## 交換留学生 COE Web Application System 入力ガイド

For Exchange Students
COE Web Application System Guide

## 注意事項 在留資格認定証明書交付申請書作成の注意事項

- 1. 申請に必要な内容はシステムから申請してください。
- 2. テキスト情報を入力後、システム内で設定していただいたメールアドレスに必要書類アップロードに関する通知が届きますので、 そちらから必要書類をアップロードしてください。アップロードできるのは10MB以下のファイルになります。
- 3. 一度申請を出してしまうとご自身での修正はできません。 もし申請内容の誤りに気付いた場合は、CoE管理者とのチャットに修正したい内容をご連絡ください。 また、CoE管理者より追加情報や内容確認を求められた場合、チャットにて追加情報にお答えください。 修正が必要な場合はCoE管理者が修正いたします。 チャットページのURLはシステムから送られてくるメールに記載しています。
- 4. このシステムは在留資格認定証明書交付申請書作成ために使用します。交換留学のプログラムについてやJASSO奨学金についてなど、在留資格認定証明書交付申請書作成以外の質問は東京外国語大学留学生課にメールで問い合わせてください。 連絡先:inbound@tufs.ac.ip

## **CAUTION!** Cautions on applying for a Certificate of Eligibility

- 1. Please submit necessary information for CoE application via the System.
- After entering the information, a notification regarding the required documents will be sent to your email address which you have entered the system. Please upload the necessary documents via the link in the email. Uploaded documents must be less than 10 MB in size.
- 3. Once you submit your application, you CANNOT edit and change it yourself. If you notice any mistakes in your application, please let us know via the chat system. When the CoE administrator asks for some additional information and confirmation of your application, please reply on the chat system with the requested information. The CoE administrator will make the necessary corrections. The URL for the chat system is provided in the e-mail sent from the system.
- This system is used to prepare the CoE application. If you have any questions about the exchange programs, JASSO scholarship, and so on, please contact the Student Exchange Division of TUFS by e-mail. Contact: inbound@tufs.ac.jp



