

GUIDANCE FOR PRE-ARRIVAL ASSISTANCE

International Student Exchange Division, Kyushu University

Kyushu University
Pre-Arrival Assistance

User ID

Password


Login

I forgot my password / パスワードを忘れた方

For the privacy policy of National University Corporation Kyushu University in Japan (KU),
please refer to the URL below:
<http://www.kyushu-u.ac.jp/en/website/privacypolicy>

*開設時間: 9:00から17:00 (日本時間)
休日: 土、日、祝日、年末年始
Closed on Saturdays, Sundays, public holidays, and the Year-End/New Year holidays.

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Hearty welcome from the International Student Exchange Division.
We are here to assist international students in navigating the procedures of entering Japan through our dedicated support system, “Pre-Arrival Assistance”.

This system was designed to guide you through the required procedures before/after arriving in Fukuoka. Please note that even if you currently live in Fukuoka, you must read the following instructions and provide your information accordingly.

June 2025

International Student Exchange Division

**Get ready
with us**

九州大学

KYUSHU UNIVERSITY





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INQUIRY	

1. Confirm your situation

Before begining the entry procedures, **please read from 1 to 6 and identify which situation best fits your case.**
The procedure varies depending on your unique circumstances.

MEXT



1. MEXT

Those who are awarded a MEXT (Ministry of Education, Culture, Sports, Science, and Technology) scholarship.

JICA



2. JICA

Those who are awarded scholarships by the JICA agency.

Japanese Resident



3. Japanese Resident

Those who are already living in Japan and will move to Fukuoka, or already live in Fukuoka.

Japanese Nationality



4. Japanese Nationality

Those who are Japanese passport holders with a Japanese Nationality.

Already have your CoE



5. Already have your CoE

Those who already have a valid Certificate of Eligibility (CoE) as a Kyushu University student.

Others



6. Others

Those who can't find a relevant status among options 1~ 5.

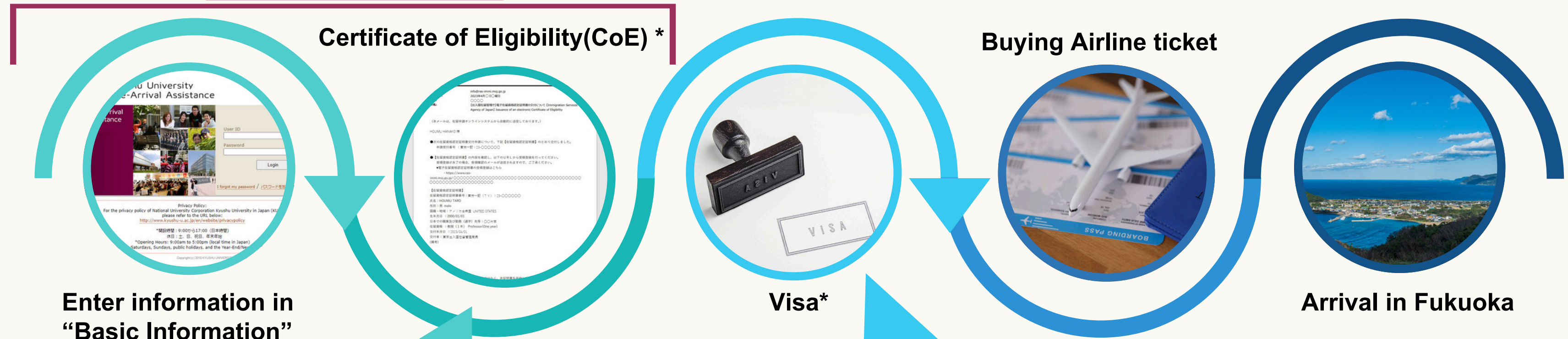
2. Procedures to enter Japan

Please make sure that you are well-informed about the entry procedures to Japan in advance.

As you will get a "Student" visa, please enter Japan approximately a few week prior to the commencement of your enrollment period.

Upon arrival, utilize this time for preparations related to your student life, NOT for sightseeing activities.

Pre-Arrival Assistance



It takes about 2 months or more to issue a CoE. Therefore, we strongly encourage you to submit your information as soon as possible!

Refer to page18-19 to confirm whether you need to apply for CoE or not.

The waiting time to get your visa depends on the application status at the Japanese embassy/consulate in your country.

<https://www.mofa.go.jp/mofaj/toko/visa/chouki/visa6.html>

***For those who already live in Japan / have a Japanese Nationality**

Japanese Resident



Japanese Nationality



You don't need to apply for a Certificate of Eligibility(CoE) and visa. Please skip those steps.

