

Procedures for Obtaining a CoE (Certificate of Eligibility) for HUSA

Submission Deadline : 31th May, 2019

1. Perform the Online Application

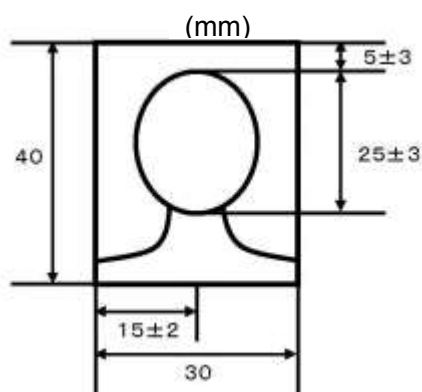
1. The online application for a CoE requires the following documents:
 - Online application for a CoE Information Sheet **Form2**
 - Passport
2. Access the CoE Online Application System and select your status at Hiroshima University (HU).
URL : <https://nhusa.office.hiroshima-u.ac.jp>
3. Please enter the necessary information refer to **Form2** and click the **Confirm** button.
4. If an error-message appears, please check the contents and correct them.
5. If there are no error-messages the completed contents will be displayed. Please check them again before clicking the **Submit** button.
6. The message "Completed" will pop up on the screen and you will automatically receive an e-mail as confirmation of your application acceptance.
If there is no confirmation e-mail, please contact the International Exchange Group, HU (huvisa@hiroshima-u.ac.jp) to confirm whether or not your application was accepted.
7. If you need to make corrections to the form after your application has been accepted, you may send an e-mail to the International Exchange Group, HU (huvisa@hiroshima-u.ac.jp).

2. Prepare the Required Documents

The required documents for application are as follows.

- ① **1 photo (40 mm x 30 mm) or (1.6 inch x 1.2 inch) (in JPG, more than 640 x 480 pixels)**

Note: A photograph submitted must be as follows:



1. A photo must be taken within the past 3 months.
Do not retouch the photo.
 2. A photo of only the applicant. (Use a clear image.)
 3. Subject is facing forward and not wearing a hat.
 4. Nothing in the background (including shadows).
 5. Fits the size shown in the illustration to the left.
- ※Use a high quality image.

This photo may be also used for your residence card which will be issued at the airport.

- ② **Passport copy (in PDF or JPG)**

(ID page - the page with your name, portrait, passport number, and expiration date)
(Students who are in the process of passport application need to submit an official certification copy that shows your name, date of birth etc.)

Please note that HUSA students are required to upload

- ① Photo data (in JPG format)
- ② Color copy of your passport (in pdf or JPG)

It is NOT necessary to upload the rest of the data files such as a copy of "Certificate of Admission" and financial proof as you have already submitted.

3. Upload the Required Documents

Please access to the URL which is shown on the confirmation e-mail when you completed the online application. Then you can upload the documents data, ①~② on the system.

After you attach the documents data, you will be informed "Required Documents has been uploaded" by e-mail. You cannot change the documents once you uploaded. When you need to change the documents, please send the data to the International Exchange Group, HU (huvisa@hiroshima-u.ac.jp) by e-mail.

In case of a failed upload, please send your data directly by e-mail (huvisa@hiroshima-u.ac.jp) or send the documents to the International Exchange Group by registered airmail (EMS, DHL etc.).

【Postal Address】 Visa Support, International Exchange Group, HIROSHIMA UNIVERSITY
Student Plaza, 1-7-1, Kagamiyama, Higashi-Hiroshima, Japan 739-8514
TEL : +81-82-424-7129

- Additional documents may be required from the Immigration Bureau if necessary.
- **Please notify that the documents will not be returned.**
- **Fake documents and untrue statements will result in cancellation of CoE procedure.**

[The International Exchange Group will submit your documents to the Immigration Bureau after we have confirmed your online application and the required documents.]

4. Receive the Certificate of Eligibility(CoE) (approx. 1-2 months later)

When the CoE is issued by the Immigration Bureau, it will be sent via EMS or DHL to the address you entered into the system. We will let you know by e-mail after having sent the CoE.

5. Apply for VISA

After receiving your CoE, please apply for your visa to the nearest Japanese embassy or consulate.

Inquiry: If you have any questions, please feel free to email to huvisa@hiroshima-u.ac.jp .

Please include your "name", "receipt number", and "School/Graduate school in HU".

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