

# Information for exchange students

|   |   |
|---|---|
| Certificate of Eligibility (CoE) .....  | 1 |
| ➤ How do I receive my Certificate of Eligibility?.....  | 1 |
| ➤ I have questions about the CoE application.....   | 1 |
| ➤ When do I receive my CoE?.....  | 1 |
| ➤ I will receive my CoE very late. What can I do? .....   | 1 |
| ➤ I have only received a scan (or e-mail) of the CoE. Is that okay?.....                                  | 2 |
| <b>Visa application</b> .....   | 2 |
| ➤ What do I need for the visa application? .....  | 2 |
| ➤ How long does it take to issue the visa? .....  | 3 |
| ➤ How can I apply for the visa? .....   | 3 |
| ➤ I have questions about the visa application form.....   | 3 |
| ➤ Can I apply for the visa somewhere else? .....  | 3 |
| <b>Scheduling an appointment</b> .....  | 4 |
| ➤ How can I book an appoint?.....   | 4 |
| ➤ I cannot find a free slot. ....   | 4 |
| ➤ Can I block one or more appointments if I do not know when I can receive my CoE, just to be safe? ..... | 4 |
| ➤ <b>Urgent request: group appointments</b> .....   | 5 |
| <b>Arrival and departure / stay in Japan</b> .....  | 5 |
| ➤ I would like to enter Japan earlier / travel to another country before starting my studies. ....        | 5 |
| ➤ I want to stay in Japan longer. ....  | 6 |
| ➤ Can I leave and re-enter during my stay? .....  | 6 |
| ➤ Where can I apply for a permission to work? .....   | 6 |

Caution: The answers concerning the visa application are only valid for the Japanese Consulate-General in Munich! Other diplomatic representations might have different rules and are not obliged in any way to adapt their requirements.

You could not find an answer to your question?

Do not hesitate to contact us at [konsular@mu.mofa.go.jp](mailto:konsular@mu.mofa.go.jp) or via phone at 089-417 604 0!

## Certificate of Eligibility (CoE)

### ➤ How do I receive my Certificate of Eligibility?

As your guarantor, your Japanese university will apply for the Certificate of Eligibility (CoE) directly at the Japanese Immigration Bureau. As soon as the university receives the issued CoE, it will be forwarded to you so that you can apply for your visa with us.

### ➤ I have questions about the CoE application.

Unfortunately, we cannot provide any information on CoE applications, as the applications are accepted and reviewed by the Immigration Bureau. We do not have any information on the necessary documents or how the forms should be completed. Please ask your contact person at the Japanese university.

### ➤ When do I receive my CoE?

Unfortunately, processing times for CoE applications vary greatly and are difficult to estimate. Furthermore, the Consulate has no means to check the processing status of CoE applications. As far as we know, even the Immigration Bureau does not provide any information on the specific processing status. You can ask your contact person in Japan when the CoE is likely to be ready based on experience – but please keep in mind that even these estimates might be subject to delays.

### ➤ I will receive my CoE very late. What can I do?

Unfortunately, the visa application is only possible once the issued CoE is available. You can, of course, prepare the remaining documents (see next page). The CoE number on the application form can also be added later by hand.

In general, it is not possible to speed up the CoE application, but you could try to ask your contact person in Japan.

If there are less than two weeks left between the issuance of your CoE and your planned departure, please contact us by phone (089-417 604 0) to discuss the visa application. Advice on making an appointment can also be found in the relevant section below.

➤ I have only received a scan (or e-mail) of the CoE. Is that okay?

Yes, a copy of the CoE is sufficient for both the visa application and entry into Japan. In most cases, CoEs are issued in digital form as an e-mail ([example](#)) – if you receive a digital CoE, please submit a printout of it for your visa application. The Japanese part of the e-mail is sufficient for us. You do not need to click on the link in the e-mail.

If you do receive an original by post, you must take it with you when entering Japan. For the visa application, please submit a clear copy. Please take special care that the CoE number in the top right-hand corner above your photo is not covered.

## Visa application

➤ What do I need for the visa application?

The necessary documents for the visa application are:

- [application form](#) \*<sup>1</sup>
- passport photo \*<sup>1</sup> (not older than 6 months) – glued onto the application form
- passport (original + copy) – for applications by post: copy only, instructions [here](#)
- Certificate of Eligibility (copy or printout)
- for non-EU citizens: copy of German Residence Permit \*<sup>2</sup>

\*<sup>1</sup> Caution: Citizens of former Soviet U(n)ion countries (CIS states, plus Georgia and Ukraine; list [here](#)) must hand in 2 application forms and 2 photos.

\*<sup>2</sup> The German Residence Permit (or “Fiktionsbescheinigung”) should be valid until the departure from Germany.

The confirmation that you have been accepted by the Japanese university (Letter of Acceptance, Certificate of Admission, etc.) is not required.

Any other documents such as a letter of invitation, proof of financial means or a schedule of your stay are also not needed.

➤ How long does it take to issue the visa?

Once all documents are handed in completely, the visa process takes 5 to 9 working days. The processing time depends primarily on the applicant's citizenship and the amount of applications. For German and EU citizens, for example, the visa can be issued in 5 working days if it is urgently needed.

