

在留資格認定証明書（COE）交付申請のための個人情報入力フォーム
Personal Data for Application for Certificate of Eligibility (COE) for Status of Residence

R

RITSUMEIKAN

⇒このセルには情報を入力して下さい。This cell must be entered.

⇒プルダウンメニューから選択して下さい。Select from pull down menu.

| | | | | |
|----|--|--|--|---|
| 1 | 受験番号 Application Number <small>*正規課程の新入生のみ Only new students in regular courses</small> | 12345678 | 所属学部 College | 国際関係学部 / College of International Relations |
| 2 | 学生証番号 Student ID Card Number <small>*発行されている場合のみ Only if you have a student ID card</small> | 2. Student ID Card Number Leave this section blank. | 研究科 Graduate School | |
| 3 | 所属キャンパス Campus | | 京都 衣笠キャンパス Kinugasa Campus in Kyoto | |
| 4 | 日本の在留カード Japanese Residence Card | 日本の在留カードを持っていますか？ Do you have a Japanese Residence Card? 在留カード番号 Residence Card Number 在留資格 Status of Residence 在留期間満了日 Date of Expiration | 3. Campus GS/JD: Kinugasa Campus in Kyoto GLA/CRPS/ISSE: Osaka-Ibaraki Campus in Osaka | |
| 5 | 氏名 Name | SMITH JOHN RITS <small>*パスポートの記載通りにアルファベット大文字で入力して下さい。Type your FULL name in CAPITAL LETTERS as written on your passport.</small> | | |
| 6 | 国籍 Nationality <small>*複数の国籍がある場合は全て記載してください If you have more than one nationality, please list them all.</small> | 国籍 Nationality <small>*第二国籍 Second Nationality *第三国籍 Third Nationality</small> | USA | |
| 7 | 性別 Gender | 男性 Male | 配偶者の有無 Marital Status | なし（未婚）Unmarried |
| 8 | 生年月日 Date of Birth | YYYY 2006 MM 1 DD 1 | | |
| 9 | 出生地 Place of Birth | 国 Country 州・省・県・道 State/Region/Province 市・郡 City | USA California Los Angeles | |
| 10 | 現在の職業 Current Occupation | None <small>*現在働いておらず学校に通っていない場合は「なし」と記入して下さい。現在学校に在籍中の場合は「学生」と記入してください。 If you are not currently working and do not attend school, enter "None". If you are currently attending school/university, enter "Student".</small> | | |
| 11 | 現在の住所 Current Address | #405 1234 Apple Street, 50 Avenue, Los Angeles, CA, USA <small>*国名および部屋番号を含む全ての住所をアルファベットで記入して下さい。 Enter the full address, including country name and room number, in alphabetical characters.</small> | | |
| 12 | E-mail | abcdefg[@]abc.com | | |
| 13 | 電話番号 Phone Number | 国番号 Country Code + 1 | 電話番号 Telephone Number | 212-321-4567 |
| 14 | パスポート番号 Passport Number | 123456789 | | |
| 15 | パスポート発行年月日 Passport Issuance Date | YYYY 2020 MM 1 DD 1 | | |
| 16 | パスポート有効期限 Passport Expiry Date | YYYY 2030 MM 1 DD 1 | | |
| 17 | 日本入国予定日 Expected date of entry to Japan | YYYY 2025 MM 9 DD 1 | | |
| 18 | 同伴者の有無 Accompanying person(s) | 入国時に同伴者はいませんか？ Do you have any accompanying person(s) on entry into Japan? いいえ No | | |
| 19 | 上陸予定港 Port of entry | 関西国際空港 Kansai International Airport | | |
| 20 | 査証申請予定の日本大使館または領事館の場所（日本ではなく自分の国） Location of Japanese Embassy or Consulate for visa application in your country | 国 Country 州・省・県 State/Region/Province 市・郡 City | USA California Los Angeles | |
| 21 | 過去の日本出入国歴 Past entries into Japan | 過去に日本に入国したことがありますか？ Have you entered Japan before? ⇒「はい」と回答した人は、Form2に入力して下さい。If you answered 'yes' above, complete Form2. はい YES | | |
| 22 | 過去のCOE申請歴 Past history of applying for a COE | 過去にCOEを申請したことがありますか？ Have you ever applied for a COE? はい YES <small>*申請を取り下げてCOEが発行されなかった場合も、申請回数に含めて下さい。 Withdrawals of COE applications should be also included in past application. This applies even if no COE was issued.</small> 過去の申請回数 Total number of past application 1 回 times 申請が不許可になったことがありますか？ Has your COE application ever been rejected? いいえ No 不許可を受けた回数 Total number of application rejection 0 回 times <small>⇒過去にCOEを取得したことがある人は、一番最近の取得情報（取得時期、受入機関、身分）を以下に記入してください。For those who have obtained a COE in the past, please provide information on the most recent acquisition (time of acquisition, host institution, and status).</small> Enrolled at DEF High School as exchange student in January 2024 | | |
| 23 | 犯罪歴 Criminal Record | 国を問わず、交通違反等による処分を含む犯罪歴がありますか？ Do you have any criminal record including traffic violation fines in any country? いいえ No | | |
| 24 | 退去強制または出国命令による出国の有無 Departure by deportation or departure order | 退去強制/出国命令による出国がありますか？ Have you ever been deported or ordered to leave the country? いいえ No 退去強制または出国命令の回数 Total number of deportation or departure order 0 回 times 直近の送還歴 Date of last departure by deportation YYYY MM DD | | |
| 25 | 在日親族および同居予定者 Family member or co-resident in Japan | ①親族が日本に住んでいますか？ Do you have relatives living in Japan? いいえ No ②同居予定者がいますか？ Do you have any co-resident(s) in Japan? いいえ No ⇒①②のどちらかで「はい」と回答した人は、以下に記入して下さい。If you answered 'yes' above①or②, complete the following. 氏名 Name 生年月日 Date of Birth YYYY MM DD 国籍 Nationality あなたとの関係 Relationship with applicant 通学先または勤務先の名称 Name of school or work place 在留カード番号 / 特別永住者証明書番号 Residence Card or Special Permanent Resident Certificate Number 上記の人物と同居する予定はありますか？ Do you plan to live with the person listed above ? | | |

