

COE Application Handbook

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I. APPLICATION OF COE BY PROXY

A COE (在留資格認定証明書) is a document issued prior to a visa application as evidence that the foreign national meets the conditions as a long-term resident in Japan, by the Immigration Services Agency (ISA) of Japan, an agency under jurisdiction of the Ministry of Justice of Japan,

As a COE can only be issued from the office of ISA in Japan, a student who lives outside of Japan must have someone to apply for a COE on their behalf (proxy). Therefore, we, Ritsumeikan University, will serve as a proxy for the students who fulfill all requirements below. If we judge any of the requirements listed below are not met, we will not apply for the student's COE. In some cases, we may decide not to apply for a COE as a proxy even if students meet the requirements.

A) Has no valid residence card (在留カード).

If a student recently lived in Japan with a residence card (在留カード), make sure that it was expired or returned/had a hole punched at the airport upon departure from Japan before applying for COE. The ISA will halt COE review if its record shows that the student already has a valid residence card.

B) Plans to obtain the status of residence “Student” to attend the University.

A student planning to acquire a status of residence other than “Student” must apply for COE by themselves.

C) Appoints only the University as a proxy for COE application.

A person can only apply for one COE at a time. Therefore, if a student was accepted to another institute before the University and has already applied for COE through them, notify them immediately on cancellation of COE application before requesting the University for COE application, since a COE must be applied through the institute the student is enrolling to. On the other hand, if a student decides to cancel enrollment to the University after submitting COE application documents to the University, he/she must inform as soon as possible to cancel the COE application. If a student applies for COE from more than two institutes, the ISA will take it as a multiple application and may reject all of the student's applications.

D) Showed intention of enrollment by paying all the fees necessary by the deadlines.

E) Submits all required COE application documents in acceptable form by the instructed deadline. *

The ISA will take a month to three to review a COE application. If submission of the application is not completed by the designated deadline, the risk of COE not being issued by the dorm move-in day or even worse, the beginning of the new semester will increase.

F) Provides proof that the student has sufficient funds to cover expenses of their period of study.

G) Does not have Japanese nationality.

NOTE:

- The University will take no responsibility if a COE is not issued as a result of review by the ISA, or a COE is not issued in time to arrive in time for the first day of the semester.
- In either case above, the admission fee will not be refunded.
- **The University will not answer the question of when a COE is issued**, for the ISA is clear that after submission of the application, the only information they will give is the result of the COE review.

II. SUBMISSION OF COE APPLICATION DOCUMENTS

1. BEFORE STARTING

- If you have any inquiries on your COE application materials, try to search for necessary information by yourself first whenever possible. When you find it difficult to handle on your own, email to International Admissions Office, Ritsumeikan University. E-mail: ru-iao2@st.ritsumei.ac.jp
- We may contact you on matters such as confirmation of contents of COE application documents and request of resubmission of document rejected by the agency. It will be your responsibility to check E-mail regularly, responding as soon as possible when we contact you.

2. REQUIRED DOCUMENTS & SUBMISSION PERIOD

Documents to be submitted.

Forms/Documents	Upload via Ritsu-Mate
Scan(s) of the ID page of Passport	<input type="radio"/>
ID Photo	<input type="radio"/>
Form-1. Request Form for Certificate of Scheduled Enrollment	<input type="radio"/>
Form-2. Personal Data for Application for Certificate of Eligibility	<input type="radio"/>
Form-3. Planning Form for Payment of Expenses in Japan and Statement of Financial Support	<input type="radio"/>
*Certificate of Bank Balance of the Financial Supporter(s) or Yourself	<input type="radio"/>
(If necessary) Translation to English or Japanese	<input type="radio"/>
*Proof of Annual Income of the Financial Supporter(s)	<input type="radio"/>
(If necessary) Translation to English or Japanese	<input type="radio"/>
*Certificate of Award of Scholarship (Only if you are receiving scholarship other than Ritsumeikan University Tuition Reduction Scholarship)	<input type="radio"/>
(If necessary) Translation to English or Japanese	<input type="radio"/>

- ◇ There is a possibility that we will ask for additional documents.

