

Please check [FAQ](#) for more details. Please do not staple any documents.

Kindly note you may be asked for additional information.

4-2 STUDY with COE (Foreign Residents)

Page 1 of 2

#	✓	Details: Please check the box for each requirement as you prepare your application.
1		Appointment Email: Printed
2		This Requirements/Check List: Printed. Each requirement must be ticked.
3		Visa Application Form: Photo (#6) must be physically glued.
4		Passport: More than 3 months of validity is required.
5		Passport Copy: Colour copy of the personal details page.
6		Photo: H45mm x W35mm, light-coloured background, taken within the last 3 months, glued to Form (#3)
7		Qatar ID Copy: Colour copy of both sides. Must be valid until final departure from Qatar.
8		Flight Booking Information: One-way flight booking is acceptable.
9		<u>ORIGINAL Employment Certificate</u> ◆ Employed Applicants: Submit own employment certificate. ◆ Dependant: Submit the sponsor's certificate. a) The certificate must be an original hard copy. b) The validity of the letter is 1 month. c) A copy of the Establishment/Computer Card (both sides) is required if you are employed by a small-to-medium enterprise (SME). d) The letter must contain the following information of the sponsor or employed applicant: ☐ Full Name ☐ Nationality ☐ Passport or Qatar ID Number ☐ Position/Job Title ☐ Monthly Salary ☐ Joining Date (DAY/Month/Year) e) The letter must be authorised with: ☐ Authoriser's Name and Job Title (Printed) ☐ Authoriser's Wet Signature ☐ Company Wet Seal *The letter must be signed only by an authorised signatory listed on the Est.Card.
Documents Required if: (A) Applicant is under 18 years old or a dependant. (B) Guarantor pays a part or all of the travel expenses.		
10		Official Document that Proves the Relationship with the Guarantor: Marriage/Birth Certificate
11		Copy of the Guarantor's Passport

Please go to Page 2 of 2 (#12 and 13).

Items 12 and 13 must be provided by the school in Japan.



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#	✓	Details: Please check the box for each requirement as you prepare your application. **Items 12 and 13: To be prepared by the school in Japan.**
12		Certificate of Eligibility (Original or Copy) The COE can be submitted in either of the following formats: ◆ An electronic COE: A printed copy of the official notification email. ◆ A paper COE: The original or a clear copy of the physical certificate (A5 size).
13		Admission Certificate (Original or Copy)

NOTE:

- ☐ Please check the box for each requirement as you prepare your application.
- ☐ Please review this list carefully to ensure everything required is prepared. **We cannot accept incomplete applications. If any documents or information are missing, you will need to book a new appointment yourself. The Embassy cannot assist with rebooking.**
- ☐ Please ensure your intended **departure date is within 3 months of your appointment/application date**. Applications with departure dates further than 3 months away cannot be accepted, as the visa is only valid for 3 months.
- ☐ The Embassy does not print out any documents for applicants. Please ensure all materials are printed out before your appointment.
- ☐ Please note you may be asked for additional information or documents. (e.g., A full 6-month bank statement may be submitted upon request as a supporting document to verify salary payments and transaction history for the past 6 months.)