| | | | | | | | | | | | | | |
|--|---|---|--|----|---------|--|-----------------|--------------|------|----|----|--|--------|
| | 学歴・職歴 Educational Background and Professional Experience | | | | | | | | | | | | |
| 26 | 小学校から現在に至るまでの修学年数 Total Period of Education | 小学校 Elementary School | | | | 5 | 年 Years | | | | | | |
| 中等学校 Junior High School | | | | 3 | 年 Years | | | | | | | | |
| 高等学校 High School | | | | 4 | 年 Years | | | | | | | | |
| 大学（学士） University (Bachelor's Degree) | | | | | 年 Years | | | | | | | | |
| 大学（修士） University (Master's Degree) | | | | | 年 Years | | | | | | | | |
| 大学（博士） University (Doctoral Degree) | | | | | 年 Years | | | | | | | | |
| 合計 Total | | | | 12 | 年 Years | | | | | | | | |
| 27 | 高等学校からの学歴 Educational Background starting from high school | *学歴を時系列順に入力して下さい。全ての学歴を入力できない場合は、直近5年間の学歴を入力して下さい。語学学校に通っていた場合や高卒認定を取得した場合も記入して下さい。 Enter your educational background in chronological order. If you cannot enter all of your educational background here, enter for the past five years. Please also indicate if you attended a language school or obtained GED. | | | | | | | | | | | |
| 入学年月 From | | YYYY | 2021 | MM | 9 | 卒業（予定）年月 または高卒認定取得年月 Until | | YYYY | 2025 | MM | 6 | | |
| 学校名 Institution Name | | ABC High School | | | | 学部／研究科 Department | | | | | | | |
| 学位 Degree | | 高等学校 High School | | | | 状態 Status | | 卒業 Graduated | | | | | |
| 入学年月 From | | YYYY | | MM | | 卒業（予定）年月 または高卒認定取得年月 Until | | YYYY | | MM | | | |
| 学校名 Institution Name | | | | | | 学部／研究科 Department | | | | | | | |
| 学位 Degree | | | | | | 状態 Status | | | | | | | |
| 入学年月 From | | YYYY | | MM | | 卒業（予定）年月 または高卒認定取得年月 Until | | YYYY | | MM | | | |
| 学校名 Institution Name | | | | | | 学部／研究科 Department | | | | | | | |
| 学位 Degree | | | | | | 状態 Status | | | | | | | |
| 入学年月 From | | YYYY | | MM | | 卒業（予定）年月 または高卒認定取得年月 Until | | YYYY | | MM | | | |
| 学校名 Institution Name | | | | | | 学部／研究科 Department | | | | | | | |
| 学位 Degree | | | | | | 状態 Status | | | | | | | |
| 28 | | 職歴 Work Experience in chronological order | アルバイト以外の職歴がありますか？ Do you have any work experience other than part-time work? | | | | | | | | | | いいえ No |
| *全ての職歴を入力できない場合は、直近5年間の職歴を入力して下さい。兵役の情報は記入不要です。 If you cannot enter all of your work experience here, enter your work experience for the past five years. Information on military service is not required. | | | | | | | | | | | | | |
| 開始年月 From | | | YYYY | | MM | | 退職年月 Until | | YYYY | | MM | | |
| 会社名 Company Name | | | | | | | 職業 Job Title | | | | | | |
| 開始年月 From | | | YYYY | | MM | | 退職年月 Until | | YYYY | | MM | | |
| 会社名 Company Name | | | | | | | 職業 Job Title | | | | | | |
| 29 | 卒業後の予定 Plan after university graduation | 帰国 Return to Home Country | | | | *「その他」を選択した場合は、以下に具体的に予定を記入して下さい。 If you select "Others" above, please explain your plan below. | | | | | | | |
| | | | | | | | | | | | | | |

