

4-1 STUDY with COE (Qatari Nationals)	
Long-Term Stay for Study with <u>Certificate of Eligibility (COE)</u>	
Provided by Applicant	
1	<a href="#">Visa Application Form</a>
2	<b>ORIGINAL</b> Passport (more than 3 months validity)
3	Passport Copy (the pages of status items)
4	Photo (H45mm x W35mm, gray, blue or white background, taken within 3 months)
5	Flight Booking Information (one way)
Provided by School in Japan	
6	Certificate of Eligibility (Original or Copy)
7	Admission Certificate (Original or Copy)
<b>Additional Documents if:</b> a) the Applicant is under 18 years old/a dependant. b) the Travel Expenses are paid by the Guarantor.	
8	<b>ORIGINAL</b> Letter/Employee Certificate of the Head of the Family from his/her Employer in Qatar a) The letter must have been issued <b>within 1 month</b> prior to the <u>application date</u> . b) The letter must have been authorised with: the <u>authoriser's name and title in print</u> , his/her <u>signature</u> and the <u>company seal</u> . *Only authorisers listed on the Computer Card can authorise the letter. c) A copy of the <b>Computer Card</b> (both sides) is required if he/she works for a smaller-sized company. d) The letter should contain the following information. Full Name, Nationality, Passport/Qatar ID No., Applicant's Position, Joining Date ( <b>Date</b> /Month/Year), Monthly or Yearly Salary
9	Official Document that Proves the Relationship with the Guarantor

**\*Kindly note you may be asked for additional information.**

**\*Please do not staple any documents.**