✧ For * documents, keep the original documents (原本) until COE is issued as the ISA may ask for submission of the original. If you receive an email asking for submission of the original document, send it by post immediately.

✧ "the original documents (原本)" means:

A document issued in paper and has a wet signature, wet stamp, and/or dry stamp (embossed) by an institute and/or an individual with authority to issue and verify the document. If the financial institute, financial supporter's employer, or organization providing scholarships issues a certificate only as an electronic document, please let us know.

Note:

- Documents submitted by post will not be returned under any circumstances.
- Do not write a name/message or make marks on the issued certificate(s) or the proof(s). ISA will not accept certificate/proof with such writing or marking as they judge those writing as alternation or defacing of the document.

Document Submission Period: Ritsu-Mate will open for uploading on the day period opens.

Notification of Results	Period of Submission
On or Before 2024/4/4 Thu.	2024/4/5 Fri. -2024/4/25 Thu.
On and After 2024/5/23 Thu.	2024/5/24 Fri. -2024/6/6 Thu.

3. VALIDITY OF THE COE APPLICATION DOCUMENTS

All documents must be issued **within three months** of the date of submission.

4. THE LANGUAGE OF THE COE APPLICATION DOCUMENTS

All documents must be written in English or Japanese. If a student can only obtain the following documents in a language other than the two, the documents must be translated into English or Japanese.

- **Certificate of Bank Balance of the Financial Supporter(s) or Yourself**
- **Proof of annual Income of the Financial Supporter(s)**
- **Certificate of Award of Scholarship**

A student may translate the documents by themselves.

NOTE: If the translation is not true to the original certificate, the translator will face the consequences.

5. SUBMISSION OF DOCUMENTS

Ritsu-Mate will open during submission period for document uploading.

Download Ritsu-Mate manual from "Ritsu-Mate Registration Manual for Undergraduate Programs (English)" section of following link.

<https://www.ritsumeai.ac.jp/applicants/manual/>

1) UPLOAD VIA RITSU-MATE

SCAN(S) OF THE ID PAGE OF PASSPORT

The scan must be

- Of the passport valid at least to the first day of the semester.
- In color, the face is recognizable, the letters must be all legible AND the information on the page must not be cut in any way.

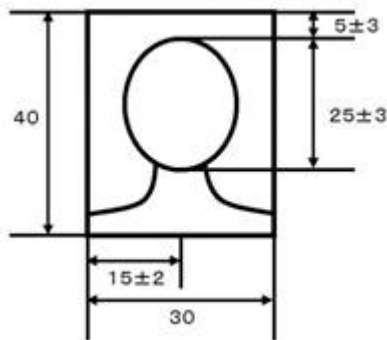
If the expiration date of the passport is within six months of the planned entry date to Japan, we strongly recommend renewing the passport before applying for the visa.

If a student is planning to visit Japan after the submission of COE documents, let us know the duration of the stay.

ID PHOTO

The photo will be used on a COE and Residence Card, an ID card that verifies that a non-Japanese national is legally staying in Japan.

- **The ISA demands submission of the ID photo fully meeting the following requirements. Selfie is acceptable as long as it satisfies all of the following conditions.**



- NOT DOCTORED IN ANY WAY..**
- Taken within three months of the date of submission.
- Must have quality enough to come out as clear printing when printed out on size of 4cm by 3cm.
- The height-width ratio must be **4:3**.
- Dimensions of parts excluding the edges must satisfy the dimensions shown in the diagram to the left (Dimensions of the face: the top of the head [including the hair] to the tip of the chin.)
- Subject facing straight forward
- Contains no other objects or people
- Nothing in the background (including shadows)
- Clear and in focus
- In color
- No head covering (except for religious or medical reasons).
- **Refer to the samples of acceptable and unacceptable photos on the following webpage of the ISA and see if the photo looks acceptable or not.**