| 経費支弁情報 Information of Financial Support | | | | | | Information of Financial Support If you have more than two financial supporters, e-mail his/her/their information to (ru-iao2@st.ritsumei.ac.jp). | | |
|---|--|--|--|-----------------------|--------------|--|--|-----|
| ■ 第1経費支弁者 1st Financial Supporter | | | | | | | | |
| 30 | 氏名 Name | SMITH Paul | | | | | 34.42. Occupation If you are submitting a certificate issued by your financial supporter's employer as proof of his/her annual income, and if it has his/her title, write it down. If not, be specific. See the examples below. Acceptable: self-employed, business owner, accountant, general affairs, section manager, system engineer, mechanic, safety manager Not Acceptable: businessman, office worker, factory worker | |
| 31 | 住所 Address | #405 1234 Apple Street, 50 Avenue, Los Angeles, CA, USA | | | | | | |
| 32 | 電話番号 Telephone Number | 国番号 Country Code + | 1 | 電話番号 Telephone Number | 212-123-7654 | | | |
| 33 | 申請人との関係 Relationship with you | Father | | | | | | |
| 34 | 職業 Occupation | Employee | | | | | | |
| 35 | 勤務先名称 Name of Workplace | ABC Company | | | | | | |
| 36 | 勤務先の電話番号 Telephone Number of Workplace | 国番号 Country Code + | 1 | 電話番号 Telephone Number | 212-123-4567 | | | |
| 37 | 収入 Yearly Income | 6,000,000 | | | | | JPY | |
| ■ 第2経費支弁者 2nd Financial Supporter | | | | | | | | |
| 38 | 氏名 Name | | | | | | 34.42. Occupation If you are submitting a certificate issued by your financial supporter's employer as proof of his/her annual income, and if it has his/her title, write it down. If not, be specific. See the examples below. Acceptable: self-employed, business owner, accountant, general affairs, section manager, system engineer, mechanic, safety manager Not Acceptable: businessman, office worker, factory worker | |
| 39 | 住所 Address | | | | | | | |
| 40 | 電話番号 Telephone Number | 国番号 Country Code + | | 電話番号 Telephone Number | | | | |
| 41 | 申請人との関係 Relationship with you | | | | | | | |
| 42 | 職業 Occupation | | | | | | | |
| 43 | 勤務先名称 Name of Workplace | | | | | | | |
| 44 | 勤務先の電話番号 Telephone Number of Workplace | 国番号 Country Code + | | 電話番号 Telephone Number | | | | |
| 45 | 収入 Yearly Income | | | | | | JPY | |
| 必要経費 Necessary Expenditures | | | | | | | | |
| 46 | 学費 Tuition fees | 1年間あたりの満額の学費を記入して下さい。新入生で授業料全額免除が決定している方は、記入不要です。 Enter the full amount of yearly tuition fees. No need to enter if you are a new student with a full tuition waiver. | | | 1,500,000 | JPY | | |
