

This information is for current students. If you are a prospective student and would like to obtain a Certificate of Eligibility before admission, please inquire at the Office of Student Services at one of Keio University's campuses.

## **For Current Students: Reapplying for a Certificate of Eligibility (COE)**

To resume your studies following a temporary leave of absence overseas, you are required to reapply for the appropriate Status of Residence. Before entering Japan, you must apply for a “Student” visa at the Japanese embassy in your current country of residence and obtain a Certificate of Eligibility. Please inquire at the International Office at your main affiliated campus on the procedures to apply for a Certificate of Eligibility at least 4 months prior to returning to Japan. The application documents are as follows:

**1. Application for Certificate of Eligibility (available on the Ministry of Justice website)**

<http://www.moj.go.jp/isa/content/930004044.pdf>

The forms titled “For organization, part 1” and “For organization, part 2” should be filled in and certified by Keio University as part of your application. To have these forms filled in, please find the relevant office in the Contact Information section at the end of this document.

**2. Passport-sized photograph (3×4 cm) 1 copy**

- The photo must depict only the applicant.
- The applicant should be facing the camera and must remove any hats, caps, or head coverings.
- The background should be plain with no shadows.
- The photo must be sharp and clear.
- The photo must have been taken within three months of submission.

**3. Letter of reason you took a leave of absence (free format, size A4)**

Include the points below:

- The reason you need to apply for a COE.
- The reason you had to take a leave of absence.
- Your plans to graduate within the required term of study.
- If you repeated a year level or are currently in the same year level as the previous academic year, describe in detail the reasons for repeating the year level and how you plan to move forward.
- The date and your signature.

**4. Certificate of Enrollment (must be recent)**

5. Transcript of Academic Record (must be recent)

6. Certificate of Leave of Absence

\*This is only required if you are currently taking a leave of absence.

\*Please direct inquiries to the relevant department/graduate school (listed in the Contact Information section below) for information regarding certificates in sections 4–6.

7. Your postal address (in English) and phone number

\*Your Certificate of Eligibility will be delivered to this address.

8. Photocopy of your passport (page with your photo and passport number)

#### Notes

- Keio University will apply on your behalf only for the residence status of “Student.” If you wish to apply for a status other than “Student,” you need to apply at the Immigration Services Bureau on your own.
- It generally takes two to three months for a Certificate of Eligibility to be issued.
- The Immigration Services Bureau may ask for additional documents.
- As the Immigration Services Bureau is responsible for issuing the COE, Keio University shall not be held in any way liable in the case that you are not deemed eligible.

#### Contact Information

Office in Charge	E-mail address
Mita Campus	
Japanese Language Program (JLP)	JLPINQUIRY@info.keio.ac.jp
International Exchange Services Group (Not for JLP students)	ic-zairyu@adst.keio.ac.jp
Hiyoshi Campus	
Undergraduate students: Office of Student Services (International) Graduate students: Office of Student Services (Graduate Schools)	ic-hiyoshi@adst.keio.ac.jp ic-hiyoshi-grads@adst.keio.ac.jp
Yagami Campus	
Office of Student Services (International)	ic-yagami@adst.keio.ac.jp
Shonan Fujisawa Campus (SFC)	
Policy Management/Environment and Information Studies/Media and Governance: Student Life Section, Academic Affairs Office	sl@sfc.keio.ac.jp
Nursing and Medical Care/Health Management: Administration Office	nmc-staff@adst.keio.ac.jp
Shinanomachi Campus	
International Office	ic-life-shinanomachi@adst.keio.ac.jp
Shiba-Kyoritsu Campus	
Office of Student Services	shiba-international-jimu@adst.keio.ac.jp