

Soka University Enrollment Procedure Guidelines ① for Spring 2020

Congratulations on your acceptance to Soka University!

Please complete the Enrollment Procedure ① by reading these guidelines carefully and

Please note that if you miss any deadlines, your admission offer may be revoked.

* All deadlines are based on Japan Standard Time (JST).

submitting the required paperwork by the informed deadlines.

For inquiries regarding the enrollment procedures, please contact:

International Affairs Office Soka University Tel: +81-42-691-8200

Fax: +81-42-691-9456

E-mail: welcome@soka.ac.jp



June 5, 2020

Many congratulations on your acceptance to Soka University.

We would like to appreciate your efforts in submitting your application despite the effects that the COVID-19 pandemic is inflicting in the world.

As a consequence of the pandemic, Soka University is currently analyzing the next steps regarding the enrollment procedures. For this matter, we would like to ask you to advance with the Step 1 procedures available in this guidebook. Moreover, in order to arrive in Japan in good health, we would like to ask you to get used to check your body temperature daily and take the basic hygienic measures such as washing your hands thoroughly, use masks whenever leaving home and other precautions in order to avoid being contaminated.

Further information on arrival in Japan, schedule for fall semester and dormitories will be announced in a near future. We deeply apologize for the concern, but since the students' safety is our first priority, we would like to ask your comprehension and wait for further instructions.

We are looking forward to meeting you at Soka University.

Sincerely,

Soka University International Affairs Office



STEP 1

Submit Information for Visa Application!

The due date is Wednesday, June 10th, 2020!

Do not miss the deadline!





Applying for the "Certificate of Eligibility for Resident Status"

Those with a foreign citizenship must obtain a **Student Visa**. Soka University will apply for the **Certificate of Eligibility for Resident Status** (hereinafter "COE") from the Ministry of Justice of Japan on your behalf. Therefore, please follow the steps below.

Download the "Information for Visa Application" .xls file; https://www.soka.ac.jp/files/en/20190524_162341.xls

7 1

Fill-in the form
*Handwriting will not be accepted.

Copy of your passport (photo page)





<u>Due date:</u> Wed, Jun 10

Submit 1 and 2 by email

Admissions: welcome@soka.ac.jp

[Points to note]

- ■Those who have not yet applied for a passport, please do so as soon as possible and submit a copy of your passport by the end of June 2020.
- Japanese citizenship holders do not need to apply for a visa. Please submit a copy of your passport.
- ■Those already living in Japan must renew or change your visa status to Student Visa (if necessary) by yourself. In this case, please contact us before applying, as you must obtain the university's official seal in the form.
- <u>Please write in alphabet on the Visa Application Form, exactly as is on your passport.</u>

 <u>Otherwise, your COE might be delayed.</u>
- The COE takes approximately 2 two 3 months to be issued, and it will be sent together with other important documents to your address. Please note that due to the COVID-19 pandemic, its issuance may be delayed.
- Make sure to state your address correctly as your COE and other documents will be sent to that address. If you are expected to move to a different place after July, write the new address.
- ■In order to apply for the student visa, you must check the Japanese embassy or consulate webpage to find the necessary documents as the process in requesting a visa varies from country to country. Please ensure that all necessary steps are taken in accordance with your country's procedure.

Deadline: Wed, June 10 Address : welcome@soka.ac.jp

受験番号 Application number

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Procedures flow from COE application to arrival in Japan



Deadline: June10 (Wed)

[Applying for the COE]

- · Fill in and submit the application form
- · Submit a copy of your passport

Soka University

Submit the application at the Immigration Bureau

Receive the COE and Approval Letter



- Receive the COE
- Send the COE and other important documents to the admitted students

2

(Applying for the student visa)

Go to the nearest Japanese consulate office.

Bring: COE, Passport, Application form, others

※Type of Visa: 「Student」



Please get your residence card and the permit to do other activities at the airport!



[Receive your residence card (at the immigration booth at the airport)

- Show your passport and visa page
- Turn in your COE
- → Receive the stamp for the "Permission to do other activities"



| 近極年7日 | 近極年7日 | 近極年7日 | 2014年12月1日 - 東京都港区長 | 15本30号 | 東京都港区長 | 東京都港区 | 東京都田 | 東京和田 | 東京



Go to Soka University!















Soka University address

International Affairs Office location

Telephone

Email

Office hours

Contact

1-236 Tangi-machi, Hachioji-shi, Tokyo Soka University Global Square building, 6F

From abroad: +81-426-91-8230 From Japan: 042-691-8230

intloff@soka.ac.jp

Weekdays: 9:30 to 17:00 Saturdays: 9:30 to 12:00 Sundays and Holidays: closed