

College of Global Engagement

Admission and Immigration Procedures

The following are the admission/immigration procedures for students who are admitted to the College of Global Engagement:

1. Successful applicants will receive a notification of acceptance from Kansai Gaidai University (KGU) on the specified notification date.
2. Those who are admitted must submit the following documents within three weeks of the admission notification. All of the following forms are downloadable from the “Form Download” site. A link will be sent to you with your admission notification.
 - a) Pledge/Agreement Form
 - b) Application for Certificate of Eligibility
 - c) Confidential Financial Questionnaire and Financial Statement
 - *Official documents verifying the amount of funds you specified in your Confidential Financial Questionnaire must be submitted. You may send us a combination of the following documents to verify the full amount:
 - Recent Bank Statements showing the most recent balance
A bank statement not under your name must be accompanied by a Financial Guarantee Form completed by the person who holds the funds, as well as a legal document verifying the relationship between you and the fund holder (e.g. copy of birth certificate, if the person is your parent.)
 - A copy of your loan application
 - A copy of your scholarship application or scholarship award letter.
 - d) Medical Information Form
 - e) Japanese Language Reference Form
 - f) Copy of Passport (if not submitted previously)
 - g) Arrival Information Form (to be submitted when travel arrangements are made)
3. Upon receipt of the above a), b), c), g) KGU will apply to the Ministry of Justice for your Certificate of Eligibility (COE). It usually takes at least one month (or more) for the Ministry to issue the certificate, and thus, we strongly advise that you submit the necessary information as soon as possible.
4. When the COE is issued, we will send it to your email. You should then take it to the Japanese Consulate/Embassy nearest your home or university to begin visa application procedures.
5. You may apply for a student visa directly by appearing in person at the consulate; in this case you will be requested to fill out the visa application forms and attach two photos of yourself. Or, you may elect to go through the procedure by mail, in which case you should first write to the consulate and obtain a visa application form to be returned by mail.
6. Please send us the “g) Arrival Information Form” as soon as your travel arrangements are made. If you wish to take advantage of our pick-up service, the form must reach us before the specified deadline date.

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