

## HOW TO OBTAIN A STUDENT VISA

1. Via traceable mail (FedEx)	2. In person at the nearest Consulate
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You cannot obtain your student visa until you receive the **Certificate of Eligibility (COE)** from our office. These are mailed by:

**August 1st for Fall Semester entry**  
**March 1st for Spring Semester entry**

**If you are an international student and are home in the summer, you will need to apply within your country.**

The documents you need:

- 1) **Visa Application** – signed and dated in ink, with photo attached. Some Japanese Consulates require additional copies of the visa form. This form was in your enrollment materials and can also be found at:  
[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)
- 2) **Certificate of Eligibility plus one copy** – sent by our office via FedEx to your home address. Someone will need to sign for the FedEx. The name on your Certificate, Passport, and plane ticket must be identical.
- 3) **Passport** – signed inside and valid until at least two months after the end of the program. If you do not have a valid passport, call our office immediately.
- 4) **If mailing, two Pre-paid airbills for a traceable mailing service such as USPS Priority Mail Express or FedEx.** One for sending your documents to the Consulate, one for receiving your documents back. (The Consulate will not pay for return mailing). Make sure to fill out the *return* air-bill with the address where you want your documents mailed. Please note: some Consulates will not use FedEx to send your documents *back* to you, but will only use the United States Postal Service. You may want to use the USPS priority mail express with tracking for the return airbill. Please check with your Consulate.
- 5) **If mailing, a brief note** stating that you are applying for your visa and would like to have your visa sent back to you via the enclosed pre-paid airbill.
- 6) **Spring semester Japan Study students only:** due to tight time constraints, we strongly suggest that you go in person to the nearest Japanese Consulate to apply after calling to make sure of office hours and holiday schedules.

**If you are not a US citizen,** please contact the Japanese Consulate where you will be applying for your visa to ask about additional documents, special fees, and/or additional photos.

Call the Consulate in your region for specific mailing instructions, documents needed, and hours of operation. The above list may need amended, depending on the Consulate at which you apply.

Your passport will be returned to you with the student visa stapled/stamped inside. U.S. passport holders typically receive a “multiple-entry” visa. Students with non-U.S. passports may receive a “single-entry” visa. U.S. passport-holding students who travel outside of Japan during the program need to fill out a special re-entry card and give it to immigration staff as you leave Japan. For students with a “single-entry” visa, the process of leaving and re-entering Japan will be more involved. Our Waseda office staff will discuss this in detail with you during Orientation, and can assist with the process.

Visas are stamped with a specified period of validity, typically 3 months. This means that you must enter Japan during the specified period. The visa itself will allow you to be in Japan for one year from the date of your arrival.

For more information, and a list of Consulate locations, visit the Japanese Ministry of Foreign Affairs website at:

<http://www.mofa.go.jp/index.html>

For a list of consulates, go to: [http://www.mofa.go.jp/about/emb\\_cons/over/index.html](http://www.mofa.go.jp/about/emb_cons/over/index.html)

For visa information go to: [http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

# VISA APPLICATION FORM TO ENTER JAPAN

\*Official use only

(Paste photo here)  
45mm x45mm  
or 2inx2in

Surname (as shown in passport) \_\_\_\_\_

Given and middle names (as shown in passport) \_\_\_\_\_

Other names (including any other names you are or have been known by)  
\_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_  
(Day)/(Month)/(Year) (City) (State or Province) (Country)

Sex: Male  Female  Marital status: Single  Married  Widowed  Divorced

Nationality or citizenship \_\_\_\_\_

Former and/or other nationalities or citizenships \_\_\_\_\_

ID No. issued to you by your government \_\_\_\_\_

Passport type: Diplomatic  Official  Ordinary  Other

Passport No. \_\_\_\_\_

Place of issue \_\_\_\_\_ Date of issue \_\_\_\_\_  
(Day)/(Month)/(Year)

Issuing authority \_\_\_\_\_ Date of expiry \_\_\_\_\_  
(Day)/(Month)/(Year)

Purpose of visit to Japan \_\_\_\_\_

Intended length of stay in Japan \_\_\_\_\_

Date of arrival in Japan \_\_\_\_\_

Port of entry into Japan \_\_\_\_\_ Name of ship or airline \_\_\_\_\_

Names and addresses of hotels or persons with whom applicant intends to stay

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

Dates and duration of previous stays in Japan \_\_\_\_\_

Your current residential address (if you have more than one address, please list them all)

Address \_\_\_\_\_

Tel. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Current profession or occupation and position \_\_\_\_\_

Name and address of employer

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

\*Partner's profession/occupation (or that of parents, if applicant is a minor):

Guarantor or reference in Japan(Please provide details of the guarantor or the person to be visited in Japan)

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Sex: Male  Female

(Day)/(Month)/(Year)

Relationship to applicant \_\_\_\_\_

Profession or occupation and position \_\_\_\_\_

Nationality and immigration status \_\_\_\_\_

Inviter in Japan(Please write 'same as above' if the inviting person and the guarantor are the same)

Name \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Sex: Male  Female

(Day)/(Month)/(Year)

Relationship to applicant \_\_\_\_\_

Profession or occupation and position \_\_\_\_\_

Nationality and immigration status \_\_\_\_\_

\*Remarks/Special circumstances, if any \_\_\_\_\_

Have you ever:

- been convicted of a crime or offence in any country? Yes  No
- been sentenced to imprisonment for 1 year or more in any country? \*\* Yes  No
- been deported or removed from Japan or any country for overstaying your visa or violating any law or regulation? Yes  No
- been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances? \*\* Yes  No
- engaged in prostitution, or in the intermediation or solicitation of a prostitute for other persons, or in the provision of a place for prostitution, or any other activity directly connected to prostitution? Yes  No
- committed trafficking in persons or incited or aided another to commit such an offence? Yes  No

\*\* Please tick "Yes" if you have received any sentence, even if the sentence was suspended.

