
To Successful International Applicants Residing Outside Japan (2024 Admissions)

Re: Acquisition of Student Visa

Congratulations on the successful results of your admissions into IUJ! This document is to guide you through the procedures you must take to arrive at IUJ with the proper immigration status.



In order to attend IUJ from overseas, you are required to have a **valid passport** and a **student visa**. You must obtain a passport on your own, and your passport must be valid for a minimum of 6 months after your arrival in Japan. If that is not the case, please have it renewed or apply for a new one. You also need to obtain a “Student Visa” stamped in your passport before arriving in Japan in accordance with Immigration Laws.

There are two ways to obtain the Student Visa:

Method A: “Individual Application” – **NOT** recommended

You go to the Japanese Embassy or Consulate near you and apply for the Student Visa on your own and without IUJ’s support. This method is not recommended.

Method B: “Proxy Application” – **Highly recommended**

Applicants may approach a guarantor living in Japan to act as your agent to obtain a Certificate of Eligibility (CoE) which is needed to apply for a Student Visa. IUJ can be your guarantor. IUJ has a very good record of obtaining the CoE for those who have been accepted into our degree programs. This method is highly recommended.

If you choose Method A, your visa application could be rejected. Even if it is accepted, it can take more than three months to get the visa. Method B requires you to prepare more complicated documents. However, IUJ can support you, and the success rate is higher, and usually little bit faster.

PROCEDURES FOR METHOD B

1. You prepare all the necessary documents (check page 3 for details) and submit them to IUJ **via email** (oss@iuj.ac.jp) by the first deadline instructed by IUJ.
2. IUJ reviews your documents and gives you feedback. You correct the documents and send them via email again. We do this until the documents are perfect.
3. You submit the completed ORIGINAL documents **in hard copy** (paper) to IUJ **by airmail** by the next deadline instructed by IUJ.
4. IUJ applies for your CoE.
5. Once the Immigration Office approves/issues your digital CoE, which is attached to an email, we will forward the mail to you with another guideline specialized for Visa application and some other necessary documents issued by IUJ for a smooth Visa application.
6. You take the CoE and other support documents which informed in the guideline mentioned in the above line to the nearest Japanese Embassy or Consulate to apply for a Student Visa.

Basic Schedule:

	Who	How	What to do	Deadline/Timeline	Notes
(1)	You		First Submission by email	May 10, Wednesday	Submit ALL the documents in soft copy.
(2)	We		Review and Feedback by email	-	Prompt replies needed.
(3)	You		Final Submission by Airmail	May 31, Wednesday	Send all printed out and original documents by secured airmail
(4)	IUJ		Submission to the Immigration Office	Early-June	-
(5)	Immigration Office		Check your documents and issue a CoE	-	It takes 1-2 months.
(6)	IUJ		Forward the email that has your CoE	Late-July to early-August	-
(7)	You		Apply for Visa at embassy/consulate	At the earliest convenience	Be sure to have all the documents needed.

(1) First submission deadline (Soft Copy by Email): **May 10, 2024**

All documents should be completed in typewriting and submitted to the Office of Student Services (OSS) **by email** (oss@iuj.ac.jp) no later than May 10, 2024. Please use your application ID as email subject line.

(2) The OSS will then review your application and related documents, and give you feedback, if any.

Therefore, **an earlier submission from you would be highly appreciated**. We also ask you for your prompt replies and action for smooth communication.

(3) Final submission deadline (Originals by Airmail): **May 31, 2024**

After your documents are completed, we will ask you to airmail your original documents to reach us by May 31, 2024. As it might differ how many days it takes to be delivered from county to county, we recommend you to consult with the post office near you in advance.

(4) Your application submitted to the Immigration Office: Early-June

(5) Assessment by the Immigration Office

If there is no specific problem with your application, it will normally take at least 2 months after submission to have it assessed by the Immigration Office and a CoE returned to IUJ.

Please note that IUJ cannot provide the prospect's timings for the issuance of your CoE once we submit your documents to the Immigration Office as they are in charge of the decision.

(6) IUJ receives your CoE: Early-August to mid-August

After we confirm that you have completed the admissions procedures (paid the admissions fee, etc), we will forward the mail to you with another guideline specialized for Visa application and some other necessary documents issued by IUJ for a smooth Visa application.

(7) Applying for a Student Visa

After you receive your CoE, you must go to the Japanese Embassy/Consulate that has jurisdiction over your home address to apply for a Student Visa. **We strongly recommend that you contact them in advance to find out what other documents they require and learn how to make an appointment, if needed.**

The requirements and schedule for issuance are different from country to country, and IUJ cannot give you advice on this.

(8) Entering Japan with a Student Visa: Mid-September

Please note that you must enter Japan within 3 months from the issue date of your CoE. If you do not enter Japan during that period, your CoE will become invalid. Please watch for information from the OSS in this regard.