3. Pre-Arrival Assistance

Log in to the system

Your ID and password will be sent via email with the following subject line by the International Student Exchange Division. Please log in to the system using the **ID (10-digit number)** and **password (8-digit alphanumeric code)** provided in the email.

【Subject】

[Kyushu University to 00000....._Mr./Ms. ●●_Notice about Pre-Arrival Assistance / お知らせ：「入国支援システム」での手続き]

From: imm.s@jimu.kyushu-u.ac.jp

Subject: [Kyushu University to 0000012345_Mr./Ms. ○○]_Notice about Pre-Arrival Assistance

(日本語での説明は英文の後にあります)

NOTICE : Pre-Arrival Assistance

Dear Prospective Kyushu University International Students,

Warm greetings from the International Student Exchange Division at Kyushu University!
This is guidance of important procedure for you to study abroad in Kyushu University. Please make sure to read this e-mail till the end.

We provide support services using our “Pre-Arrival Assistance” for procedures related to Certificate of Eligibility (COE proxy application for visa acquisition), Dormitory Applications, etc.

Please access the Pre-Arrival Assistance with the following log-in ID and password.

【Pre-Arrival Assistance】 <https://supportcenter.jimu.kyushu-u.ac.jp/student/base/top/top.php>

Log-in ID: 0000012345 / Password: ●●●●●●●●



【Pre-Arrival Assistance】

<https://supportcenter.jimu.kyushu-u.ac.jp/student/base/login/login.php>

IMPORTANT!

ID that have been issued **before May 2025 CANNOT be used**. You will NOT be able to apply for your CoE and dormitory if you log in with your old ID.

Please read the details on the following pages and start your procedures.
Once you log in to the system, you will see the screenshot below.

STEP1. BASIC INFORMATION

【Page8 to Page20】

All international students are required to enter their information here.

STEP2. CERTIFICATE OF ELIGIBILITY

【Page21 to Page29】

If you need to apply for a CoE, please enter your information here.

Please check page18-19 to make sure whether you need to apply for a CoE or not.

The screenshot displays the Kyushu University Pre-Arrival Assistance portal. At the top, it says 'Kyushu University Pre-Arrival Assistance'. Below this is a large instruction box: 'Here you can enter the information required for your application and read the announcements from Pre-Arrival Assistance. If you have logged in for the first time, please verify and enter your Basic information. ここでは、申請に必要な情報を入力したり、プレアライバル・アシスタンスからのお知らせを読んだりすることができます。始めてログインした方は、まず基本情報を確認し、入力してください。' Below this are four main application steps, each with a status box: 1. Basic information (基本情報の入力) - 'Basic information has been entered. 基本情報入力済みです。' 2. CoE application (CoE申請情報の入力) - 'You have already entered the information regarding your CoE application. See 「Application Status」 on the portal for progress. We will not accept any progress related questions other than those shown there. CoE申請に関する情報を入力済みです。進捗はポータル上の「申請ステータス」を見てください。そこに表示されている以外の進捗に関する質問は受け付けません。' 3. Dormitory application (宿舎情報の入力) - 'You have already entered the information regarding Dormitory. 宿舎申請を受け付けました。' 4. Travel details etc. (スケジュール情報の入力) - '旅行日程の入力の受付はまだ開始されていません。ビザを取得できることが確実になるまでは航空券を購入しないでください。Travel itineraries are not accepted at this moment. Please do NOT purchase your air ticket(s) until your visa procedures are finalized.' At the bottom left, there are two status boxes: 'CoE Application status / CoE申請ステータス' (CoEを発送/Sending CoE) and 'Dormitory Status / 宿舎ステータス' (宿舎決定/Dormitory Selected). Below these is a disclaimer: 'Kyushu University Pre-Arrival Assistance will not respond to an inquiry about CoE Application Status. 九州大学留学課プレアライバルアシスタンスはCoE申請ステータスに関する問い合わせには個別に対応しません。' At the bottom right, there is a 'Messages from Kyushu University Pre-Arrival Assistance' section with a date '2021/07/09 13:24' and text: 'This is assistance staff from the International Exchange Student Division Office. Please write same city as " Place of Birth" on the passport. こんにちは、九州大学留学課アシスタントスタッフです。パスポートと同等もしくは出生地の住所を記入してください。' A large grey box at the bottom contains the text: 'A notification will appear if your CoE application needs revisions or if additional documents needs to be submitted. Kindly verify it and reply to "imm.s@jimu.kyushu-u.ac.jp" if needed.'

STEP3. DORMITORY

【Page30 to Page 31】

If you wish to stay in the dormitory provided by Kyushu University, please be sure to apply from here.

STEP4. TRAVEL DETAILS ETC.