https://www.moj.go.jp/isa/applications/procedures/photo_info_00002.html

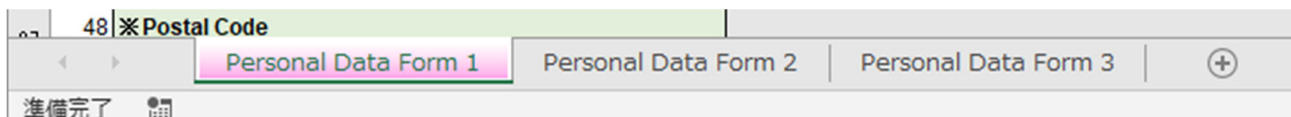
FORM-1. REQUEST FORM FOR CERTIFICATE OF SCHEDULED ENROLLMENT

The Certificate of Scheduled Enrollment will be necessary for various purposes, including applying for a COE, extending/changing the residence status, and other situations such as applying for scholarships or renting accommodation in Japan.

- **For COE applications:** We will not send it directly to you as we will submit it to the ISA. If you need it, please send us a request email at ru-iao2@st.ritsumei.ac.jp. We will then send it to you via email upon your request.
- **For extending the residence status:** We will email it to you along with other required documents.
- **For other situations:** Please send us a request email at ru-iao2@st.ritsumei.ac.jp. We will then send it to you via email upon your request.

FORM-2. PERSONAL DATA FOR APPLICATION FOR CERTIFICATE OF ELIGIBILITY

Information on this form will be used to complete COE application form. This form has three sheets.



Personal Data Form 1: must be completed by everyone.

Personal Data Form 2: must be completed by those who have visited/lived in Japan, including those who are visiting/living in Japan at the time they submit COE application documents.

Personal Data Form 3: must be completed by those who have attended educational institute or worked after graduating from high school within five years from the date of your enrollment to Ritsumeikan University.

When completing the form,

- **DO NOT print out and handwrite;** directly type into the Excel file.
- All ※marked fields must be answered. For non-※marked fields, if there is no answer, type “none” or “N/A”.
- **Upload as an Excel file. DO NOT convert to pdf.**

FORM-3. PLANNING FORM FOR PAYMENT OF EXPENSES IN JAPAN AND STATEMENT OF FINANCIAL SUPPORT

Information on this form is to show how a student is planning to pay for expenses during study at Ritsumeikan University and to pledge that they have enough funding to pay the expenses without working full-time.

When uploading this form to Ritsu-Mate, choose space for either of “Planning Form for Payment of Expenses in Japan”.

- If there is more than one financial supporter, each of the supporters must sign the form.
- To sign this form, choose a. or b. as a method.
 - a. Sign electronically by using a digital ID.
 - b. After filling in all necessary fields using a computer, print out the form for the financial supporter to handwrite his/her signature. Then take a legible scan or photo for uploading.
- Refer to the [sample](#) at the end of this document to complete this form.

Refer to section "[1. Payment of Admissions Fee and Tuition](#)" of the [After Admission](#) webpage.

CERTIFICATE OF BANK BALANCE OF THE FINANCIAL SUPPORTER(S) OR YOURSELF

This will serve as proof that the designated financial supporter(s) and/or the student are capable of paying for expenses in Japan as claimed on **Form-3. Planning Form for Payment of Expenses in Japan and Statement of Financial Support.**

- If a student plans to pay all the fees by themselves, contact ru-iao2@st.ritsumei.ac.jp first.
- If a student only has one financial supporter who is planning to submit only a **Certificate of Bank Balance** as proof of financial capability, the certificate must have enough amount to cover the tuition fees (assuming tuition reduction or scholarship is not awarded) and living expenses throughout the four-year study at university.
- The figures on each certificate must equal or more than the figure stated in each section of **Form-3. Planning Form for Payment of Expenses in Japan and Statement of Financial Support.**
- Before submitting the certificate, make sure that it meets the following conditions.
 - Issued by a Financial Institution, with a hand-written signature or hand-stamped seal to verify it as an official statement.
 - Contains the Financial Institution's name, the depositor's name, account number, amount of deposit, and date of issue.
 - Should be valid throughout the reviewing period, which is one to three months, by the ISA and visa application. If the type of certificate the bank issues is the type with an expiration date, ask them to issue one with an expiration date after the enrollment date.

