

## Certificate of Eligibility (COE)

1. Those who wish to enter Japan for a long-term stay (e.g. work, study, as a dependent etc.) must first obtain a Certificate of Eligibility (COE) from the Immigration Services Agency in Japan.
2. A Certificate of Eligibility (COE) is an official document that verifies the activity in which a foreigner wishes to engage while in Japan which includes dependent, long term resident, cultural activities, student, trainee, work (entertainer, artist, professor, researcher, instructor, journalist, business manager, intra-company transferee, engineer/specialist in humanities or international services, skilled labor), etc.
3. The application for a COE must be filed by a sponsor in Japan (e.g., your employer, university, or spouse) at the Regional Immigration Services Agency nearest to their place of residence or business.
4. Once you receive the approved COE (either as an original paper document, a copy, or a copy of printed email notification), you must apply for a visa at the Japanese Embassy or Consulate in your home country or country of residence.

For further information about COE, please see: [Application for Issuance of a Certificate of Eligibility](#)

5. You **MUST** enter Japan within 3 months of the designated day on your Certificate of Eligibility, regardless of any time limits noted on the actual visa you receive.

### Required Visa Application Documents (after receiving the COE)

#### Important Notes:

- Arrange your documents in order according to the checklist
- All printed or photocopied documents should be on A4-sized paper
- Separate all the application documents into individual sets with each applicant's passport
- DO NOT USE staples/pins/paper clips
- All submitted documents will not be returned

#### <CHECK LIST>

<input type="checkbox"/>	① Original Valid Passport (will be kept throughout the processing period)
<input type="checkbox"/>	② Copy of Valid Malaysia Long Term Pass / Copy of MyPR Card (front and back)
<input type="checkbox"/>	③ Original Visa Application Form (handwritten/typed: <b><u>BLACK INK ONLY</u></b> )  2 sets required for Russian and CIS Nationals

Visa Application Form:

<https://www.mofa.go.jp/mofaj/files/000124525.pdf>

Visa Application Form Sample:

<https://www.my.emb-japan.go.jp/files/100532736.pdf>

- The form must be completed, dated and signed by the applicant (or parents for minors)
- Signature same as passport



Complete the guarantor/inviter columns with name with address of employer/university in Japan



Digital Signature



Do not Use erasable ink



Change the format of visa form



Cut off at the bottom



House address in Malaysia does not include unit no, apartment name, street name, postcode and states name



④ One 3.5 x 4.5 cm Colour Photograph (white background)

2 photos for Russian and CIS Nationals

- Taken within 6 months
- Glued to the application form
- Full-faced, front facing with head straight, without glasses, mouth closed (no shadow/object in background)



Unedited photos only



Dark-colored tops/hijab only



No digital enhancements/photoshop



No blue backgrounds

⑤ Original Certificate of Eligibility (COE) & Copy of Original Certificate of Eligibility (COE)

OR

Printed Copy of Digital Certificate of Eligibility (COE)