| 47 | | 新入生の方のみ回答して下さい。授業料減免の適用が決定していますか？ Has the tuition reduction been applied to you? Please select from pull down menu only if you are a new student. | | | いいえ NO | | | |
| | | 1年間の学費 Yearly tuition fees | | | 1,500,000 | JPY | | |
| 47 | 生活費 Estimated annual living expenses | 日本での年間生活費には、少なくとも120万円（10万円／月）を見積もって下さい。Minimum living expenses for a year in Japan is 1,200,000 JPY (100,000 JPY/month). | | | 1,200,000 | JPY | | |
| | | A | 1年間の学費と生活費の合計 Total of tuition fee and living expenses for a year | | | 2,700,000 | JPY | |
| 在留中の年間支弁計画 Annual Expense Payment Plan | | | | | | | | |
| 48 | *証明書に基づき現在の預金残高・収入金額を入力してください。またその中から支出予定の1年間の経費支弁金額を右隣のセルに入力してください。 Please enter the current bank balance and income amount based on the certificate. Then, in the cell to the right, enter the amount you plan to spend on expenses for 1 year from these funds. | | | | | 1年間の経費支弁金額 Amount of expense for 1 year *左記の合計金額ではありません not the total shown on the left | | |
| 49 | 第一経費支弁者 Your 1st Financial Supporter *Form 3-1も記入してください。 Please also complete Form 3-1. | 預金 Savings | 預金残高証明書通りに記入 Input the amount as on the balance certificate | 3,000,000 | JPY | 3,000,000 | JPY | |
| | | 年収 Yealy Income | 収入証明書通りに記入 Input the amount as on the income certificate | 6,000,000 | JPY | | | |
| 50 | 第二経費支弁者（必要な場合） Your 2nd Financial Supporter (if required) *Form 3-2も記入してください。 Please also complete Form 3-2. | 預金 Savings | 預金残高証明書通りに記入 Input the amount as on the balance certificate | | JPY | | JPY | |
| | | 年収 Yealy Income | 収入証明書通りに記入 Input the amount as on the income certificate | | JPY | | | |
| 51 | 学生本人 You | 預金 Savings | 預金残高証明書通りに記入 Input the amount as on the balance certificate | | JPY | | JPY | |
| | 奨学金 Scholarship | 経費の一部または全部を奨学金で支弁する場合のみ入力して下さい。*授業料減免については記載不要です。 Enter only if all or part of tuition fee and your living costs in Japan will be funded by scholarship organization. *The information of tuition fee reduction is not required to filli in. | | | | | | JPY |
| | | B | 収入と預金からの年間経費支弁金額の合計 Total amount to be paid from income and savings | | | 3,000,000 | JPY | |
| 確認 Confirmation | | | | | | | | |
| | | A | 2,700,000 | JPY | ≤ | B | 3,000,000 | JPY |
| 51 | A.1年間の学費と生活費の合計より、B. 収入と預金からの年間経費支弁金額の合計が上回っていることを確認しましたか？ Please check that "B. Total amount to be paid from income and savings" exceeds "A. Total of tuition fee and living expenses for a year". | | | | | | はい YES | |
| Form 2（過去の日本出入国歴）、Form 3（経費支弁書）の入力に進んでください。➡ Please proceed to Form 2 (Detail of past entries into Japan) & Form 3 (Statement of Financial Support). ➡ | | | | | | | | |