【Page32 to Page34】

Please enter your flight schedule and other details here after obtaining your visa and airline ticket.

***We strongly recommend purchasing your airline ticket after obtaining your visa.**

You can check the status of your **“CoE Application”** and **“Dormitory Application”** here.

The background of the slide is a photograph of a desk. At the top, a pair of glasses with dark frames and light-colored temples is resting on a light-colored, textured surface. Below the glasses, a pair of hands is visible, resting on the desk. The hands are positioned as if they are about to type on a keyboard. The overall color palette is muted, with soft pinks, greys, and whites. A large, semi-transparent white arrow points from the top left towards the bottom right, passing behind the central text box.

STEP 1

BASIC INFORMATION

Regardless of whether or not you apply for CoE or dormitory, all international students are required to enter their basic information.



**Please ensure that the name matches
your passport.**

The following information has been filled in.
If there are any mistakes, please update it or
contact us at "imm.s@jimu.kyushu-u.ac.jp"

- Email address
- Name in English
- Name in Katakana (Japanese)
- Nationality/Region
- Date of birth
- Gender



Copy of Passport

* Certificates / 各種証明書

* Copy of passport / パスポートのコピー

☒ Attachment / 添付 ☐ Under application / 申請中

(If "Attachment" is chosen above / 上記で「添付」を選択した場合)

* Number / 番号	<input type="text"/>
* Date of expiration / 有効期限	<input type="text"/> (Year/Month/Day)

ファイルの選択

ファイルが選択されていません

* Upload a scanned data of the ID page. A snapshot is not acceptable.

* The image must be sharp and clear.

* The image which has been partly cut off is not acceptable.

* Only JPEG or PNG files are acceptable.

* Recommended image size: up to 1000 pixels high × 1000 pixels wide.

* 原本をカメラで撮影したものは受け付けできません。原本の photocopy または スキャンデータを用意してください。

* スキャンデータは鮮明なものを用意してください。

* ページが切れているものは使用できません。

* JPEG または PNG 形式でご用意ください。

* 推奨サイズは縦1000ピクセル×横1000ピクセル以内です。

If you have your passport;

Select “**Attachment/添付**” and upload the data of your passport.

Also, please enter **your passport number** and **the date of expiration** as well.

It should be clear without any shadows, and only **JPEG** or **PNG** files are acceptable.

The recommended size is up to 1,000 pixels in height×1,000 pixels in width.

If you had NOT have your passport yet or pending;

Select “**Under application/申請中**”.

Once you get your passport, please proceed to update your information.

10



Face Photo

Please prepare a formal face photo data.

Before uploading your face photo, **please make sure to check that it meets the requirements on the next page.**

* Face photo / ご本人の写真

ファイルの選択 ファイルが選択されていません

* Attach a formal Face photo. A snapshot is not acceptable. / 証明書用の写真を用意してください。(スナップ写真は受付けできません)

* The photo must be;

- saved in either JPEG or PNG extensions by a ratio of 4:3 with the length and the breadth.
- taken within 3 months prior to submission.
- taken in full-face view directly facing the camera with no hats, no caps or no head coverings.
- taken with a plain and light-colored background with no shadow, black and red backgrounds are not acceptable.
- sharp and clear.
- without any cut-off (a full image of an applicant's head to shoulders).

* 写真は以下の通りのものをご用意ください。

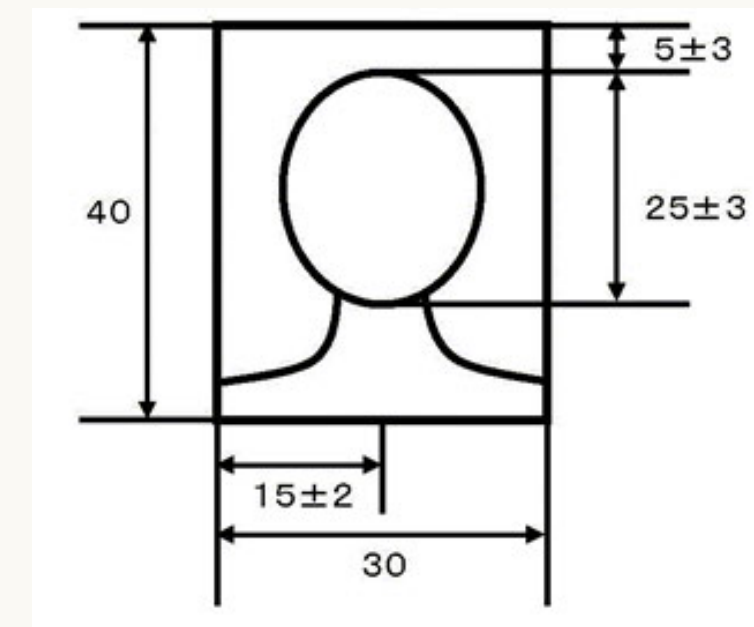
- 縦横4:3の比でJPEGまたはPNGのどちらかの形式で保存されたもの。
- 提出前3ヶ月以内に撮影されたもの。
- 正面から撮影された、無帽のもの。
- 無背景で淡色のもの（黒・赤の背景色は不可）。
- 鮮明なもの。
- 頭部から肩までが写っており、切れていないもの。