Required Documents:

- Documents required for getting a CoE differ depending on your financial condition. The Immigration Office will strictly examine the financial status.
- In order to avoid any suspicion on the part of the Ministry of Justice, please carefully check all your certificates before sending them to IUJ to be sure that all lettering, seals and stamps in your certificates are clear.

Please prepare the following documents according to your financial backing.

Scholarship Provider	Do I need a CoE?
IUJ (Nakayama Scholars)	YES
ADB	YES
AEON 1% Club	YES
Mitsui & Co., LTD.	YES
Mitsui O.S.K. Lines, LTD.	YES
JERA Co., Inc.	YES
KMMF	YES
Mitsubishi UFJ	YES
Japan-Taiwan Exchange Association	YES
Malaysia Gov.	YES
Sponsored by Company	YES
JICA	NO
MEXT	NO

	Items you must prepare	Nakayama Scholarship students & Mitsubishi Students	Japan-Taiwan Exchange Association & Malaysia Gov.,	Other scholarship students
1	Application form	◎	◎	◎
2	Copy of your passport	◎	◎	◎
3	Copy of Passport page of immigration history <u>if you have immigration history to/from Japan</u>	○	○	○
4	Your photo data (3cmx4cm)	◎	◎	◎
5	Mailing address (Word)	◎	◎	◎

The table continues to the next page 

	Items you must prepare	Nakayama Scholarship students & Mitsubishi Students	Japan-Taiwan Exchange Association & Malaysia Gov.,	Other scholarship students
6	Scholarship award	× (IUJ prepared)	◎	× (IUJ prepared)
7	Extra documentation on financial backing	◎	×	×
8	CV <u>if more than five years have passed since you graduated from your last school</u>	○	○	○
9	Certificate of JLPT, Japanese Language School <u>If you have</u>	○	○	○

Explanation of Each Document noted above follows:



When you send the documents to IUJ via email, please be sure to put your application ID in the title of emails for the fast and smooth communication.

1. Application form

Please download an Excel file from the IUJ Homepage (link (1) shown below), complete the form and email it back to the OSS (oss@iuj.ac.jp), with the necessary documents mentioned in this instruction by May 10, 2024.

(1) <https://www.iuj.ac.jp/admis/visa/visa-forms/>

Samples of how to fill out the application form are also available online:

Please refer to the examples (link (2)) to fill out the form properly

(2) <https://www.iuj.ac.jp/admis/visa/sample/>



(1)

(2)

- **Note to students whose names include characters other than Roman letters A-Z (also referred to as Classic Latin characters):** Please write down your “Name” using alphabet (Roman) characters exactly as it appears in the machine-readable part of your passport in the item 3 (Name) in the application form. Please do not use non-Roman alphabet characters such as ë, ä, ö, ù, ě and etc.

2. Copy of your passport

Please submit a clear copy of your identification page(s) with photo, date of birth, place of birth, issuing and expiring dates, and passport number. Be sure this passport will be valid for at least a full 6 months after your arrival at IUJ. If it will expire sooner than 6 months, get, and use the new passport now. If you are in the process of applying for a passport, please indicate so in Section 10 (1) of the CoE application form and leave Section 10 (2) blank.

3. Copy of your passport page(s) where we can see your latest immigration history to Japan

As the Immigration Office tracks your immigration and travel history to Japan, we need accurate information to double check when applying for your CoE as your proxy. Please note that there is a possibility not to get your CoE if you fail to report correct information in your application form. So please be careful!

4. Mailing address

Please download the designated form in Word from the link below, fill out the address and phone number (important) where we can reach you in August and submit it to the OSS. IUJ will use this address to send you your CoE.

- <https://www.iuj.ac.jp/admis/visa/coe/>



5. Your photo

Please send us 2 face photos of you along with all the necessary documents by airmail. Be sure the size is accurate (3cm wide x 4cm long), the background is plain white or light blue, and it was taken within the past 6 months.

NOTE: DO NOT use an old photo or your passport photo repeatedly. Please use only professionally taken photos, not handmade printouts.

There are some examples of appropriate and inappropriate photos, so please take a look.

- <https://www.iuj.ac.jp/admis/visa/coe/>



6. Sponsorship statement

If you are a company/government employee and your employer can be a sponsor for your studies at IUJ, please submit the statement of sponsorship from your sponsor. The statement must include the following contents:

- (1) Proof that you are currently employed by the company/government;
- (2) Proof that you will be financially supported by the company/government; and
- (3) Conditions of the sponsorship (i.e., period of sponsorship, amount, etc.)

7. Scholarship award

If you are awarded a scholarship which is NOT arranged through IUJ, you are required to submit the original scholarship award information (scholarship name, period of grant, amount, etc.). If IUJ is arranging your scholarship, you do NOT need to submit any.

