

-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 <http://www.ny.us.emb-japan.go.jp/en/d/01.html>
- **GATHER** all of the supporting documentation (and copies) for your visa application
- **APPLY** in person at the Japanese Consulate in New York 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 Certificate of Eligibility (required for your visa) and the Official Letter of Admission from Nanzan University will be sent to your home address on or about August 1, 2016 via overnight mail. 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: http://www.us.emb-japan.go.jp/j/download/VISA_APPLI.pdf
Signed Passport	You	Must be valid 6 months after the END of program; 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; must be glued 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 one photocopy . 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: http://www.ny.us.emb-japan.go.jp/en/d/release_of_liability.pdf

****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

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