➤ How can I apply for the visa?

If you live in Munich or the surrounding area or would like to apply in person at the consulate, you must make an appointment. Appointments can be booked online: <https://muenchen-emb.rsvsys.jp/>. Further information on making an appointment can be found in the next section.

Only if you live further away from Munich and there are more than three weeks until your planned departure date, you can also submit your application by post. In that case, you only need to come to Munich once with your original passport to collect your finished visa. Before sending your application, please read the [instructions for postal applications](#) and make sure to contact us yourself once we have received your application.

➤ I have questions about the visa application form.

Advice and hints for filling out the visa application form can be found in our regular [FAQ](#).

➤ Can I apply for the visa somewhere else?

The Consulate General in Munich is generally responsible for persons residing in Baden-Württemberg or Bavaria. The Honorary Consulate in Stuttgart cannot process visa applications.

If you are not in our area of jurisdiction at the time of your planned application, you can ask the Japanese diplomatic mission responsible for the area you are staying in whether you can submit your application there as an exception. The final decision rests with the respective diplomatic mission.

The application and collection must always take place at the same diplomatic mission.

## Scheduling an appointment

### ➤ How can I book an appoint?

Application: Appointments to apply for a visa should in general be booked online: <https://muenchen-emb.rsvsys.jp/>.

There should be at least 7 working days between the application date and your planned departure.

Collection: If you have applied by post, you must contact us by phone or e-mail to arrange an appointment for the visa collection. Due to the high number of applications, we cannot notify applicants ourselves. Collection appointments cannot be booked via our online system!

### ➤ I cannot find a free slot.

If you cannot find a suitable appointment online, please call us at 089-417 604 0. In urgent cases, please do not rely on e-mails, but try calling several times!

If you have fellow students who also need a visa, please try to organize appointments together as described below.

### ➤ Can I block one or more appointments if I do not know when I can receive my CoE, just to be safe?

Please not! Appointments should only be booked if you are certain that you will be able to attend, as we are always extremely busy in the period before the semester starts and urgently need every available appointment.

We will always find a spot for emergencies! Emergency appointments can be arranged exclusively by phone at 089-417 604 0.

If you are unable to attend an appointment, it should be cancelled or rescheduled online via <https://muenchen-emb.rsvsys.jp/guest/login> at least 24 hours in advance, so that other people have a chance to use the appointment. Same-day cancellations should be avoided and, if unavoidable, must be notified to us by phone as early as possible.

➤ Urgent request: group appointments

Many students need a visa before the start of the semester. Unfortunately, the Consulate barely has sufficient capacities to offer individual appointments to every applicant during this time. Of course, the visa application shall not fail because of a lack of appointments, but we kindly ask you to help us save as many appointments as possible to make them available to others. Therefore, we have the following request:

If you have fellow students who also need a visa, we would ask you to organize yourselves into groups wherever possible. Both the application and collection can be handled as a group appointment. Both can also be done on behalf of others, so that not every applicant has to be present at the appointment. Only for the collection, a written letter of authorization is required and, if it has not already been submitted to us, the applicant's original passport.

If additional persons wish to join after the application appointment has been booked, this is not a problem – only if you wish to come with a group of more than 5 persons, please call us at 089-417 604 0.

To keep everything well-organized, please gather your group together before coming into the Consulate for your group appointment.

We are grateful for every combined appointment!

## Arrival and departure / stay in Japan

➤ I would like to enter Japan earlier / travel to another country before starting my studies.

We must strongly advise against planning your departure too early before the start of the semester. The visa and the CoE itself are not issued for a fixed date of entry, but for a flexible entry period of three months.

However, most universities specify fixed dates for both the earliest entry and the latest departure. You should keep to these dates. Therefore, please be sure to check with your contact person in Japan.

Furthermore, the CoEs are usually issued rather late, so it is very risky to plan your departure from Germany too early, even if you only want to travel to another country. In the worst case, you will have to try to obtain your visa for Japan at a Japanese diplomatic mission abroad.

It is in general also not possible to obtain a student visa directly in Japan after entering the country as a tourist.

➤ I want to stay in Japan longer.

The length of stay stated on the CoE and visa starts on the day of entry to Japan and often includes a generous buffer. Most universities nevertheless require their students to leave shortly after the end of the semester, as the residence status and the actual activities should not differ.

If you wish to stay longer, you have to contact the local Immigration Bureau. Only they can extend or change your status, e.g. to the “Temporary Visitor” status for tourists or to another long-term status (except Working Holiday).

➤ Can I leave and re-enter during my stay?

Yes, you will receive a so-called Residence Card in Japan, usually upon your first entry at the airport. The card includes a re-entry permit.

➤ Where can I apply for a permission to work?

With a student visa, you can work up to 28 hours per week. However, you must first apply for an additional work permit (“Permission to engage in activities other than that permitted under the status of residence previously granted”) at your local Immigration Bureau. You can find more information about the work permit on the following website: <https://www.moj.go.jp/isa/applications/procedures/16-8.html?hl=en>.

Newly arriving students can also hand in the application for the work permit directly at the airport when entering Japan. The application form can be found [here](#).