Regarding COE Application by Proxy

Open the [Application Form](https://my.waseda.jp/application/noauth/application-detail-noauth?param=lMlCZBoE7o_N5uJQ3YA8Ow), enter necessary information, and upload the following necessary documents:

①　**Application Information**[**EXCEL**](https://www.cie-waseda.jp/visastatus/en/pdf/Application_Information.xlsx)

Enter necessary information to sheets 1-3. If necessary, use the free column as well.

②　**ID photo data**

The photo must have been taken within 6 months. Provide it in the form of a file such as a jpeg, jpg, etc. No colored copy is acceptable. In the photo, you must be hatless and looking straight ahead. The photo must be clear, without background.

③　**Passport**

Provide the image data of your passport page which shows your ID photo and the passport number, by either scanning it or taking a photo of it.

④　**Bank Balance Certificate, Certificate of Scholarship**

You need to submit a bank balance certificate (obtainable at the bank) of a bank account from all the defrayers.

If you will receive a scholarship, you need to submit a certificate of scholarship.

You need to upload the image data of the above by either scanning it or taking a photo of it.

※Rough estimate of the amount in the bank balance：at least the total amount of tuition fee and living expenses for half a year

・Living expenses (including housing costs)：approx. 120,000 yen per month

・Tuition fee: varies depending on your undergraduate/graduate school

⑤　**Written Oath for Defraying Expenses**[**WORD**](https://www.cie-waseda.jp/visastatus/en/pdf/5keihisibensho.docx)[**PDF**](https://www.cie-waseda.jp/visastatus/en/pdf/5keihisibensho.pdf)

Submit it if someone besides yourself is covering your expenses. After signing it, either scan it or take a photo of it to upload.

Contact Information：Center for International Education (CIE)　[cie-zairyu@list.waseda.jp](mailto:cie-zairyu@list.waseda.jp)

Notes

Please keep the original copies of the submitted images with you until the COE is issued, as you may be required to submit them to the Immigration Services Bureau.