.

Semester of Desired Admission: (Semester) _____ / (Year) _____

1. **Country of Citizenship** _____
2. **Legal name as it appears on your passport**
 First _____ (Middle) _____ Family _____
 Students from China, Taiwan, Hong Kong, Korea, and students with Chinese characters in your name, please also write your name in the space below using Chinese characters.
 First _____ (Middle) _____ Family _____
3. **Gender** Male Female
4. **Date of Birth** (m) _____ / (d) _____ / (y) _____
5. **Place of Birth** _____
6. **Marital Status** Single Married
7. **Current Occupation** Student None Other _____
8. **Current Address** _____ State/Province _____
 Postal Code _____ / Country _____ / Phone Number _____
9. **Permanent Address** _____ State/Province _____
 Postal Code _____ / Country _____ / Phone Number _____
10. **Address where you want the COE sent if different from current address (P.O. Box not acceptable)**
 _____ State/Province _____
 Postal Code _____ / Country _____ / Phone Number _____
11. **Address in Japan (if any):** _____
 Prefecture _____ / Postal Code _____ / Phone Number _____
12. **Passport Number** _____ Passport Expiration Date (m) _____ / (d) _____ / (y) _____
13. **Expected Port of Entry** (Which airport will you use to enter Japan?) _____
14. **Will your spouse, children, or other family members enter Japan with you?** Yes No
15. **Japanese Embassy or Consulate nearest to your current residence** (name of city) _____
16. **Have you ever applied for a visa to enter Japan?** Yes No
 If yes, has Japan ever denied or rejected your visa application? Yes* No
 *Please describe the circumstances relating to the denial or rejection on a separate sheet of paper.
17. **Have you ever entered Japan?** Yes No
 If yes, how many times have you entered Japan? _____ times
 If yes, write the latest entry date to Japan: From (m) _____ / (d) _____ / (y) _____ to (m) _____ / (d) _____ / (y) _____
18. **Have you ever been convicted of a crime in Japan or elsewhere?** Yes* No
 If yes, please describe the crime(s) and penalty in detail on a separate sheet of paper.
 * Please note that the Immigration Bureau of Japan requires disclosure of all criminal incidents, regardless of whether a criminal penalty was imposed or the incident expunged from your record.
19. **If you have family members or relatives currently living in Japan, provide the following information:**

Relationship to Applicant	Name	Date of Birth	Nationality	Will Reside with Applicant Y / N	Place of Employment / School	Alien Registration Certificate Number

20. Academic History

a. Total years studied from elementary (primary) school to last institution of education _____ years

(Please add up all the years you attended school. Eg. Elementary [6 years] + junior/senior high school [6 years] + sophomore in university [2 years] = 14 years total)

b. Current status:

- Graduated In school Withdrew from school Temporary leave of absence from school

c. If the last school you attended was high school, please fill out this section:

1. Name of High School _____
2. Date of graduation or anticipated graduation (m) _____ / (d) _____ / (y) _____

d. If the last school you attended was a community college, university or technical school, please fill out this section:

1. Name of School _____
 Community College University Technical College Graduate School – master’s degree
 Graduate School – doctorate degree
2. Degree earned No Yes - Name of degree _____
3. Last semester/quarter/period attended (start date) _____ / (end date) _____
4. Date of graduation or anticipated graduation if you were to stay at school stated above (m) _____ / (d) _____ / (y) _____

21. How do you intend to pay for your tuition costs/living expenses during your stay in Japan? (Check all that apply)

- Personal Savings Remittance from Outside of Japan Guarantor in Japan
 Scholarship* Grant/Other Source [please describe] _____

*If you are receiving a scholarship, please write the following:

- a. Organization Name _____
b. Contact Address _____
c. Phone Number _____

22. Financial Guarantor – Required for all applicants. Do not leave any spaces blank. Please provide all of the information requested below for the individual(s) who will be your financial guarantor. You may be your own guarantor provided you can submit financial documents showing assets in your name totaling 3 million yen. If you have more than one guarantor, please attach a separate sheet with additional names and information.

Note: As a condition for issuing a student visa, immigration authorities may require guarantors to sign a verified statement or affidavit.

First _____ (Middle) _____ Family _____
Address _____ State/Province _____
Postal Code _____ / Country _____
Phone Number: Country Code _____ City Code _____ Local Number _____ - _____
Work Phone Number: Country Code _____ City Code _____ Local Number _____ - _____
Employer _____ Occupation _____
Annual Income _____ Relation to Student _____

23. Plans after graduating from TUJ?

- Return to home country Attend graduate school in Japan Find work in Japan Other _____

Statement of Correctness and Understanding

I certify that the information I have supplied on this form is true and correct. As a condition of seeking a TUJ-sponsored visa, I acknowledge and agree to the following terms:

- TUJ will share my Certificate of Eligibility (COE) Application Form for obtaining a Student Visa and related information with the Immigration Bureau of Japan.
- TUJ will exclusively process my visa application, and I will not directly apply to the Japanese government for a visa to study at TUJ.
- I will prepay the tuition, housing fee, and other fees that TUJ specifies. I understand that TUJ will release the Certificate of Eligibility (COE) only after it confirms receipt of payment. Once TUJ has released the COE to me, the prepaid tuition, housing fee, and other fees are nonrefundable.
- The Immigration Bureau of Japan reviews all visa applications and unilaterally determines whether or not to issue visas. TUJ disclaims any and all liability for any delay in processing or rejection of a COE application.
- If a TUJ-sponsored student visa is issued on my behalf, I will abide by all visa rules and regulations established by TUJ, the Immigration Bureau of Japan, and the Japanese government.
- If I do not enroll at TUJ, I will promptly return my COE to TUJ.
- If I (1) graduate from TUJ; (2) end my studies early; (3) take a leave of absence; (4) drop out of school; (5) fail to attend classes; (6) get expelled from TUJ, I will promptly surrender my student visa to the Japanese authorities, and comply with all immigration laws regarding exiting Japan.
- I assume full responsibility for all costs incurred in connection to my studies at TUJ and my stay in Japan, including housing, tuition, travel, and other costs.
- TUJ reserves the right, in its sole discretion, to limit access to TUJ services, restrict enrollment, or revoke visa sponsorship if I fail to follow TUJ visa-related policies or instructions; fail to comply with Japanese immigration laws and regulations; or engage in misconduct or behavior that may adversely affect TUJ’s standing with any Japanese governmental authority.

Applicant’s signature

Applicant’s name

Date (m/d/y)

The data you provide on this form will be disclosed to the Immigration Bureau of Japan. We will use your Certificate of Eligibility (COE) Application Form for obtaining a Student Visa to apply for your Certificate of Eligibility. The data will otherwise be kept confidential and not disclosed to unauthorized third parties without your consent or otherwise in accordance with the law. TUJ may, however, use your personal information to: (i) forward to you materials and documents that you request; (ii) contact you through direct mail, e-mail, or telephone about our courses, programs, events, or other related matters; (iii) assist you with application, testing, and admission procedures; and (iv) compile statistics and conduct other internal operations. When you visit our website, we may collect other generic data. Please see our Privacy Policy for details about how we use this data. We may also share information with Temple University in Philadelphia, Pennsylvania and/or permit authorized third parties to access, store, or process your personal data. On request, and to the extent permitted, we will revise or delete your data from our records.