



(Form B★) For students living outside Japan

Proxy Request and Authorization Form for Certificate of Eligibility (Student visa only)

I request Tokyo Medical and Dental University (TMDU) to act as proxy for my “Certificate of Eligibility (COE)” at the Japanese Immigration Bureau.

Applicant Information

Name in English (as it appears on your passport)	Surname	Given name/ Middle name
Nationality		
Postal Address (for the delivery of COE)	- Postal Code:	
Email address		
Phone number		

◆ Please send the following documents to the Foreign Student Support Unit via email.

1. Proxy Request and Authorization Form for Certificate of Eligibility (this form)
2. Certificate of Eligibility (COE) Application [for Students, Part 1-3]
*Please download the Excel file (Purpose of entry: Student) from the following website:
http://www.tmd.ac.jp/english/international/prospective/visa_5e706b188736e/COE/index.html
3. ID photo data (40 mm × 30 mm / must be taken within 6 months / without a hat)
4. A photocopy of your passport

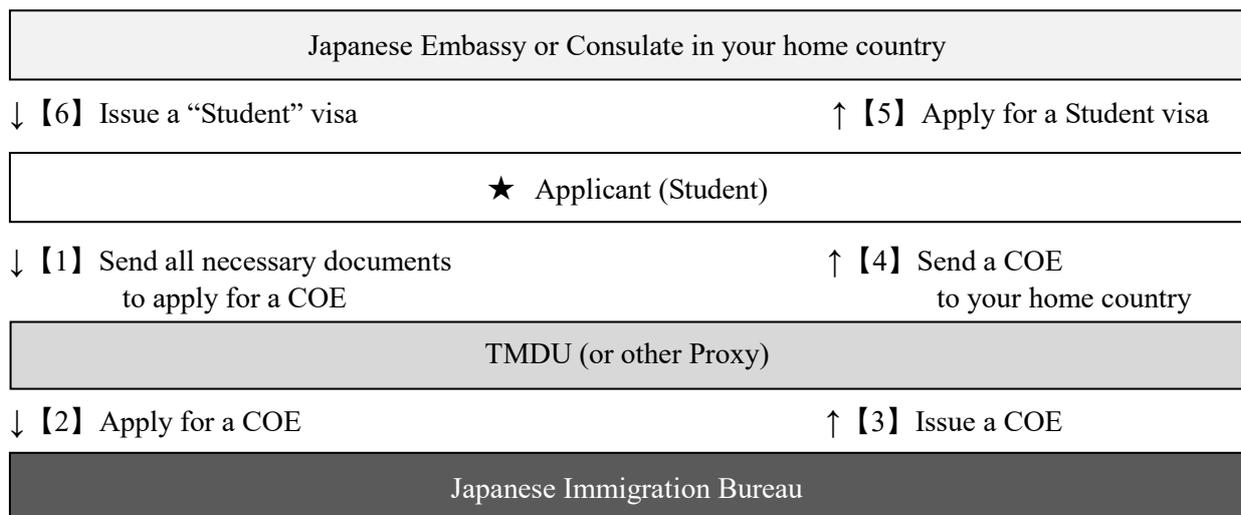
- **Email Submission: Foreign Student Support Unit (fssu@ml.tmd.ac.jp)**
- **Deadline: Same as the graduate research student program to which you are applying.**

IMPORTANT NOTES

- ✧ This proxy request form is only valid for this current COE application and will expire upon the receipt of your student visa.
- ✧ TMDU will not apply on your behalf for a COE regarding visa status other than “Student.”
- ✧ You must submit this proxy request form when you are applying for the graduate research student.
- ✧ You can submit this proxy request form only if you are living outside Japan at the time of admission procedure.
- ✧ TMDU will not process incomplete COE application.
- ✧ The Japanese Immigration Bureau may request to submit additional document(s) if necessary.

- ✧ There is a possibility that your COE will not be issued before your preferred date of departure.
- ✧ Please do not purchase a flight ticket to Japan until you receive a Student visa.
- ✧ The screening process and issuance of COE are under the authority of the Japanese Ministry of Justice. Therefore, your COE may not be issued depending on individual circumstances. Kindly note that TMDU shall bear no responsibility whatsoever in cases where the issuance of your COE is delayed or rejected.
- ✧ It usually takes 1 – 3 months for the Japanese Immigration Bureau to process your COE application. We cannot expedite this process as well as check the status of progress.
- ✧ Regardless of the results of screening process of your graduate research student application, TMDU will not return COE application and other documents you submitted.
- ✧ Your COE is valid for three months from the date of issue. Please apply for a Student visa at a Japanese Embassy or Consulate in your home country as soon as you receive it.
- ✧ In case you decline your enrollment to TMDU after having received your COE, please return it to the Foreign Student Support Unit immediately.
- **For short-term graduate research students:** You cannot receive a residence card if your length of stay is 3 months or less. In most cases, you cannot sign various contracts (e.g. bank account, phone, housing) without a residence card even you obtain a Student visa. Therefore, please think carefully about your enrollment period.

<Steps for obtaining a “Student” visa>



<Inquiry>

All queries concerning visas and COE applications should be directed to the Foreign Student Support Unit.

Foreign Student Support Unit,
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 Tokyo Medical and Dental University
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