* Specifications for photos to be submitted: [//www.isa.go.jp/en/applications/guide/photo_info.html](https://www.isa.go.jp/en/applications/guide/photo_info.html)

* 提出写真の規格: https://www.moj.go.jp/isa/applications/guide/photo_info.html

* To make a proper photo which satisfies the conditions above, adjust the photo size using a paint application before uploading. / 上記の条件を満たすように、画像編集ソフトを使ってサイズを調整してからアップロードしてください。

* For usage example of the paint application, [click here.](#) / 画像編集ソフトの使い方の例は、[こちら](#)をご覧ください。



Unit: millimeter (mm)



IMPORTANT!

A snapshot, a photo from your identification cards, or licenses are NOT acceptable. Submitting an inappropriate photo may cause delays to your CoE application procedures.



Face Photo

The face photo taken by "smartphone" is acceptable as long as it corresponds to the below standards.

Please refer to the link below about the example of inappropriate photo;

https://www.moj.go.jp/isa/applications/status/photo_info_00002.html

【Checklist for face photo】

- ✓ It is taken **within 6 months from the submission date**.
- ✓ File is **PNG** or **JPEG**.
- ✓ The ratio of the photo is **4:3**.
- ✓ Your face should be straightforward without wearing any hats, caps, or head covering. *Hijab is acceptable.
- ✓ The background is **plain or light-colored with no shadows**.
- ✓ The top of your head is **NOT cut off** in your photo.
- ✓ Sharp and clear.
- ✓ NO shadows on your face.
- ✓ Normal face expression.
- ✓ NOT the same photo as when you applied for CoE in the past.



Do not use photos taken of "printed photos."





What is a “Residence card”?

It is an identification card issued to people who have been given a residency period more than 3 months when they enter Japan. If you enter Japan via (or through) Narita, Haneda, Chubu, Kansai, Shinchitose, Hiroshima, or Fukuoka International Airports, the residence card will be issued just after the landing permission procedure. Via other ports of entry, it will be mailed 1 week later after registering address.

https://www.moj.go.jp/isa/applications/procedures/whatzairyu_00001.html



* Residence card / 在留カード

☐ No / 無し ☒ Yes(Attachment) / 有り (添付)

If you do NOT have your residence card;

Select “No/無し”

If you have your residence card;

Select “Yes(Attachment)/有り(添付)”.

Then, enter the details of your residence status and upload the data of your residence card.



Current address/ departure location

Please enter **your current address** and **your phone number**.

Also, please choose the departure location for Kyushu University. If your departure location differs from your “Current address/ 現住所” section, please enter the country/region information of your departure location.

If you move to Japan from overseas;

Please select “Traveling to Kyushu University from outside of Japan/日本国外から九州大学への移動”.

If you move within Japan;

Please select “Traveling to Kyushu University from within Japan/ 日本国内から九州大学へ移動”.

* Current address / 現住所		
* Address / 住所	English	744 Motooka, Nishi-ward, Fukuoka city, Fukuoka
	Chinese Character / 漢字	
* Zip code / 郵便番号	8190385	
* Country / 国・地域	Japan	
* Phone number / 電話番号		
* Departure location to Kyushu University / 九州大学への移動の出発地		
Traveling to Kyushu University from outside of Japan/日本国外から九州大学へ移動 ▼		
Traveling to Kyushu University from outside of Japan/日本国外から九州大学へ移動		
Traveling to Kyushu University from within Japan/日本国内から九州大学へ移動		

in please enter the country/region information of your departure location.
ください。



Record of Living in Japan

Please answer whether you had lived in Japan before or not. It does NOT include short-period staying.

* Has a record of living in Japan in the past (Residence Card, etc.) / 過去に日本で住所登録をしたことがある

☒ Yes / 有 ☐ No / 無

MY NUMBER Card (Individual Number Card) / マイナンバーの有無

☐ I have a MY NUMBER Card (Individual Number Card). / マイナンバーカードを持っている

☐ I have a MY NUMBER Notification Card (Individual Number Notification Card). / マイナンバー通知カードを持っている

☐ I DO NOT have and/or DO NOT know what a MY NUMBER Card/Notification Card is. / どちらも持っていない、よくわからない

What is “My number card” ?

