



**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 submitting the required paperwork by the informed deadlines.

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

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

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

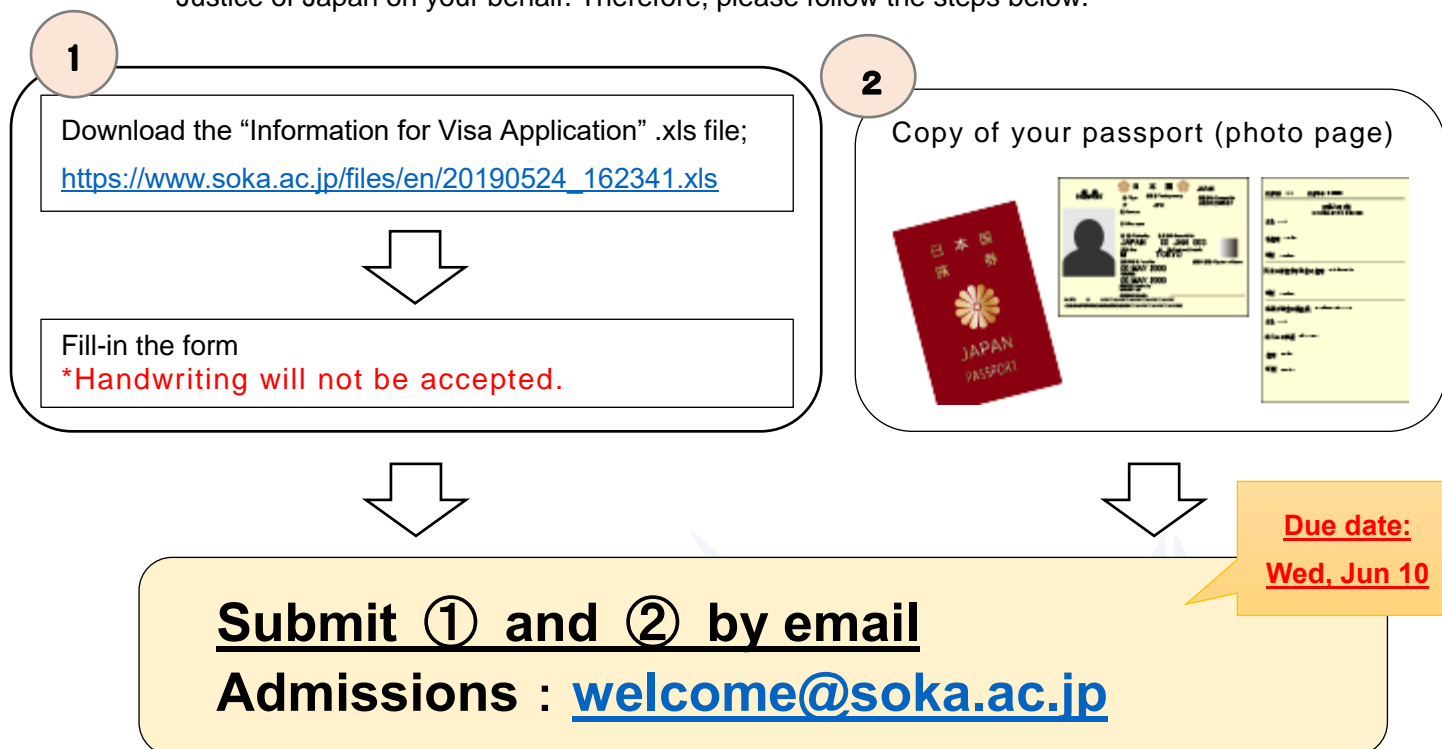
Submit Information for Visa Application!

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.



【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.
- Please write in alphabet on the Visa Application Form, exactly as is on your passport. Otherwise, your COE might be delayed.
- The COE takes approximately 2 to 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.