8. Extra documentation on financial backing (Nakayama Scholarship students & Mitsubishi Students)

[If you are self-supported]

An awarded/nominated for a scholarship that does not cover a monthly stipend, you need to show to the Japanese Ministry of Justice that you have sufficient funds to cover the expenses during your stay at IUJ. Submit the original of one of the following documents:

- A) A copy of a student loan contract;
- B) A scholarship award stating the conditions such as the amount and period, etc. (from sources outside the IUJ scholarship program); or
- C) An official bank statement

[If your family member becomes your financial supporter]

Please submit ALL the documents of:

- A) An official bank statement of your supporter
- B) Your birth certificate to prove the relationship between you and the family member supporting you
- C) A signed statement demonstrating that your family member guarantees to support you through your IUJ studies; and
- D) A **notarized** English translation of a) and b) above, if they are written in a language other than English.

[If your friend becomes your financial supporter]

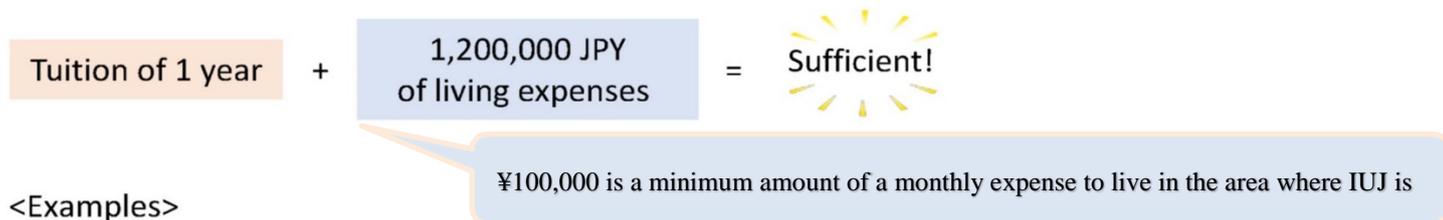
Please submit ALL the documents of:

- A) An official bank statement of your supporter,
- B) A signed statement that your supporter explains the relationship with you and guarantees to support you through your IUJ studies (from your supporter),
- C) A signed letter explaining why your family cannot support you (from you),
- D) A copy of your supporter's identification card or an official document provides his/her identity.
- E) A **notarized** English translation of a) and b) above, if they are written in a language other than English.



How much should you prepare to pass the screening?

The Immigration Office does not indicate exactly how much money is enough. However, according to our experiences, your CoE application is most likely to be accepted if you (or your sponsor) maintain the balance as in the table below:



<Examples>

2- years program

Nakayama 70 recipients: 960,000 JPY (3,200,000 × 0.3 of Tuition) + 1,200,000 JPY = 2,160,000 JPY

Nakayama 50 recipients: 1,600,000 JPY (3,200,000 × 0.5 of Tuition) + 1,200,000 JPY = 2,800,000 JPY

1-year program

Nakayama 70 recipients: 1,170,000 JPY (3,900,000 × 0.3 of Tuition) + 1,200,000 JPY = 2,370,000 JPY

Nakayama 30 recipients: 2,730,000 JPY (3,900,000 × 0.7 of Tuition) + 1,200,000 JPY = 3,930,000 JPY

9. Certificate of JLPT, Japanese Language School

If you have passed JLPT or graduated from a Japanese Language School, please request an official certificate issuance.

To request your JLPT certificate issuance, you can contact them through the webpage below.

<https://www.jlpt.jp/e/certificate/index.html>

If you need to ask your graduated Japanese Language School, please contact them immediately.

Note to applicants nominated to the ADB-JSP, KMMF, and AEON Scholarships:

Scholarship selection results will be announced in late July or later. However, in order to obtain the CoE in time, the application form must be prepared by the time the selection results are announced. Therefore, please complete the scholarship section of the application form assuming you receive the scholarship for which you are currently nominated. (Of course, it is not guaranteed that you will receive a scholarship, so please be prepared to pay the necessary funds in case you are not selected.)

Visa Decisions and Timing Issues and Scholarship Issues

IUJ will represent you as best as it can following the procedures described above. However, IUJ cannot be responsible for decisions made by the Immigration Office concerning the CoE, or by the Embassies/Consulates concerning the issuance of the Student Visa even though you are already accepted to enroll in IUJ. Sometimes even those with a CoE may be refused to be given a visa by the Embassy. This is because the Immigration Office is controlled by the Ministry of Justice and the visas are controlled by the Ministry of Foreign Affairs. They sometimes have different criteria and eligibility rules.

IUJ will NOT be responsible if you cannot obtain the Student Visa in time and consequently are unable to register for classes by the registration deadline at IUJ. If this happens (you cannot arrive at IUJ with a Student Visa and get registered for IUJ Fall Term by the IUJ deadlines), the “Letter of Admissions” and the “Scholarship Award” become invalid; i.e., your IUJ status and scholarship award will be null and void. Of course, for pandemic related delays, this may be different.

let's work carefully together following proper procedures!



- ❖ Please note that IUJ cannot support a visa application (Dependent's Visa) for your family member(s). For basic guidelines, see the IUJ Info Pack and Family Guide.

