

Carefully read the following guideline first. Then, press the “Start applying” button at the end to start your application.

The information collected from your application will be used for the following purposes.

- SIT acceptance process
- Certificate of Eligibility (COE) issued by Japanese Immigration Bureau \*Only for students who will stay in Japan for more than 90 days.

**ALL INFORMATION IN THE APPLICATION FORM MUST BE COMPLETELY ACCURATE** otherwise, you may not be allowed to enter Japan or be accepted by SIT

別記第六号の四様式 (第六条の二関係)  
在留資格認定証明書  
CERTIFICATE OF ELIGIBILITY  
日本国政府法務省  
Ministry of Justice, Japanese Government  
番号 No. \_\_\_\_\_  
氏名 Name Family Name Given Name 性別 Sex 男 M 女 F 写真 photo  
国籍 Nationality 生年月日 Date of Birth 年 月 日  
日本での職業及び勤務(進学)先等  
Profession or Occupation/Organization to be employed or to study in Japan  
上記の者は、次の在留資格に關して出入国管理法第7条第1項第2号に掲げる上陸のための条件に適合することを証明します。  
Under the following status, it is hereby certified that the above-mentioned person meets requirement for the landing provided in Article 7, Paragraph 1, Item 2 of the Immigration Control and Refugee Recognition Act.  
在留資格 特定活動 (告示9号) (6 months)  
Date 2008 年 月 日  
東京入国管理局長  
Director General of Tokyo Regional Immigration Bureau  
(注) Notice  
1. 本証明書は、上陸の許可そのものではなく、本証明書を所持していても、在外公館において査証を取得していなければ上陸を許可されません。  
This certificate is not an entry permit. Even if you have this certificate, you are not admitted into Japan unless you get an entry visa at a Japanese Embassy or Consulate abroad.  
2. 本証明書は、上記の年月日から3月以内に査証と共に入国審査官に提出して上陸の申請を行わないときは、効力を失います。  
This certificate should be submitted to an Immigration Inspector with an entry visa for the landing permission at the port of entry, and shall cease to be valid if the application for landing permission is not filed within 3 months from the date of issue.  
3. 本証明書は、上陸の許可を決定するものではなく、他の上陸のための条件に適合しない場合又は事案の変更があった場合は上陸を許可されないことがあります。  
This certificate does not guarantee the entry of the person concerned. In case that an applicant does not fulfill other requirements for landing or the relevant circumstances are found to be changed, the landing permission would be denied.

Things to keep in mind while filling out the application form...

1. Use English characters **ONLY** to fill out the application  
**A-Z, a-z, 0-9, (-) (.) (,) (;) (')**

\*If your name, address, and/or home university name include **special characters**, please change them to the basic English alphabet. See the examples below.

Ex) François → FRANCOIS  
Ex) São Paulo → Sao Paulo

Nguyễn → NGUYEN  
Hồ Chí Minh → Ho Chi Minh

2. **YOU CAN NOT CHANGE** information after the submission
3. **Meet the application deadline**

# [Commonly made mistakes]

## ■ Incomplete Home Address

Complete home address needs to be filled in with the city, state/province/area, zip code, and room number (if any).

## ■ Shortage of Living Cost

For living cost in Japan, all students need to be able to cover/afford at least 130,000 JPY per month.

\*Please note only the total sum of your coverage, supporter's coverage and scholarship needs to be at least 130,000 JPY per month. There for the individual coverage amount can be less than 130,000 JPY if you are combining more than two coverage types.

## ■ Incorrect Exchange Rate and Date

Please write as **1 JPY=[number]XXX** (number and the three-letter currency code of your country) and the date you checked the exchange rate.

EX) 1 JPY=0.0062 USD

## ■ Inadequate Photograph

Please check the photograph requirements and follow them.

\*Please note submitting inadequate photo will result in the delay of our process and you may not be able to receive COE in time for your VISA application.

[Photograph requirements | Immigration Services Agency of Japan \(isa.go.jp\)](https://isa.go.jp/)

 **ATTENTION: For students with Chinese , Vietnamese  Hong Kong , Taiwanese  Nationality**

■ When you fill in your *first name*, please write in one phrase.

Good Ex) LI SHIBAURA or LI SHIBA-URA

Bad Ex) LI SHIBA URA

■ When you fill in your *home address* and *place of birth*, please write country, province, (district), and city name. We must have the province (district) information.

# [How to send a nomination request]

When you fill in the application, you will be asked to send a nomination request to your nominator. Please click on “**Send Request**” to send out a nomination request.

**\*The required number of recommenders (i.e., nominator) is ONE.** The maximum number of recommenders is written as 2 but please ignore this part.

## Nomination

✉ Send Request

### Requirements

|                                 |                                                                                                                                                                 |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position of Recommenders        | Nominator from applicant's home university (International office) / Nominator from applicant's home university (Other section besides the international office) |
| Required Number of Recommenders | 1                                                                                                                                                               |
| Maximum Number of Recommenders  | 2                                                                                                                                                               |

Instructions for the nominator can be found in the link below:

[For university coordinator/nominator for outbound program \(shibaura-it.ac.jp\)](#)

# [The Admissions Office (TAO) user guide]

Please have this step-by-step user guide in hand while you fill in your application.

[Application Guideline \(shibaura-it.ac.jp\)](#)

Next step is to start your application!

**Start applying**

