



Step-By-Step Visa Application Japan

The below information is correct as of April 2026. For the most up-to-date information, please visit: [Ministry of Foreign Affairs Japan](#)

1. Receive a Certificate of Admission

Once you have been accepted to study at your Host University, you will receive a 'Certificate of Admission'. This document is important and required for your visa application. You may receive this via the host university's online account, so it's important to check this regularly and download it once it is available.

2. Receive a Certificate of Eligibility from your Host University (COE)

Your host university will then apply for a Certificate of Eligibility on your behalf from the Regional Immigration Services Bureau. The Certificate of Eligibility will be issued to your e-mail address.

Evidence Showing the Applicant's Ability to Pay All Expenses During Their Stay in Japan When applying for a COE or visa, you may be asked for proof that you are able to cover your expenses while studying in Japan.

Required documents for Financial Proof:

- Savings balance certificate
- Bank Income certificate covering the past several years
- Taxation certificate (or guarantor taxation certificate)

3. Apply for your Student Visa

Once the COE is issued, the visa application form can be submitted to the nearest Japanese embassy or consulate in your home country.



For applicants in Ireland, students will need to book an appointment at the Embassy of Japan in Dublin. To book an appointment, please consult the booking process on the [Embassy of Japan's website](#) .

You will need to bring the following documents with you to your appointment:

- Valid passport
- One visa application form, completed and signed
 - the visa application form can be downloaded from the [The Embassy of Japan's website](#)
- One standard passport size photograph, no more than six months old
- Original Certificate of Eligibility

The Embassy of Japan is located on Nutley Lane in Dublin. Map and travel information: https://www.ie.emb-japan.go.jp/itpr_en/about.html

Other useful information

Entering Japan

Required documents when entering Japan:

- Passport
- Visa from Japanese embassy or consulate in your home country
- Certificate of Eligibility (COE)
- Certificate of Admission Residence Card A residence card (zairyu card) will be issued for a foreign national residing in Japan for more than three months. It is important that this residence card is carried at all times.



Residence Card



When entering Japan via New Chitose, Narita, Haneda, Chubu Centrair, Kansai, Hiroshima or Fukuoka Airport:

During the immigration process, a Landing Permission stamp will be affixed in your passport, and a residence card will be issued. After you determine where you will live in Japan, please bring your residence card to the municipal office administering your address within 14 days to register as a resident.

