

【Important notice】

Attn: Successful applicants for the ABP English-based Master's Degree Courses Documents to be submitted

Once the selection result for the <ABP English-based Master's Degree Courses> is notified on June 17th, successful applicants (who have accepted their admission offer) will need to submit a Letter of Commitment and prepare a valid passport with a visa to enter Japan. In order to obtain the visa and “College Student” status of residence, they will need to acquire a “Certificate of Eligibility” (COE).

For international students who do not reside in Japan, Shizuoka University will apply for the COE on their behalf. Please note that they will need to submit several documents, which are necessary when applying for the COE, to Shizuoka University by **Friday, June 28th**. Otherwise, their arrival to Japan and university enrollment might delay, as it takes 2 to 3 months to issue a COE.

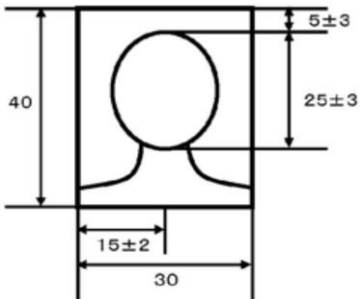
Please read the instructions below on how to prepare and submit each document. **For the copy of passport (No. 2) and certificate of deposit balance (No. 5), it might be a good idea to apply even before the notification of selection result on June 17th**, since they usually take time to process after the application.

For any inquiries in this regard, please contact the ABP Student Support Team at:
ssglobal@suml.cii.shizuoka.ac.jp

List of the Documents to be Submitted

If you passed the selection for the ABP English-based Master's Degree Courses,
you will be required to submit the following documents.

Documents to be submitted	How to submit	Notes
Upload via ABP online system by Friday, June 21st		
1)The Letter of Commitment	Download the form through the ABP online system, fill in and sign, and upload.	The login information for the ABP online system will be provided to the successful applicants after the notification of selection result on June 17th.
2) Scan(s) of your passport * It has to be scanned data; <u>we DO NOT accept the picture or image of the passport's copy.</u>	Upload the scanned data of the page with the student's name, ID photo, birthday, passport No., expiration date, and signature through the ABP online system. (If you have travelled or lived in Japan in the past, also upload the scan of the page with your most recent entry and exit stamps from Japan. If you have renewed/reissued your passport, and if the old passport has the record of your most recent entry and exit from Japan, upload the scan of the page from the old passport along with the new one.)	<ul style="list-style-type: none">· The passport has to be valid (not expired), and must be valid for more than 3 months upon the entry to Japan (i.e., expiration date must be January 2020 or later).· Must be in color and clear: letters must be all legible and the information on the page must not be cut in any way. Also, ensure that the edges of the page(s) are not cut when scanning.· As it takes time to process after application, it may be a good idea to prepare even before the notification of selection result on June 17th.

Upload via ABP online system & Send by post by Friday, June 28th		
3) Application for Certificate of Eligibility (COE)	Enter the necessary information via the ABP online system and click the "Submit" button upon completion.	As it is a very important document to apply for the COE, read the instruction carefully upon entry and fill out all the information with no errors.
4) Agreement for Defraying Expenses	Download the form through the ABP online system, fill in and sign, and upload.	Ensure that the amount of money that the supporter is sending is sufficient enough to support the student during his/her enrollment at Shizuoka University. The average living cost in Shizuoka is about 80,000 yen, but we recommend that you plan your monthly finances at around 100,000 yen to be extra safe.
5) A certificate of student's supporter's deposit balance	<p>1) Request a certificate of student's supporter's deposit balance at the supporter's bank. (Japanese or English version)</p> <p>2) Upload the scanned data or the picture of the original copy to the ABP online system by Friday, June 28th.</p> <p>3) Send the original copy (English version) to Shizuoka University by Friday, June 28th.</p>	<p>The certificate must:</p> <p>1) be issued by a financial institution</p> <p>2) include the financial institution's name, the depositor's name, account number, amount of deposit, and date of issue.</p> <p>In addition, the date of issue should be later than April 25th, 2019.</p> <p>• As it takes time to process after application, it may be a good idea to prepare it even before the notification of selection result on June 17th.</p>
6) An ID photo	<p>1) Prepare your ID photo.</p> <p>(Unit: millimeter)</p>  <p>2) Upload the scanned data to the ABP online system by Friday, June 28th.</p> <p>3) Send the original ID picture along with the document No.5 to Shizuoka University via mail by Friday, June 28th.</p>	<p>【Specifications of the ID photo】</p> <p>It MUST fully meet the requirements below:</p> <ul style="list-style-type: none"> • 4 cm high, 3 cm wide • Photo of the applicant ONLY • Dimensions of the face are from the top of the head <including the hair> to the tip of the chin. • Subject facing forward and not wearing any headwear (If headwear is worn for religious reasons, it is accepted as long as the face is shown clearly.) • No background (no shadows) • Photo must have been taken within 3 months of submission. • Applicant's name must be written on the back <p>When using the ID photo taken and printed out by yourself, ensure that the image is clear and the quality is equivalent to the professional level.</p>

Where to ship the documents

send the documents "A certificate of the student's supporter's deposit balance" & "An ID photo" via air mail (DHL, FedEx, EMS, etc.) to:

Attn: Kanako Amano

International Affairs Section, Hamamatsu Campus, Shizuoka University

3-5-1, Jyohoku, Naka-ku, Hamamatsu, 432-8561, Japan

(Telephone) +81-53-478-1631

Deadline is Friday, June 28th.

Other notes

1)The Immigration Bureau does NOT provide information regarding the progress or result of your COE application review. Please be aware that we CANNOT answer any of your questions regarding these matters.

2)We may contact you on the matter of COE application, such as confirmation of the contents on the documents and re-submission of documents requested by immigration office. Therefore, it will be your responsibility to check email regularly, and immediately respond to us if we contact you.