

To Successful International Applicants Residing Outside Japan
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 about three months to actually 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 much faster.

PROCEDURES FOR METHOD B

Method B takes the following steps:

1. You submit the required documents to IUJ via email by the deadline instructed by IUJ.
2. IUJ applies for your Certificate of Eligibility (CoE) for a Student Visa.
3. Once the Immigration Office approves/issues your CoE and sends it to IUJ, IUJ will express mail it to you.
4. You take the CoE to the nearest Japanese Embassy or Consulate that has jurisdiction over your current address to apply for a Student Visa.

We highly recommend Method B. Please fill out an application form and send it back to our exchange program coordinator at ofcintl@iuj.ac.jp, with other required documents mentioned in the next page by the following deadline:

- June 10 for the Fall term exchange students
- October 1 for the Winter term exchange students
- November 20 for the Spring term exchange students

Basic Schedule:

- (1) Submission of Required Documents
All documents should be completed in typewriting and returned to our exchange program coordinator at ofcintl@iuj.ac.jp by the DEADLINE provided in the previous page. If there is no specific problem with your application, it will normally take about one month after submission to have it assessed by the Immigration Office.
- (2) Receiving your CoE – about 6 weeks before each term starts
We will finish submitting all applications to the Immigration Office after the each submission deadline. We will send your CoE to you via EMS (Special Express Delivery Mail) or DHL as soon as we obtain it from the Immigration Office.
- (3) Applying for a Student Visa
After you obtain 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. The requirements and schedule for issuance are different from country to country, and IUJ cannot give you advice on this.
- (4) Entering Japan with a Student Visa
Please note that you must enter Japan **within 3 months from the issue date of your CoE**. Otherwise your CoE will become invalid. However, please also note that the effective date of your CoE will be extended to 6 months under the current COVID-19 situation.

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 submitting 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.

		Financial Background & Scholarship Status	
		Sponsored by company/ government	Self-supported or recipient of other scholarship(s)
1.	Application form (Excel)	◎	◎
2.	Copy of your passport (PDF)	◎	◎
3.	Your photo data (3cmx4cm) (png or jpeg)	◎	◎
4.	Sponsorship statement	◎	×
5.	Scholarship award	×	◎ (scholarship recipient only)
6.	Extra documentation on financial backing	×	◎

◎=Required, ×=Not required

Explanation of Each Document noted above

1. Application form

Please fill out an application form and send it back to our exchange program coordinator at ofcintl@iuj.ac.jp, with the necessary documents mentioned in this instruction by each DEADLINE.

The application form can be downloaded at:

<http://www.iuj.ac.jp/admis/visa/visa-forms/> → click “GSIM Exchange Students”

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

<http://www.iuj.ac.jp/admis/visa/sample/> → click “Exchange”

- **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, ë 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, validity date, 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 a new passport now.

3. Your photo data (png or jpeg)

Please 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 3 months. It should be **professionally printed** (not printed on home equipment). If you are wearing a head covering for religious or medical reasons, you are required to submit a letter explaining the reasons (there is no set format).

4. Sponsorship statement

If you are a company/government employee and your employer sponsors your studies at IUJ, please attach 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 (ie, period of sponsorship, amount, etc.)

5. Scholarship award

If you are awarded a scholarship, you are required to submit the scholarship award information (scholarship name, period of grant, amount, etc.)

6. Extra documentation on financial backing

If you are self-supported or 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. This documentation can be:

- Copy of a student loan contract;
- Scholarship award; or
- Official statement of your (or your sponsor's) bank account:

All documents should include the institution's name and logo, address, tel/fax number, and the institution manager's name, title, and signature.

If you will have the financial backing of your family member or another “sponsor”, you will also need to present:

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

The Immigration Office does not indicate exactly how much money is sufficient. According to our experiences, however, your CoE application is arguably accepted if you (or your sponsor) maintain the balance at least 400,000 yen (for one term exchange):

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 by the IUJ deadlines), the “Letter of Admissions” will be null and void.

So 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” enclosed.

If you have any questions regarding the CoE /VISA applications, please contact to oss@iuj.ac.jp.

Thank you.