

# Information Sheet for the Certificate of Eligibility Online Application System

For International Students (visa status: "Student")

Please have the following documents on hand to complete the Certificate of Eligibility Online Application.

- Information sheet for the CoE Online Application System (Form 2)
- Passport
- **A photo copy of Statement of Financial Support and Certificate of Bank Account and Certificate of Scholarship(Form8 and Form9 of the HUSA application documents)**

You need the following information when you complete the Certificate of Eligibility Online Application, or it may not be accepted.

Please input information either in English or Japanese.

No.	Input Items	Input Contents
Entrance Page	Status at Hiroshima University	Select ' <b>Special Auditing Student / 特別聴講学生</b> '
1	Name (氏名)	Enter your name in the same alphabetic characters as shown on your passport.
2	Name in Chinese characters (if applicable) (氏名の漢字表記)	Enter your name in Chinese characters as shown on your passport (if applicable).
3	Sex (性別)	Select one item.
4	Date of birth (生年月日)	Select 'Year-Month-Day'.
5	Nationality (国籍)	Please refer to your passport.
6	Your contact e-mail address (連絡先Eメールアドレス)	Enter your email address which you can be reached. (twice)
7-(1)	School or Graduate School at Hiroshima University (広島大学での所属)	Select ' <b>HiroshimaUniversityStudyAbroadProgram(HUSA) / (広島大学短期交換留学プログラム)</b> '
7-(2)	Contact phone number at Hiroshima University (広島大学の連絡先電話番号)	Enter ' <b>082-424-5838</b> '
7-(3)	Supervisor's name at Hiroshima University (指導教員の氏名)	Enter ' <b>Dr. Naomi TSUNEMATSU</b> '
	Supervisor's e-mail address at Hiroshima University (指導教員のメールアドレス)	Enter ' <b>ntsunema@hiroshima-u.ac.jp</b> '
8	Period for which you have been accepted to Hiroshima University (From "Year-Month-Day" to "Year-Month-Day") (広島大学での在籍期間/受入期間)	<b>For those who are staying for a semester:</b> Enter [ from '2018-09-01' to '2019-03-31']  <b>For those who are staying for a year:</b> Enter [ from '2018-09-01' to '2019-08-31']
9	Place of birth (出生地)	Please refer to your passport.
10	Marital status (配偶者の有無)	Select one item.
11	Occupation (職業)	Enter 'Student' or your current occupation.
12	Home town / city (本国における居住地)	Enter your current address.

13	Passport number and date of expiration (パスポート番号と有効期限)	Please refer to your passport.
14	Expected date of your entry into Japan (入国予定年月日)	Select 'Year-Month-Day'. <b>*Recommended Arrival Date: "2018-09-25"</b>
15	Port of entry (上陸予定港)	Enter information. (Place of Entry into Japan.)
16	Accompanying family members, if any (同伴者の有無)	Select one item. Not include temporary visit.
17	Place to apply for visa (査証申請予定地)	Enter the city name in your country.
18	Past entry into / stay in Japan (日本への過去の出入国歴)	Select and/or enter information.
19	Criminal record (in Japan or overseas) (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))	Select and/or enter information.
20	Departure by deportation / departure order or not (退去強制又は出国命令による出国の有無)	Select and/or enter information.
21	Family in Japan or co-residents (既に日本に滞在する家族及び同居者の有無)	Select and/or enter information.
22	Class/Research hours per week at Hiroshima University (広島大学での週間の授業 (研究) 時間)	<b>Please enter the number of hours intended. It has to be more than 10 hours per week. (Self-study hours are not included.)</b>
23	Status at Hiroshima University (広島大学での身分)	<b>Select 'Special Auditing Student / 特別聴講学生'.</b>
24	Major field of study (専攻・専門分野)	Select and/or enter information.
25	Total period of education prior to entering Hiroshima University (from elementary school to the last institution of education) (広島大学に入る前までの修学年数 (小学校~最終学歴))	Select one item.
26	Education (last school or institution) or present school (最終学歴又は在学中の学校)	Select and/or enter information.
27	Method of support to pay for expenses while studying at Hiroshima University* (広島大学在学中の経費支弁方法)  <b>*The amount of 80000 yen/ month or above is required.</b>	<p>For those who are <b>nominated for the JASSO scholarship</b>: ①Select 'Scholarship'. ②Enter '80,000' yen.</p> <p>For those who are <b>nominated for Sato Yo Foundation scholarship</b>: ①Select 'Scholarship'. ②Enter '100,000' yen.</p> <p>For those who are <b>selected as a scholarship</b> (except for JASSO and Sato Yo) <b>recipient</b> <b>*Only if you have submitted the "Certificate of Scholarship" as part of the HUSA application documents (Form 8)</b> ①Select 'Scholarship'. ②Enter the amount (yen/per month). <b>*The monthly amount of scholarship needs to be consistent and identical with the amount stated in your "Certificate of Scholarship".</b></p> <p>For those who are <b>NOT</b> nominated for any scholarships above:  ①-1. If you are the account holder of the 'Certificate of Bank Account' which you have submitted as part of the HUSA application documents (Form 8), fill out 'Self' section.  ①-2. If you are NOT the account holder of the 'Certificate of Bank Account' which you have submitted as part of the HUSA application documents (Form 8), fill out either 'Remittance from outside Japan' section or 'Carrying from abroad' section.  ②Enter amount based on the 'Certificate of Bank Account' which you have submitted as part of the HUSA application documents (Form 8). <b>*The monthly amount of scholarship needs to be consistent and identical with the amount stated in the HUSA application documents (Form 8: Certificate of Bank Account).</b></p>