The following will not be accepted as a Certificate of Bank Balance

- Bank passbook or its copy
- Copy of certificate of bank deposit
- Any kind of financial record, including credit card transactions, investment documents, or capital assets documents

PROOF OF ANNUAL INCOME OF THE FINANCIAL SUPPORTER(S)

This is to prove that designated financial supporter(s) are capable of paying for expenses in Japan as claimed on **Form-3. Planning Form for Payment of Expenses in Japan and Statement of Financial Support.**

- Submit Proof of Annual Income if the financial supporter plans to provide funds from their income. Examples of documents considered as proof of annual income are:
 - A) A certificate issued by a government office clearly stating the amount of annual income (e.g. certificate of income, tax payment certificate, etc.)
 - B) A certificate issued by the supporter's employer (i.e., certificate of employment, certificate of annual salary), stating annual salary. Any format is acceptable as long as the certificate is signed or stamped by the employer and has the date of issue. If the employer has official letterhead, have it on the certificate.
 - C) A copy of the bank passbook certified by the bank issued with the bank's stamp or signature of the bank's personnel with authority to do so and showing constant and periodical deposits at least for a year.

CERTIFICATE OF AWARD OF SCHOLARSHIP

If you are receiving a scholarship other than the Ritsumeikan University Tuition Reduction Scholarship, please upload the certificate to Ritsu-Mate.

The certificate must have

- The name of the organization that grants the scholarship
- The amount awarded
- The benefit period

III. THINGS TO CHECK WHILE WAITING FOR COE ISSUANCE

Check the documents necessary for visa application with the Japanese Embassy/Consulate General where a student plans to make a visa application as the documents differ by applicant's nationality and place of application.

The following link has a list of the locations of the Japanese Embassy/Consulate General.

https://www.mofa.go.jp/about/emb_cons/mofaserv.html

NOTE: The University will not answer the question of when a COE is issued, for the ISA is clear that after submission of the application, the only information they will give is the result of the COE review.

IV. SAMPLE: FORM-3

This sample is made assuming that the student
 • Will enroll to GS major with 20% tuition reduction.
 • Will use their own saving to pay part of the expenses.
 • Has two financial supporters.

Planning Form for Payment of Expenses in Japan and Statement of Financial Support

To the President of Ritsumeikan University

Application No.	15710000	Full Name (as displayed on passport)	Ritsumei John
College	International Relations	Date of Birth (YYYY/MM/DD)	2004/11/18
Program	GS Major	Nationality	U.S.A.

Necessary Expenditures

*Tuition reduction recipients should write their tuition with their tuition reduction applied.
 *Living expenses in Japan are an estimated 100,000 JPY per month.

(1)	Tuition Fees	1 Year Total	1,014,080 JPY
(2)	Living Expenses	1 Year Total (approx.)	1,200,000 JPY
(1) + (2)	Total		2,214,080

Refer to section "1. Payment of Admissions Fee and Tuition" of After Admission webpage of the enrollment year.

Put the amount necessary to live in Japan for 12 months. The living expenses in Japan are approximately 100,000 JPY per month.

Payment Method

*Check (✓) all applicable boxes (□) below.

*Please make sure that all people/organizations below match "27 Method of support to pay for expenses while in Japan" in your Application for Certificate of Eligibility.

<input checked="" type="checkbox"/> Personal Funds of Applicant <input checked="" type="checkbox"/> Funds from Supporters Other than Applicant	<input checked="" type="checkbox"/> Personal Savings *An original balance certificate in the applicant's name must also be submitted.	Savings *Input the same amount as on the balance certificate 200,000 JPY (Yearly)	*Amount of Support (Yearly)
	<input checked="" type="checkbox"/> Parents or Other Direct Relatives, etc. *If newly obtaining a status of residence, an original balance certificate and certificate of income in the following individual's name(s) must also be submitted. 1) Name : Andrew Ritsumei (Relationship to Applicant : Father)	Savings *Input the same amount as on the balance certificate 1,500,000 JPY	Yearly Income *Input the same amount as on the certificate of income 6,000,000 JPY
	2) Name : Nancy Ritsumei (Relationship to Applicant : Mother)	Savings *Input the same amount as on the balance certificate 2,000,000 JPY	*Amount of Support (Yearly) ②' 1,100,000 JPY (Yearly)
	<input checked="" type="checkbox"/> Scholarships from government or other organization (Organization Name : International Friendship Fund) *Please attach a copy of the scholarship award certificate.	*Input the scholarship award amount for one year 200,000 JPY (Yearly)	③ 200,000 JPY (Yearly)
Total		(①+②+②'+③) = 2,600,000 JPY (Yearly) (b)*	