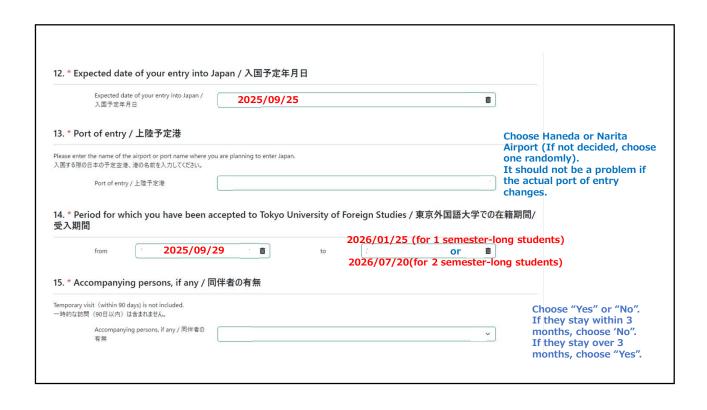


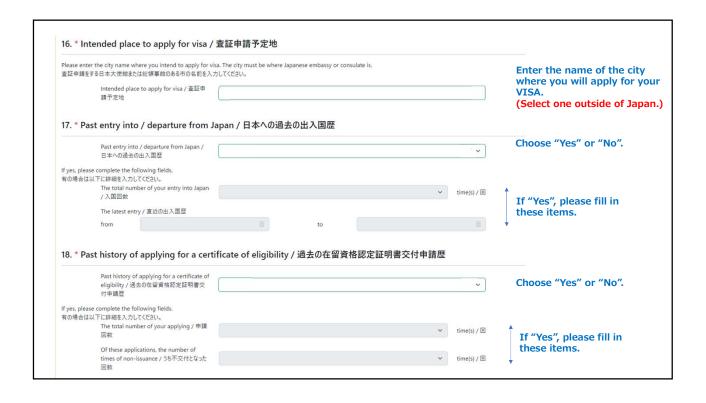
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Required Field / 必須項目	If you have a Japanese passport, you do not need to apply for COE.  If you are a dual citizen of Japan and another country but do not have a Japanese passport,	
.* Nationality / 国籍	you should apply for COE.	
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If your nationality is Chinese
or Vietnamese, enter the
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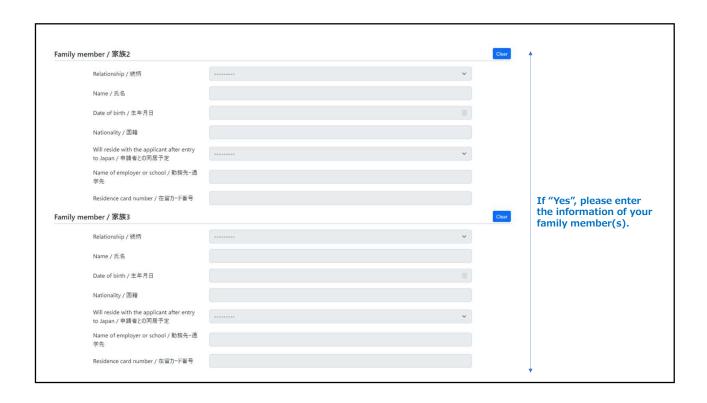
11. * Address in Japan / 日本における連	絡先	
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大学院生の場合、この欄に記入してください。	「外国語大学での指導教員: 担当教員:大学院生のみ記入が必要です。 、メールアドレスは"ryugakusei-kyouiku@tufs.ac.jp"と入れてください。 スは"ryugakusei-kyouiku@tufs.ac.jp"と入れてください。	
determined.	ory as "Undecided" and the email address as "ryugakusei-kyouiku@tufs.ac.jp", if your supervisor has iku@tufs.ac.jp" when you do not know your supervisor's email address.	not been
(1) Faculty or School at Tokyo University of Foreign Studie	s/東京外国語大学での所属:	
	International Student Exchange Program / 国際教育プログラム	International Student Exchange Program/国際教育プログラム
Status at Tokyo University of Foreign Studies / 東京外国語大学での受入身分	06 ISEP Exchange Student (UG and PG) / 大学(特別聽講生)	06 ISEP Exchange Student (UC and PG)/大学 (特別聴講生)
(2) Contact phone number at Tokyo University of Foreign	Studies / 東京外国語大学の連絡先電話番号:	
	0423305182	√ 0423305182
(3) Supervisor at Tokyo University of Foreign Studies / 東羽	京外国語大学での指導教員:担当教員:	
Name / 氏名		<b>↑</b>
E-mail Address / メールアドレス		Please do not fill in the boxes.
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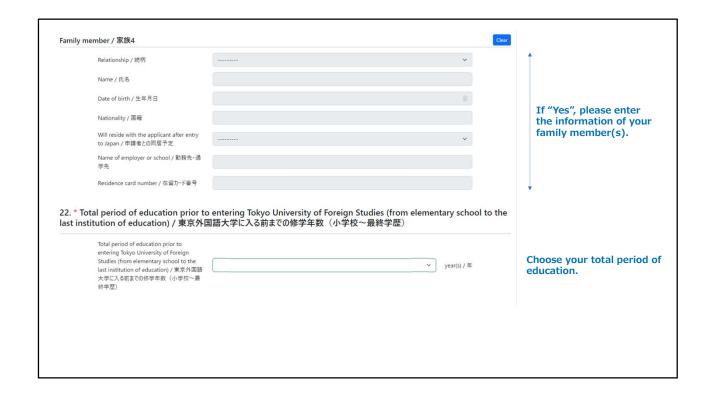












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-Those who submitted a recommendation letter issued by -ISEPTUFSへの申請に当たり日本語(JLPT N2以上)の語学能力	the home university as to certify the Japanese language profi 正明書として在籍大学からの推薦状を提出しているもの	ciency (JLPT N2 or higher).	
Proof based on a Japanese language test / 試験による証明の有無	Yes / 有	✓ ∨ ]	<b>↑</b>
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