28	Supporter (経費支弁者)	<p>*This needs to be filled out by only those who chose ①-2. of question No.27, 'Remittance from outside Japan' or 'Carrying from abroad'.</p> <p>Enter information on the 'Statement of Financial Support' which you have submitted as part of the HUSA application documents (Form 9).</p> <p><b>*The name of financial supporter needs to be consistent and identical with the person stated in your application document: "Form9: Statement of Financial Support".</b></p>
29	Organization which provide scholarship (奨学金支給機関)	<p>For those who are <b>nominated for the JASSO scholarship</b>: ①Select 'Yes' to 'Public Service Cooperation'. ②Enter 'JASSO'.</p> <p>For those who are <b>nominated for Sato Yo Foundation scholarship</b>: ①Select 'Yes' to 'Public Service Cooperation'. ②Enter the name of the organization which provides the scholarship.</p> <p>For those who are <b>selected as a scholarship</b> (except for JASSO and Sato Yo) <b>recipient</b>: <b>*Only if you have submitted the "Certificate of Scholarship" as part of the HUSA application documents (Form 8)</b></p> <p>①Select 'Yes'. ②Enter the name of the organization which provides the scholarship</p> <p>For those who are <b>NOT</b> nominated/selected for any scholarship above: Select 'No' to all the items.</p>
30	Plans after graduation / completion of study (卒業/修了後の予定)	<b>Select 'Return to home country'.</b>
31	Your postal mailing address for the CoE (CoEの送付先住所)	<u>Please enter a mailing address where you are sure to be able to receive your CoE in your country.</u> It will be sent to you 1-2 month later by EMS or DHL.

## Notes

## 在留資格認定証明書(CoE) オンライン申請のための インフォメーションシート

### ◎ 外国人留学生用 (在留資格「留学」)

在留資格認定証明書 (CoE) オンライン申請時には以下の書類を準備して入力してください。

- ・ 在留資格認定証明書 (CoE) オンライン申請のためのインフォメーションシート (Form 2)
- ・ パスポート
- ・ (HUSA申請時のForm8とForm9) , または「**奨学金受給証明書**」

在留資格認定証明書 (CoE) オンライン申請の入力をする際には以下の情報が必要です。

間違った情報を入力すると、申請が受け付けられない場合がありますのでご注意ください。

日本語または英語で入力してください。

No.	入力項目	入力内容
画面入 □	Status at Hiroshima University (広島大学での身分)	「 <b>Special Auditing Student / 特別聴講学生</b> 」を選択

1	Name (氏名)	パスポートに記載のとおり英字を入力
2	Name in Chinese characters (if applicable) (氏名の漢字表記)	パスポートに記載のとおり漢字を入力 (該当者のみ)
3	Sex (性別)	どちらかを選択
4	Date of birth (生年月日)	Year-Month-Dayを選択 (年/月/日) ※推奨到着日: "2018-09-25"
5	Nationality (国籍)	パスポートを参照して入力
6	Your contact e-mail address (連絡先Eメールアドレス)	連絡の取れるEメールアドレスを入力 × 2回
7-(1)	School or Graduate School at Hiroshima University (広島大学での所属)	<b>HiroshimaUniversityStudyAbroadProgram(HUSA) / (広島大学短期交換留学プログラム)</b>
7-(2)	Contact phone number at Hiroshima University (広島大学の連絡先電話番号)	<b>082-424-5838</b>
7-(3)	Supervisor's name at Hiroshima University (指導教員の氏名)	<b>恒松 直美 (つねまつ なおみ)</b>
	Supervisor's e-mail address at Hiroshima University (指導教員のメールアドレス)	<b>ntsunema@hiroshima-u.ac.jp</b>
8	Period for which you have been accepted to Hiroshima University (From "Year-Month-Day" to "Year-Month-Day") (広島大学での在籍期間/受入期間)	<b>1学期間滞在する方: From 2018-09-01 to 2019-03-31</b>  <b>1年間滞在する方: From 2018-09-01 to 2019-08-31</b>
9	Place of birth (出生地)	パスポートを参照して入力
10	Marital status (配偶者の有無)	どちらかを選択
11	Occupation (職業)	「学生」と入力
12	Home town / city (本国における居住地)	現在の住所を入力

