



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

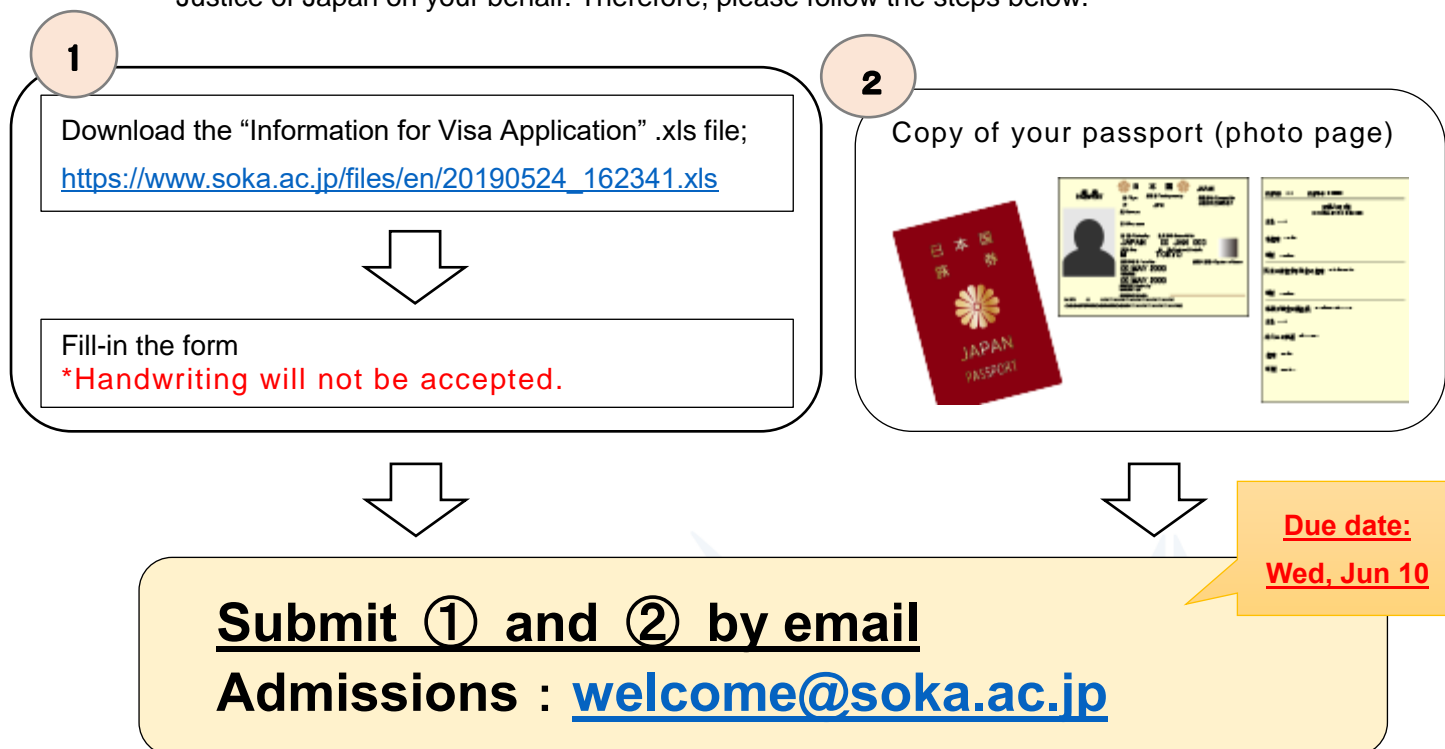
Submit Information for Visa Application!

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 (パスポート通り) SOKA JOHN Please write in alphabet, exactly as is on your passport.

出生地 STATE, CITY 生年月日 19XX年 1月 2日

旅券 (1) 番号 AA12345 (2) 有効期限 ###年 4月 2日

Home address in alphabet (ZIP code:) Please write your address in alphabet.

重要書類送付先住所 (ローマ字) 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)

過去の出入国歴 Past entry into / departure from Japan 有 Yes / No (有) 回数 1回

直近の出入国歴 (The latest entry record) 2017年 4月 1日 から 2017年 4月 15日

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。) Criminal record (in Japan / overseas) 有 (無)

退去強制又は出国命令による出国の有無 Departure by deportation / departure order 有 (無)

(上記で『有』を選択した場合) 回数 回 直近の送還歴 年 月 日 (If "Yes," how many times?) The latest departure by deportation Year Month Day

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

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

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)

Table with 7 columns: 続柄, 氏名, 生年月日, 国籍, 同居予定, 勤務先・通学先, 外国人登録証明書番号

滞在費の支弁方法等 Method of financial support to meet your expense (1) 主な経費支弁者 About your main financial supporter Please write the Financial Supporter's address

①氏名 SOKA MANABU Relationship with applicant FATHER ②住所 電話番号 +81-123-456-7890 ③職業 SYSTEM ENGINEER (ABC COMPANY) 年収 5,000,000 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. 本人負担 50,000 Yen 外国からの送金 50,000 Yen 外国からの携行 0 Yen 在日経費支弁者負担 0 Yen 本学以外から受給する奨学金 30,000 Yen 奨学金支給機関 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?

有 (不交付になった年月: 年 月 / 不交付理由:) (無) Yes (Year and month of rejection / Reason:) / No

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



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