受験番号
Application number

**査証申請情報
Information Required by Soka University for Visa Application Form**

名前 <input type="checkbox"/> パスポート通り) Name (as written in the passport)	SOKA JOHN	Please write in alphabet, exactly as is on your passport.
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出生地 Place of Birth	STATE, CITY	生年月日 Date of Birth	19XX 年 1 月 2 日 Year Month Day
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旅券 PASSPORT	(1) 番号 Number	AA12345	(2) 有効期限 Date of expiration	### 年 4 月 2 日 Year Month Day
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現住所(ローマ字) ※郵便コードも記入下さい Home address in alphabet	(ZIP code: _____)	Please write your address in alphabet.
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重要書類送付先住所(ローマ字) ※郵便コードも記入下さい Correspondence address in alphabet	(ZIP code: _____)	Please inform the address in which the documents should be sent (expected to be sent between July and August)
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過去の出入国歴 Past entry into / departure from Japan	<input checked="" type="radio"/> 有 / <input type="radio"/> 無 Yes / No	(『有』を選択した場合) (If "Yes", how many times?)	回数 1 回 time(s)
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直近の出入国歴 (The latest entry record)	2017 年 4 月 1 日 Year Month Day	から	2017 年 4 月 15 日 Year Month Day
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犯罪を理由とする処分を受けたことの有無 (日本国外におけるものを含む。) 有 (具体的内容 Yes (Details	Criminal record (in Japan / overseas)	<input type="radio"/> 有 / <input checked="" type="radio"/> 無) / No
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退去強制又は出国命令による出国の有無 Departure by deportation /departure order	<input type="radio"/> 有 / <input checked="" type="radio"/> 無 Yes / No
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(上記で『有』を選択した場合) (If "Yes," how many times?)	回数 _____ 回 time(s)	直近の送還歴 The latest departure by deportation	年 _____ 月 _____ 日 Year Month Day
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修学年数 (小学校～最終学歴) Total number of years of education (from elementary school to _____)	年 _____ Total Years	Please inform the city of the nearest Japanese embassy or consulate
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母国での査証取得予定地 Intended city to apply for visa (in your home country)	有 ・ 無	Marital Status
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在日親族(父・母・配偶者・子・兄弟姉妹など)及び同居者
Any family in Japan (Father, Mother, Spouse, Son, Daughter, Brother, Sister or others) or co-residents? Please list. (if more, list them in a separated page)

続柄 Relationship	氏名 Name	生年月日 Date of birth	国籍 Nationality	同居予定 Will you reside with him/her?	勤務先・通学先 Place of employment/school	外国人登録 証明書番号 Alien registration certificate number
	なし			はい・いいえ Yes / No		
				はい・いいえ Yes / No		

滞在費の支弁方法等 (1) 主な経費支弁者 ①氏名 ②住所 ③職業	Method of financial support to meet your expense About your main financial supporter	SOKA MANABU SYSTEM ENGINEER (ABC COMPANY)	Please write the Financial Supporter's address
Relationship with applicant	Relationship with applicant	FATHER	
電話番号	Telephone No.	+81-123-456-7890	
年収	Annual income	5,000,000 円 Yen	
(2) 支弁方法及び月平均支弁額	Method of support and an amount of support per month (average). Please check all that apply.		
<input type="checkbox"/> 本人負担 Self	_____ 円 Yen	<input type="checkbox"/> 外国からの送金 Remittance from abroad	_____ 円 Yen
<input type="checkbox"/> 外国からの携行 Cash from abroad	_____ 円 Yen	<input type="checkbox"/> 在日経費支弁者負担 Financial supporter in Japan	_____ 円 Yen
<input type="checkbox"/> 本学以外から受給する奨学金 Scholarship provided by another institution	_____ 円 Yen	奨学金支給機関 Scholarship provider	XYZ Institution

在留資格認定証明書が不交付になったことの有無 (日本国外におけるものを含む。) Have you ever had a visa application to Japan or other country denied?	<input type="radio"/> 有 (不交付になった年月: _____ 年 _____ 月 / 不交付理由: _____) / <input checked="" type="radio"/> 無 Yes (Year and month of rejection / Reason: _____) / No
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Procedures flow from COE application to arrival in Japan

①

Deadline: June 10 (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

Soka University

- 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!

③

【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"



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