The My Number card is an ID card used to confirm one's identity in Japan.

<https://www.kojinbango-card.go.jp/en-kojinbango/>



If you have NOT previously lived in Japan ;

Select “No/無し”

If you had lived in Japan before;

Select “Yes/有”.

Then, answer the question about “MY NUMBER Card” as well.



Tax Identification Number

If you have a "Tax identification number" in your home country, please enter the number.

If you're not sure about it, please choose **"My jurisdiction of residence does not have a taxpayer identification number system. / 現在の居住国/地域は納税者番号制度がない。"**.

* Tax Identification Number / 納税者番号の有無

Please find information about "Tax Identification Number" in each country/region at the link below.
If you don't have it, please choose ""My jurisdiction of residence does not have a taxpayer identification number system. / 現在の居住国/地域は納税者番号制度がない。"

☐ Tax Identification Number in each country/region
https://jp-bank-kaisetsu.japanpost.jp/account_open/lang/en/pdf/nouzeibangou.pdf

各国・地域の納税者番号については、下記リンク先で確認してください。

☐ 各国・地域の納税者番号について
https://jp-bank-kaisetsu.japanpost.jp/account_open/lang/ja/pdf/nouzeibangou.pdf

☐ I have a taxpayer number in my jurisdiction of residence. / 現在の居住国/地域で納税者番号を持っている。
Taxpayer number / 納税者番号

☒ My jurisdiction of residence does not have a taxpayer identification number system. / 現在の居住国/地域は納税者番号制度がない。

Click the link to access information about the tax identification number in your country.



CoE application / CoEの申請

☐ Yes / 有 ☒ No / 無

* If you chose 'Yes/有', please go to 'CoE application' page.
* 「Yes/有」を選択した場合は、「CoE申請情報の入力」ページに行ってください。

* If you chose 'No/無', please fill in the form below.
* 「No/無」を選択した場合は、以下のフォームにご記入ください。

* Those who don't need to apply for CoE, please write down the reason.
Those who are currently residing in Japan, please write down your residence status and date of expiration as well.
Example) I am currently residing in Japan, Residence status:=, Expiration Date:= / MEXT scholarship grantee / JICA scholarship grantee / Short term visitor from the visa waiver country

* CoE申請が必要でない方は、以下に理由を記入してください。

<- select / 選択

What is “Certificate of Eligibility”?

"The Certificate of Eligibility (CoE)" is a certificate that serves to demonstrate compliance with conditions for landing in Japan. Presenting the CoE can expedite visa issuance and immigration review upon entry into the Japan. It is typically a mandatory step for most international students.

<https://www.moj.go.jp/isa/applications/procedures/16-1.html>

Check page18-19 to make sure whether you need to apply for a CoE.

If you need to apply for a CoE;





Select “Yes/有”

If you do NOT need to apply for a CoE;



Select “No/無”.

Then, select the reason why you don't need to apply for a CoE.



Situation	CoE	Details	Pre-Arrival System (*If NO need for applying CoE)	
			[Request for Certificate of Eligibility application]	[Reason]
	×	You can apply for a visa without a CoE. *For Japan-Korea joint Exchange Program in Science and Engineering students: → If your visa has expired while taking a break from school for personal reasons, you have to apply for a CoE.	Please select “NO”	Please choose “ I am a MEXT Scholar”.
	×	Please check with your agent regarding the visa procedures and follow their instructions. If they ask you to apply for a CoE by yourself, please contact us (imm.s@jimu.kyushu-u.ac.jp).		Please choose “ A different organization (such as JICA) will arrange my CoE instead of Kyushu University”.
	△	If you currently live in Japan and have a valid residential status(exclude Temporary Visa), you don't need to apply for a new CoE. However, if there are more than 90 days between graduating from other educational institution in Japan and enrolling at Kyushu University, a new CoE application is required.		Please choose “ I currently have a valid residential status(for Japan)”.
	×	You can enter Japan with a Japanese passport, so you do NOT need to apply for a CoE.		Please choose “ I am a Japanese passport holder with a Japanese citizenship”.



Situation	CoE	Details	Pre-Arrival System (*If NO need for applying CoE)	
			[Request for Certificate of Eligibility application]	[Reason]
<div>Already have your CoE</div> <div></div>	△	<p>In order to complete the necessary procedures upon arrival (ex. dormitory/City Ward/Bank/etc.), a new ID and Password will be provided to those who already have issued a CoE. Please re-enter the necessary information on the “Pre-Arrival Assistance”.</p> <p>【No CoE application required】 If a CoE is still valid and you won’t change your course of study etc.</p>	Please select “NO”	Please choose “ I already have a valid CoE with me”.
		<p>【CoE application required】 If a CoE is expired or you change your course of study.</p>		
<div>Others</div> <div></div>	○	You NEED TO apply for a CoE in the most cases.		