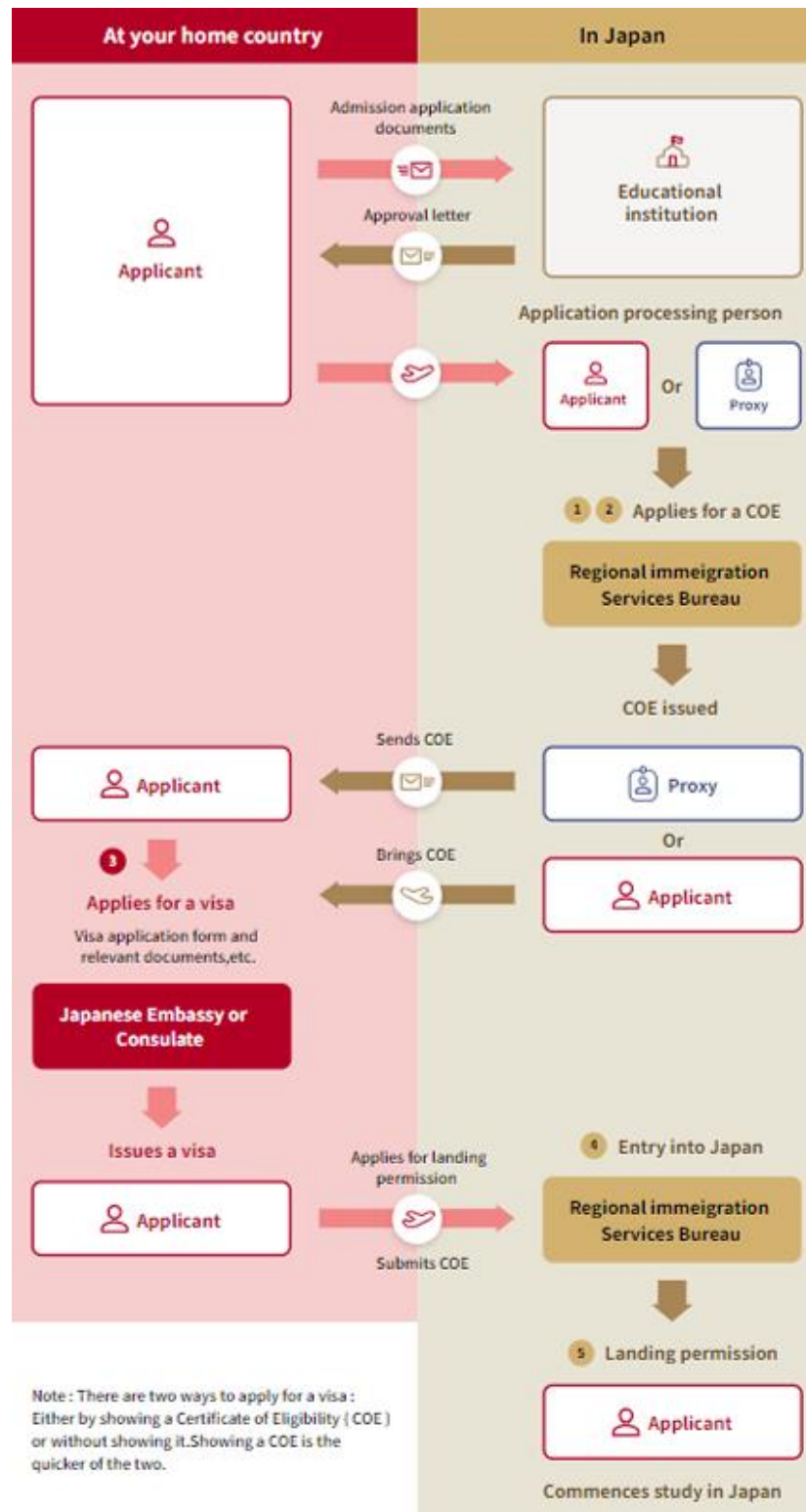
When entering Japan via airports other than those mentioned above:

During the immigration process, a Landing Permission stamp will be affixed in your passport, with a seal indicating the later issuance of a residence card. After you determine where you will live in Japan, please go to the municipal office administering your address within 14 days to register as a resident. Be sure to bring your passport bearing the seal mentioned above. Your residence card will be mailed to your registered address at a later date.

Social Security and Tax Number ("My Number")

In Japan, an individual 12-digit social security and tax number (also called "My Number" or "individual number") is given to all residents. This number is different from the 12-digit number on your residence card.

Sometime after completion of resident registration at the municipal office of your address, you will be sent a card notifying you of your individual number. Please keep this notification card or individual number card (issued upon application) in a safe place, as your individual number is required in some situations, such as when completing important procedures at the municipal office.





Visa Application Checklist

Obtain admission from a Japanese educational institution

Gather documents for the Certificate of Eligibility (COE):

- o Proof of financial capability

Apply for the COE through your university or a proxy

Once COE is issued, prepare visa application documents:

- o Passport

- o Visa application form

- o Recent passport-sized photographs

- o Certificate of Eligibility (COE)

Submit the visa application to the Japanese embassy or consulate

Prepare required documents for entry into Japan:

- o Passport

- o Visa

- o Certificate of Eligibility (COE)

Upon arrival, ensure you follow the procedures for receiving your residence card

Register at the municipal office within 14 days of finding accommodation

Obtain your My Number card after registering as a resident



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

If you have questions, please contact lisa.folan@universityofgalway.ie