If you answered "Yes" to any of the above questions, please provide relevant details.

"I hereby declare that the statement given above is true and correct. I understand that immigration status and period of stay to be granted are decided by the Japanese immigration authorities upon my arrival. I understand that possession of a visa does not entitle the bearer to enter Japan upon arrival at port of entry if he or she is found inadmissible."

"I hereby consent to the provision of my personal information (by an accredited travel agent, within its capacity of representing my visa application) to the Japanese embassy/consulate-general and (entrust the agent with) the payment of my visa fee to the Japanese embassy/consulate-general, when such payment is necessary."

Date of application \_\_\_\_\_ Signature of applicant \_\_\_\_\_  
(Day)/(Month)/(Year)

\* It is not mandatory to complete these items.

Any personal information gathered in this application as well as additional information submitted for the visa application (hereinafter referred to as "Retained Personal Information") will be handled appropriately in accordance with the Act on the Protection of Personal Information Held by Administrative Organs (Act No. 58 of 2003, hereinafter, "the Act"). Retained Personal Information will only be used for the purpose of processing the visa application and to the extent necessary for the purposes stated in Article 8 of the Act.

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SAMPLE

\*Official use only

(Paste photo here)
45mm x45mm
or 2inx2in

Surname (as shown in passport) (Your last name CAPITALIZED)

Given and middle names (as shown in passport)

Other names (including any other names you are or have been known by)

Date of birth (Day)/(Month)/(Year) Place of birth (City) (State or Province) (Country)

Sex: Male [ ] Female [ ] Marital status: Single [x] Married [ ] Widowed [ ] Divorced [ ]

Nationality or citizenship

Former and/or other nationalities or citizenships

ID No. issued to you by your government (Your Passport #)

Passport type: Diplomatic [ ] Official [ ] Ordinary [x] Other [ ]

Passport No.

Place of issue (Country, Consulate or Embassy where passport issued) Date of issue (Day)/(Month)/(Year)

Issuing authority (U.S. Department of State) (or Country's Authority) Date of expiry (Day)/(Month)/(Year)

Purpose of visit to Japan Study Abroad Program

Intended length of stay in Japan 5 - 11 months - depending on your option - please fill in correctly

Date of arrival in Japan Please refer to Orientation and Travel Information for dates for your option

Port of entry into Japan Narita Airport Name of ship or airline (Airline you plan to use)

Names and addresses of hotels or persons with whom applicant intends to stay

Name Host Family through Waseda University Tel. 81-3-5286-1716

Address Waseda University, SILS, 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051

Dates and duration of previous stays in Japan (for example: Feb 4 - April 3, 2007; 3 months)

Your current residential address (if you have more than one address, please list them all)

Address (home address)

Tel. Mobile No.

Current profession or occupation and position student

Name and address of employer

Name Earlham College Tel. 765-983-1200

Address 801 National Road West Richmond, Indiana 47374 U.S.A.

\*Partner's profession/occupation (or that of parents, if applicant is a minor):

Guarantor or reference in Japan (Please provide details of the guarantor or the person to be visited in Japan)

Name Waseda University Tel. 81-3-5286-1716

Address Waseda University, SILS, 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051

Date of birth \_\_\_\_\_ Sex: Male  Female   
(Day)/(Month)/(Year)

Relationship to applicant \_\_\_\_\_

Profession or occupation and position \_\_\_\_\_

Nationality and immigration status \_\_\_\_\_

Inviter in Japan (Please write 'same as above' if the inviting person and the guarantor are the same)

Name same as above Tel. \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Sex: Male  Female   
(Day)/(Month)/(Year)

Relationship to applicant \_\_\_\_\_

Profession or occupation and position \_\_\_\_\_

Nationality and immigration status \_\_\_\_\_

\*Remarks/Special circumstances, if any (special humanitarian reasons that should be considered) \_\_\_\_\_

Have you ever:

- been convicted of a crime or offence in any country? Yes  No
- been sentenced to imprisonment for 1 year or more in any country? \*\* Yes  No
- been deported or removed from Japan or any country for overstaying your visa or violating any law or regulation? Yes  No
- been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances? \*\* Yes  No
- engaged in prostitution, or in the intermediation or solicitation of a prostitute for other persons, or in the provision of a place for prostitution, or any other activity directly connected to prostitution? Yes  No
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Date of application Must Sign & Date!!! Signature of applicant \_\_\_\_\_  
(Day)/(Month)/(Year)

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