Dormitory Application

Dormitory application / 宿舍申請

☐ Yes / 有 ☒ No / 無

* If you chose 'Yes/有', please go to 'Dormitory application' page.

* 「Yes/有」を選択した場合は、「宿舍情報の入力」ページに行ってください。

* If you chose 'No/無', please fill in the form below.

* 「No/無」を選択した場合は、以下のフォームにご記入ください。

Reason why you don't apply for dormitory / 申請しない理由

<- select / 選択

Arrival date to Fukuoka / 福岡市到着予定日

☐ Already in Fukuoka / すでに福岡市にいる

IMPORTANT!

-If your admission period has been changed, you need to reapply for a dormitory.

-If you already live in Fukuoka prefecture, you will NOT be able to apply for dormitory application.

If you wish to apply for dormitory;

Select “Yes/有”

If you do NOT wish to apply for dormitory;

Select “No/無”.

Then, select the reason why you don't need to apply for a dormitory and enter the date of arriving in Fukuoka.



STEP 2

COE APPLICATION

If you need to apply for a Certificate of Eligibility (CoE),
you are required to enter your information in this section.



Flow until the issuance of a CoE

It takes **about 2 months or more** to issue a CoE counting from the time we accept your application through the system. Also, **we are unable to provide individual updates on the progress of a CoE application.** Please check the status by "CoE Application Status" at the bottom left of the system screen.

1

Submit your CoE application

Submit your information in the "CoE application" section on Pre-Arrival Assistance.

Read page23-27 to check how to submit your information in the CoE application section.

2

Campus Procedures

【CoE Status】

CoEの学内手続開始/
Campus Procedures for CoE

The International Student Exchange Division will check your application. If there are any mistake or additional documents are needed, we will send you a message through Pre-Arrival Assistance.

3

Screening by the Immigration Bureau

【CoE Status】

CoEを入管提出済/
Submitted CoE to Immigration

The screening takes approximate 1month or more. **Please note that it is difficult to give an exact date of issuance** since the final decision is made by the Fukuoka Regional Immigration Bureau.

4

Issuing a CoE

【CoE Status】

CoEを発送/Sending CoE

Once a CoE is issued, the Immigration Bureau will email it to us. We will then upload it as a PDF file to your Pre-Arrival Assistance page and send you a notification via email. **Please check page29 for more details.**



How to enter your CoE application

【PERSONAL HISTORY】

There is a section for the past 5 years of education and employment history(fill in only the history after high school graduation) in the CoE application. **It must be include the current educational or work status.** Please refer to the following examples for instructions on how to fill out and enter your personal history.

If your most recent education history is high school and you don't have any work experience, leave this section blank.

【Educational history】

Your enrollment status, the name of school (EX: Master, Kyushu university)

【Work history】 ***Not include part-time job**

Your position, the name of company (EX: Accountant, Fukuoka company)

OLD
↓
NEW

Start / 始期		Finish / 終期		Personal History / 経歴
Year / 年	Month / 月	Year / 年	Month / 月	
2019	10	2002	2	Undergraduate, Kyushu University
2023	12	2024	9	Accountant, Fukuoka company
2024	10			Master, Kyushu university

Please leave blank the Year and month of "Finish" if you have not graduated yet.



【METHOD OF FUNDING TO PAY FOR EXPENSES WHILE IN JAPAN】

It is required to submit a proof of payment aka “Payment Certificate” to apply for CoE.

“Payment Certificate” is a document that certifies and proves that you can pay your expenses during your stay in Japan.

The amount of the payment certificate should prove more than 80,000 JPY per month when converted to Japanese yen.
Please see the example below on how to calculate it.

Example1: If your period of study is for 6 months

$$80,000 \text{ JPY (for a month)} \times 6 \text{ months} = 480,000 \text{ JPY}$$

Example2: If your period of study is for 2 years

(*If you're planning to stay for more than 1 year, you're only required to prove the expenses for the first 12 months.)

$$80,000 \text{ JPY (for a month)} \times 12 \text{ months} = 960,000 \text{ JPY}$$

Check the next 2 pages for more details of certificates!



<<Options of your financial support>>

Please check the table below, select the sponsor(s) who will pay for your stay, and upload the "Proof of Payment Certificate" of the selected sponsor(s) to the Pre-Arrival Assistance page. If you have selected more than one supporter to cover your expenses, please submit the Payment Certificates for **all the supporters** you have selected.

