

**-IMPORTANT: DO NOT LOSE THIS CHECKLIST-**

All Students **MUST** have a student visa to participate in this program.  
Students arriving without a visa will be sent home by immigration officials at your own expense.  
**YOU** are solely responsible for obtaining your visa **ON TIME** for your program.  
Please take this process seriously.

**What You Will Need TO DO:**

- **READ** information on this **CHECKLIST** and **CONSULATE** website – check with consulate has jurisdiction over your home state. Generally, students use the New York Consulate. Make sure to call the NY Consulate to ensure you may use this location for your visa process.
- **GATHER** all of the supporting documentation (and copies) for your visa application
- **APPLY** in person at the Japanese Consulate or **MAIL** materials
- **RECEIVE** your passport back from the Visa Service and **ENSURE** that your visa is correct

**Step 1: COMPLETE YOUR VISA APPLICATION AND GATHER SUPPORTING DOCUMENTS**

- **NOW!** Complete the attached visa application-remember to complete and sign both forms
- **Note: The Official Letter of Admission and the Certificate of Eligibility (required for your visa) from Nanzan University will be sent to the CGSE and then on to you. For Spring students, the Official Letter of Admission will arrive in early-mid October and the Certificate of Eligibility will arrive in early December. In general, the visa will be processed in 4-7 days, BUT you must complete this process as soon as you receive the Certificate of Eligibility.**

**Step 2: SEND YOUR MATERIALS TO THE VISA SERVICE**

- Send your completed applications and all other supporting documents (listed on the following page) by UPS, FedEx, or registered mail to:  
***Consulate-General of Japan in New York***  
***299 Park Avenue 18th Floor***  
***New York, NY 10171***
- Please make sure your application and materials are complete before sending them to the visa service. Any error in your paperwork could jeopardize your application and cause serious delays in processing.

**CHECKLIST FOR YOUR VISA APPLICATION**

Items you will need to have a complete visa application:

Required Items	Provided by:	Notes
Application form	CGSE	The application form must be filled out completely; for example, if the applicant has no criminal record, write "none." See the consulate website for detail if you do have a criminal record. Application can be found here: <a href="http://www.us.emb-japan.go.jp/j/download/VISA_APPLI.pdf">http://www.us.emb-japan.go.jp/j/download/VISA_APPLI.pdf</a>
Signed Passport	You	Must be valid until December 23, 2015 (for Spring Semester students); must have at least one blank page in order to affix the visa.
One (1) 2-inch square photograph	You	Must be taken within six months of application; <b>must be glued</b> to the application form, not stapled or taped.
Proof of US Residency	You	*For non-US citizens; must bring either Green Card or valid I-94 and US resident visa (F or J visa holder must bring an I-20 or DS-2019 plus one copy).
Certificate of Eligibility and Official Letter of Admission (photocopy both)	From Nanzan*	Original and <b>one photocopy</b> . This will arrive in late July/early August. *Either shipped directly to you or sent to CGSE; CGSE will forward to you overnight.
Pre-paid Express Mail Envelope <i>Self-Addressed</i>	You	Made out to you for the return of your passport & visa with sufficient postage enclosed (\$19.99). MUST use U.S. Express Mail envelope, as the Consulate does not use FedEx, UPS or other third party mail services for returning passports.
Release of Liability Form	CGSE	Should be filled out and included with pre-paid Express Mail Envelope. The Consulate is not responsible for delay or loss of envelopes or passports by the U.S. Postal Service. Form can be found online or here: <a href="http://www.ny.us.emb-japan.go.jp/en/d/release_of_liability.pdf">http://www.ny.us.emb-japan.go.jp/en/d/release_of_liability.pdf</a>

**\*\*Visas will be ready 4-10 business days after application is received.**

**Contacts:**

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**Japanese Consulate in New York City** | 299 Park Avenue 18th Floor | New York, NY 10171 | (212)371-8222 | [www.ny.us.emb-japan.go.jp/en](http://www.ny.us.emb-japan.go.jp/en)

Please contact the Center for Global Study and Engagement with any questions.