

Procedures for Obtaining a CoE (Certificate of Eligibility)

Please complete the application approx. 2 months before your admission.

1. Perform the Online Application

The online application for a CoE requires the following documents:

- Online application for a CoE Information Sheet **Form2**
- Passport

Access the CoE Online Application System and select your status at Hiroshima University.

URL : <https://nhusa.office.hiroshima-u.ac.jp>

Please enter the necessary information refer to **Form2** and click the **Confirm** button.

If an error-message appears, please check the contents and correct them.

If there are no error-messages the completed contents will be displayed. Please check them again before clicking the **Submit** button.

The message "Completed" will pop up on the screen and you will automatically receive an e-mail as confirmation of your application acceptance.

If there is no confirmation e-mail, please contact the International Center, Hiroshima University (huvisa@hiroshima-u.ac.jp) to confirm whether or not your application was accepted.

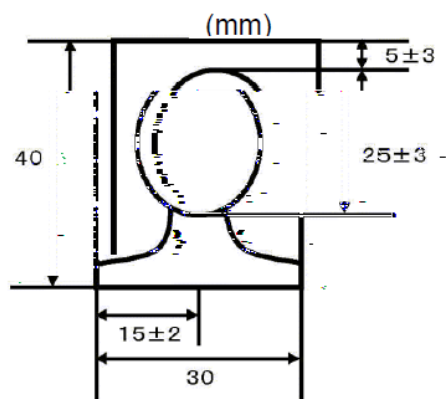
If you need to make corrections to the form after your application has been accepted, you may send an e-mail to the International Center, Hiroshima University (huvisa@hiroshima-u.ac.jp).

2. Prepare the Required Documents

The required documents for application are as follows.

- ① 1 photo (40 mm x 30 mm) or (1.6 inch x 1.2 inch) (in JPG, more than 640 x 480 pixels)

Note: A photograph submitted must be as follows:



1. A picture taken within the past 3 months.
 2. A picture including only the applicant, hatless and on a plain background. (Use a clear image.)
 3. Fits the size shown in the illustration to the left.
- ※Use a high quality image.

This picture may be also used for your residence card which will be issued at the airport.

- ② Passport copy (in PDF or JPG)

(ID page - the page with your name, portrait, passport number, and expiration date)

(Students who are in the process of passport application need to submit an official certification copy that shows your name, date of birth etc.)

- ③ A copy of "Notice of Acceptance", "Letter of Acceptance", or "Certificate of Admission" (in PDF or JPG)

□ ④ Financial Proof of (It is required to submit either A or B.)

A "Statement of Financial Support" (use the attached designated forms) (in PDF or JPG) and "Certificate of Bank Account" (issued by the bank) (in PDF or JPG) . . .

(You need to submit a "Certificate of Bank Account" to prove that you have a minimum of 480,000 yen for attending a half year or 960,000 yen for attending more than one year in graduate school. (A-half-year research student who will proceed to a graduate school also need to submit a certificate of minimum of 960,000 yen.)

B Certificate of Scholarship (in PDF or JPG)

3. Upload the Required Documents

1. After you attach the documents data, you will be informed "Required Documents has been uploaded" by e-mail. You cannot change the documents once you uploaded. When you need to change the documents, please send the data to the International Center (huvisa@hiroshima-u.ac.jp) by e-mail.

After you attach the documents data, you will be informed "Required Documents has been uploaded" by e-mail. You cannot change the documents once you uploaded. When you need to change the documents, please send the data to the International Center (huvisa@hiroshima-u.ac.jp) by e-mail.

sa@hiroshima-u.ac.jp) or S, DHL etc.):

In case of a failed upload, please send your data directly by e-mail (huvisa@hiroshima-u.ac.jp) or send the documents to the International Center by registered airmail (EMS).

【Postal Address】 International Exchange Group (Visa support)

International Center, Hiroshima University

Student Plaza, 1-7-1, Kagamiyama, Higashi-Hiroshima, Japan 739-8514

TEL : +81-82-424-7129

Bureau if necessary.

● Additional documents may be required from the Immigration Bureau if necessary.

and untrue statements will result in cancellation of CoE procedure.

The International Center will submit your documents to the Immigration Bureau after we have confirmed your online application and the required documents.]

● Fake documents and unconfirmed documents will result in cancellation of CoE procedure. The International Center will not accept unconfirmed documents. Please confirm your online application and the required documents.

2. Certificate of Eligibility(CoE) (approx. 1-2 months later)

After the CoE is issued by the Immigration Bureau, it will be sent via EMS or DHL to the International Center. We will let you know by e-mail after having sent the CoE into the system.

4. Receive the Certificate of Eligibility(CoE)

When the CoE is issued, it will be sent via EMS or DHL to the International Center. Please check the address you entered in the system.

Please apply for your visa to the nearest Japanese embassy or consulate.

5. Apply for VISA

After receiving your CoE, please apply for your visa to the nearest Japanese embassy or consulate.

For any inquiries, please feel free to email to huvisa@hiroshima-u.ac.jp .

Inquiry: If you have any questions, please feel free to email to huvisa@hiroshima-u.ac.jp .

Please include your "name", "receipt number", and "School/Graduate school in HU".

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在留資格認定証明書(CoE)申請手続きについて

2018 6 6