Options on Pre-Arrival Assistance	Financial support	Examples of documents to be submitted
a. "Self/ 本人負担"	Yourself	Deposit certificate / the copy of bankbook
b. "Supporter living abroad/ 在外経費支弁者負担"	Those who live in <u>outside of Japan</u> (Ex; parents, relative, etc.)	Deposit certificate / the copy of bankbook
c. "Supporter in Japan/ 在日経費支弁者負担"	Those who live <u>in Japan</u> (Ex; parents, relative, etc.)	Deposit certificate/ the copy of bankbook
d. "Scholarship/ 奨学金"	Scholarship, Student loan	The certificate of scholarship award or student loan published by a scholarship institution
e. "Others/ その他"	Not applicable to "a"-"d"	Documentation proving that you have sufficient funds

***Stocks and investments are NOT acceptable as proof of payment certificate.**



How to enter your CoE application

Before you submit your payment certificate, please make sure that the following information is written in your document. If you are unsure whether your submitted documents meet the requirements, please contact us.

IMPORTANT!

Documents should be written in **JAPANESE** or **ENGLISH**.
If not, please submit it with an English translation.

Example 1: A deposit certificate

- ☑ The amount per month is more than 80,000 JPY
- ☑ The name of the account holder (should be the same as the name in "Method of Support")
- ☑ The name of the bank
- ☑ The total amount of balance
- ☑ The date of issuance (issued within 3 months from the submission date)

Example 2: A certificate (Letter) of Scholarship Award / Student Loan

- ☑ The amount per month is more than 80,000 JPY
- ☑ Your name
- ☑ The name of the scholarship/ student loan institution(The name of the company or university, etc.)
- ☑ The amount of scholarship/student loan (Total or Monthly)
- ☑ The period of receiving the scholarship/student loan



Pre-Entry Tuberculosis Screening

The Japanese government conducts Pre-Entry Tuberculosis Screening for individuals who hold the nationality of countries with a high number of registered tuberculosis cases in Japan and wish to enter and stay in Japan for a mid to long-term period.

For those with the relevant nationality, please check the details via the link below.

【Japan Pre-Entry Tuberculosis Screening (JPETS)】

<https://notepm.jp/sharing/09f46f8b-719e-47b1-931a-2adca801d9a9>



▼Nationals of Target Countries (As of June, 2025)

Commencing date for TB screening*	June 23, 2025	September 1, 2025
Target Countries	 Philippines  Nepal	 Vietnam

*If the CoE application form is submitted to the Immigration Bureau before the commencing date for TB screening, it is not required.



If you wish to bring your family and live together

Permission from your supervisor and your department is required in advance.
If you wish to come to Japan with your family members, please make sure to contact the International Student Exchange Division first.

Also, please understand that if you come to Japan with your family, you are **fully responsible for all aspects of your and your family's life in Japan.**

Your family members might need a CoE to apply for a "Dependent visa."
If you need a CoE for your family members, please enter their information on "Pre-Arrival Assistance" as well as yours after getting the permission of your supervisor and your affiliated department.



For MEXT scholarship students;



The Ministry of Education, Culture, Sports, Science and Technology generally does NOT allow MEXT Scholarship students to bring accompanying family members.

Also, in accordance with the policy of Ministry of Education, a CoE will not be granted to family members of MEXT students in principle by the immigration bureau. Therefore, if you wish to bring your family members and live together, please kindly do so by yourself after you have established your own environment in Japan.



After receiving a CoE issuance notice

A CoE is required when applying for a visa at the Japanese embassy/consulate and landing permission.

Please note that the CoE is valid for 3 months from the issuance date.

01

Download your CoE from the Pre-Arrival Assistance

Once a CoE is issued, it will be uploaded to the left bottom of the portal page in the Pre-Arrival Assistance.

***Only electronic CoE will be issued**

CoE Application status / CoE申請ステータス

CoEを発送/Sending CoE

Dormitory Status / 宿舎ステータス

宿舎決定/Dormitory Selected

Kyushu University Pre-Arrival Assistance will not respond to an inquiry about CoE Application Status.
九州大学留学課プレアライバルアシスタンスはCoE申請ステータスに関する問い合わせには個別に対応しません。

Files shared by Kyushu University Pre-Arrival Assistance
九州大学留学課プレアライバルアシスタンスと共有しているファイル



@2023/05/15 14:40

02

Present it for a visa application and landing permission at the airport

Please show the downloaded data on your smartphone or print it out in advance.