13	Passport number and date of expiration (パスポート番号と有効期限)	パスポートを参照して入力
14	Expected date of your entry into Japan (入国予定年月日)	Year-Month-Day を選択 (年/月/日) ※推奨到着日: "2018-09-25"
15	Port of entry (上陸予定港)	入力してください
16	Accompanying family members, if any (同伴者の有無)	どちらかを選択。短期間の滞在は含みません。
17	Place to apply for visa (査証申請予定地)	都市名を入力してください
18	Past entry into / stay in Japan (日本への過去の出入国歴)	選択または入力してください
19	Criminal record (in Japan or overseas) (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))	選択または入力してください
20	Departure by deportation / departure order or not (退去強制又は出国命令による出国の有無)	選択または入力してください
21	Family in Japan or co-residents (既に日本に滞在する家族及び同居者の有無)	選択または入力してください
22	Class/Research hours per week at Hiroshima University (広島大学での週間の授業 (研究) 時間)	「10」時間以上の自分が予定している時間数を入力してください。(自習時間は含みません。)
23	Status at Hiroshima University (広島大学での身分)	「Special Auditing Student / 特別聴講学生」を選択
24	Major field of study (専攻・専門分野)	選択または入力してください
25	Total period of education prior to entering Hiroshima University (from elementary school to the last institution of education) (広島大学に入る前までの修学年数 (小学校～最終学歴))	選択してください
26	Education (last school or institution) or present school (最終学歴又は在学中の学校)	選択または入力してください
27	Method of support to pay for expenses while studying at Hiroshima University (広島大学在学中の経費支弁方法)  ※月額80,000円以上必要です。	<p><b>JASSO奨学金受給予定者:</b> ①「Scholarship/奨学金」を選択 ②「80,000」円と入力</p> <p><b>佐藤陽財団奨学金受給予定者:</b> ①「Scholarship/奨学金」を選択 ②「100,000」円と入力</p> <p>(JASSOまたは佐藤陽奨学金以外の奨学金受給予定者: ※HUSA申請時に「奨学金受給証明書」を提出した場合のみ 入力 ①「Scholarship/奨学金」を選択 ②奨学金の月額を入力</p> <p>※申請時提出した「奨学金受給証明書」の金額と一致するように入力してください。</p> <p>上記に該当する奨学金を受給しない方: ①-1. HUSA申請時に提出した預金残高証明書 (Form8) の口座が本人のものである場合 ⇒ 「Self/自己負担」に記入 ①-2. HUSA申請時に提出した預金残高証明書 (Form8) の口座が本人以外のものである場合 ⇒ 「Remittance from outside Japan/外国からの送金」または「Carrying from abroad/外国からの携行」に記入 ②HUSA申請時に提出した預金残高証明書 (Form8) の情報をもとに、金額を入力</p> <p>※申請時提出した「Form8: CERTIFICATE OF BANK ACCOUNT」または「預金残高証明書」の金額と一致するように入力してください。</p>

28	Supporter (経費支弁者)	<p>※上記27番で①-2. 「Remittance from outside Japan / 外国からの送金」または「Carrying from abroad / 外国からの携行」を選択して記入した方のみ入力</p> <p>HUSA申請時に提出した経費支弁書 (Form9) の情報を入力</p> <p>※申請時提出した「Form9: STATEMENT OF FINANCIAL SUPPORT」の情報と一致するように入力してください。</p>
29	Organization which provide scholarship (奨学金支給機関)	<p><b>JASSO奨学金受給予定者:</b> ①「Public Service Corporation/公益法人」の「Yes/有」を選択 ②「JASSO」と入力</p> <p><b>佐藤陽財団奨学金受給予定者:</b> ①「Public Service Corporation/公益法人」の「Yes/有」を選択 ②奨学金支給機関を入力</p> <p>上記に該当する奨学金を受給しない方: ※HUSA申請時に「奨学金受給証明書」を提出した場合のみ 入力①「Yes/有」を選択 ②奨学金支給機関を入力</p> <p>上記に該当する奨学金を受給しない方: すべて「No/無」を選択</p>
30	Plans after graduation / completion of study (卒業/修了後の予定)	<p><b>「帰国」を選択</b></p>
31	Your postal mailing address for the CoE (CoEの送付先住所)	<p>CoEは1~2か月後にEMSまたはDHLで送付されます。確実に受け取ることができる住所を入力してください。住所はできるだけ英字で入力してください。</p>

備考