過去の日本出入国歴 Detail of past entries into Japan

*生まれてから現在までのすべての日本出入国歴を記入してください Please list all the information from birth to present

- ⇒このセルには情報を入力して下さい。This cell must be entered.
- ⇒プルダウンメニューから選択して下さい。Select from pull down menu.

| | 入国日 Date of Entry | | | | | 出国日 Date of Departure | | | | | 入国時の在留資格 Status of Residence | 入国目的 Purpose of Entry | 出入国スタンプがありますか？ Do you have enty/departure stamps on your passport? | 出入国時の国籍 Nationality of the passport you used for entry/departure | | |
|---------|-------------------|------|----|---|----|-----------------------|------|------|----|----|---------------------------------|--------------------------|--|--|-------------------------------------|-----|
| Example | YYYY | 2023 | MM | 1 | DD | 1 | YYYY | 2023 | MM | 1 | DD | 10 | 短期滞在/Short Term Stay | 観光/Sightseeing | No(biometric eGates)/自動化ゲート使用のため、なし | USA |
| 1 | YYYY | 2020 | MM | 1 | DD | 1 | YYYY | 2020 | MM | 1 | DD | 10 | 短期滞在/Short Term Stay | 観光/Sightseeing | Yes/はい | USA |
| 2 | YYYY | 2024 | MM | 1 | DD | 31 | YYYY | 2024 | MM | 12 | DD | 31 | 留学/Student | 留学/Study in Japan | No(biometric eGates)/自動化ゲート使用のため、なし | USA |
| 3 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 4 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 5 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 6 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 7 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 8 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 9 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 10 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 11 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 12 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 13 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 14 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 15 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 16 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 17 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 18 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 19 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |
| 20 | YYYY | | MM | | DD | | YYYY | | MM | | DD | | | | | |

この経費支弁書は、経費支弁者ご本人に入力いただく必要があります。
This form must be completed by the financial supporter of the applicant.

経費支弁書 Statement of Financial Support

立命館大学学長 殿
To the President of Ritsumeikan University

| | | | | | | |
|---------------------|--|--------|---|---------|---|-------|
| 氏名 Applicant's Name | SMITH JOHN RITS | | | | | |
| | *パスポートの記載通りにアルファベット大文字で入力して下さい。 Type his/her FULL name in CAPITAL LETTERS as written on their passport. | | | | | |
| 国籍 Nationality | USA | | | | | |
| 生年月日 Date of Birth | 2006 | 年 Year | 1 | 月 Month | 1 | 日 Day |

私は、上記の者の日本滞在について、経費支弁を引き受けた経緯を説明するとともに、経費支弁について証明いたします。私は上記の者が立命館大学に留学する間の総費用について、責任を持って負担いたします。また、上記の者が在留期間更新許可申請を行う際には、送金証明書又は本人名義の預金通帳(送金事実、経費支弁事実が記載されたもの)の写し等で、生活費等の支弁事実を明らかにする書類を提出します。

I hereby certify that I will provide financial support to the above-mentioned applicant for the duration of his/her stay in Japan. I will be responsible 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

申請者との関係及び申請者の経費支弁を引受けた経緯について具体的に記載してください。
Please describe your relationship with the above-mentioned applicant and the circumstances under which you decided to support financially the applicant's stay in Japan.

SMITH John Rits is my son, and I support that he is going to Japan to study at Ritsumeikan University. Therefore, as his supporter, I guarantee that I am responsible for the expenses he incurs while he is there, including his living expenses and tuition fees. I, SMITH Paul, work as a section chief at ABC Company, an American company, and my income is stable. As such, I am financially able to pay in full for my son's four-year study abroad program.

経費支弁者情報 Financial Supporter Information

| | |
|-------------------------------------|---|
| 氏名 Name | SMITH Paul |
| 住所 Address | #405 1234 Apple Street, 50 Avenue, Los Angeles, CA, USA *部屋番号まですべて記入してください。 Enter full address details including room number. |
| 電話番号 Telephone Number | (+1)212-123-7654 |
| 申請者との関係 Relationship with Applicant | Father |

記入日 Date 2025 年 Year 6 月 Month 1 日 Day