You can check the sample of CoE from the following link or the below QR code;

<https://www.moj.go.jp/isa/content/001394999.pdf>

▼Sample of CoE



The background image shows a dormitory room. On the left, there is a wooden desk with a green plastic chair. On the desk, there is a laptop, a keyboard, and some papers. On the wall above the desk, there are several posters and notices. In the center, there is a window with a green frame, looking out onto trees. On the right, there is a bed with white pillows and a grey blanket. On the wall above the bed, there are more posters and notices.

STEP 3

DORM APPLICATION

If you wish to live in a dormitory provided by Kyushu University, please apply from this section. If you are already residing in Fukuoka prefecture, you will NOT be able to apply for the dormitory selection.



Domitory Application

If you want to live in the dormitory provided by Kyushu University, please be sure to apply through our system after reading the following notices and our Application Outline.

Due to a limited number of rooms, please be sure to apply as soon as possible !!

Application Outline	https://www.isc.kyushu-u.ac.jp/intlweb/web/wp-content/uploads/2025/06/dorm_application_outline-2025-fall.pdf
Application Deadline	5p.m., July 31th (Thu), 2025 *Local time in Japan *If you receive this guidance for “Pre-Arrival Assistance” after July 31th, you may apply past the deadline.
Result of the Selection	By the end of August 2025 by e-mail

IMPORTANT!

All applicants are subject to a screening for dormitory selection. Although we do our best to provide a room that meets your request, you may NOT be assigned to the room you wish as a result of screening due to a limited number of rooms. We kindly ask for your understanding.





STEP 4

TRAVEL DETAILS ETC.

Please fill in this section after getting your visa and airline ticket.



Airline Ticket

IMPORTANT!

We strongly recommend purchasing your airline ticket after obtaining your visa.

***We will NOT be responsible if you cannot catch your flight due to a visa issue.**

MEXT



JICA



► For those who are awarded **MEXT scholarship** / **JICA scholarship**

The Japanese government or the agent of JICA will arrange your airplane ticket.
Please enter your flight schedule in Pre-Arrival Assistance as soon as you receive your flight ticket.

Japanese Resident



Japanese Nationality



► For those who **already live in Japan** / **have a Japanese Nationality**

Please arrange your travel to Fukuoka by yourself.
If you have already decided on the day you will arrive, please report your arrival date and the schedule in Pre-Arrival Assistance.

Already have your CoE



Others



► To all other international students



Once you have obtained your VISA and confirmed that you can enter Japan, please arrange your airline ticket yourself. After that, please enter your schedule in Pre-Arrival Assistance.



City Ward Procedures & Bank

You must complete some administrative procedures upon arrival of Japan.

The International Student Exchange Division will hold a guidance session or send information about necessary procedures.

<ul style="list-style-type: none">-Ito Harmony House-Dormitory 1-Dormitory 2-Dormitory 3-Settle International	<p>We will hold a "Guidance session for city ward procedures & bank".</p> <p>If you have been selected to enter "Ito Harmony House", "Dormitory1~3", or "Settle International", you will be able to apply to participate in the guidance session on the " Travel Details, etc." section.</p> <p>You can NOT apply until your dormitory has been selected. The guidance details will be announced with other support services by e-mail. Please check the details in advance.</p> <div><p>*For those who already live in Japan / have a Japanese Nationality</p><div><div><p>Japanese Resident</p></div><div><p>Japanese Nationality</p></div></div><p>The guidance session will be held for those who move from overseas with foreign nationality. We kindly ask for your understanding <u>for those who already live in Japan or have Japanese nationality are NOT eligible for it.</u></p></div>
<ul style="list-style-type: none">-Other dormitories-Private apartments	<p>We will send information before or after you enter Japan. So please check your inbox for our e-mail (imm.s@jimu.kyushu-u.ac.jp) regularly.</p>

4. Bringing Medicine

Bringing Medicines to Japan for Personal Use

In Japan, there are restrictions on bringing medicine (Over-the-counter drugs) from overseas. Please check the following website for more information and procedures if needed.

【The website of Ministry of Health, Labor and Welfare(MHLW)】

<https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

▼Scan QR code to access MHLW website



FOR INQUIRY

If you have questions about Pre-Arrival Assistance,
please feel free to ask us by email.



imm.s@jimu.kyushu-u.ac.jp



<https://www.isc.kyushu-u.ac.jp/intlweb/en/student>

A photograph of the Kyushu University main building, a modern structure with a glass facade and a central glass-enclosed skybridge. In the foreground, there is a large stone monument with the university's name in Japanese characters (九州大学). The scene is framed by a circular graphic with purple and white concentric lines.

Thank You

***We are looking forward to meeting you all
at Kyushu University!!***