

## 4-2 STUDY with COE (Foreign Residents)

### Long-Term Stay for Study with Certificate of Eligibility (COE)

#### 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	Qatar ID Copy (both sides, more than 3 months validity)
6	Flight Booking Information (one way)

#### Provided by School in Japan

7	Certificate of Eligibility (Original or Copy)
8	Admission Certificate (Original or Copy)

#### Additional documents if:

- a) the Applicant is under 18 years old/a dependant.
- b) the Travel Expenses are paid by the Guarantor.

9	<p><b>ORIGINAL</b> Letter/Employee Certificate of the Head of the Family from his/her Employer in Qatar</p> <p>a) The letter must have been issued <b>within 1 month</b> prior to the <u>application date</u>.</p> <p>b) The letter must have been authorised with: the authoriser's <b>name and title in print</b>, his/her <u>signature</u> and the <u>company seal</u>. *Only authorisers listed on the Computer Card can authorise the letter.</p> <p>c) A copy of the <b>Computer Card</b> (both sides) is required if he/she works for a smaller-sized company.</p> <p>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</p>
10	Official Document that Proves the Relationship with the Guarantor

**Note:** **ORIGINAL** Bank Statement for a Full 6 months may also be submitted as a supporting document.

\*This is to confirm your Salary Payments and Transactions for the past 6 months.

- a) The statement must have been issued within 1 week prior to the application date.
- b) The statement must have been authorised with the bank seal and the authoriser's signature.

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

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