Should equal the amount on submitted CERTIFICATE OF BANK BALANCE, PROOF OF ANNUAL INCOME and/or CERTIFICATE OF AWARD OF SCHOLARSHIP.

Write the amount your financial supporter is planning to pay.

This section is filled in automatically. DO NOT fill in yourself, unless the autofill does not work.

I declare that the information above is true and accurate.

Signature of Applicant: Ritsumei John

Date (YYYY/MM/DD) 2022/11/18

Write your signature by using Digital signature
 or
 Print out this form and handwrite signature and take a legible scan or photo for uploading

Fill in only if you are awarded with scholarship other than Ritsumeikan University's Tuition Reduction Scholarship.

Applicants that selected "2 Parents or Other Direct Relatives, etc." on the first page must have the supporter(s) themselves complete the form.

- Below must be signed by the supporter him/herself. Be careful NOT to forget the signature.
- Please select the applicable answer for (1) and (3) below.

Supporter 1

I Andrew Ritsumei, hereby certify that I will provide financial support as follows to the Ritsumeikan University applicant, John Ritsumei, for the duration of their stay in Japan for the total cost for the duration of the applicant's study abroad at Ritsumeikan University. Furthermore, when the applicant applies to extend their status of residence, I agree to provide documents, such as certificates of remittance and/or photocopies of bank statements to show as proof of paying such living expenses and other fees.

Financial Support Details

- (1) Tuition Fees [Every 6 Months · Yearly] 1,100,000 JPY
- (2) Living Expenses [Monthly] 0 JPY
- (3) Method of Payment [Remittance · By Hand]

I will provide financial support for the above-mentioned Ritsumeikan University applicant's stay in Japan for following reasons:

As father of Ritsumei John, I will gladly support him financially throughout his study in Japan for four years.

[Financial Supporter Information]

Address : 12 Zodiac St. Milkyway, Alaska Telephone No. : +1-123-456-789

(Post Code) 123456

Signature : A. Ritsu (Relationship to Applicant : father)
(Occupation : Logistics manager, Burnside Grocery)

The total amount here must be equal or more than the amount pledged by each of the supporters on section "**Amount of Support (Yearly)" of the 1st page

Supporter 2

I Nancy Ritsumei, hereby certify that I will provide financial support as follows to the Ritsumeikan University applicant, John Ritsumei, for the duration of their stay in Japan. I will be responsible for the total cost for the duration of the applicant's study abroad at Ritsumeikan University.

When the applicant applies to extend their status of residence, I agree to provide documents, such as certificates of remittance and/or photocopies of bank statements to show as proof of paying such other fees.

Financial Support Details

- (1) Tuition Fees [Every 6 Months · Yearly] 0 JPY
- (2) Living Expenses [Monthly] 100,000 JPY
- (3) Method of Payment [Remittance · By Hand]

I will provide financial support for the above-mentioned Ritsumeikan University applicant's stay in Japan following reasons:

John, my son, will receive support from me to concentrate on his study at Ritsumeikan University as stated above.

[Financial Supporter Information]

Address : 12 Zodiac St. Milkyway, Alaska Telephone No. : +1-987-654-321

(Post Code) 123456

Signature : Nancy R (Relationship to Applicant : mother)
(Occupation : Store owner, Milkyway Hardware)

Have your financial supporter state the reason of their support.

Have your financial supporter sign the form by Digital signature or Print out this form and handwrite signature and take a legible scan or photo for uploading

END