

This guide is intended to help students prepare for the visa process. Please note that visa requirements and procedures can change with little or no notice. The Center for Global Study & Engagement (CGSE) strongly recommends reviewing this guide before applying to study abroad to ensure that visa timelines and requirements do not conflict with other academic, travel, or personal commitments.

Visa requirements may differ based on your citizenship status. If you are an international student or hold dual citizenship, please consult CGSE early to understand how this may affect your visa process.

## How to use this guide

This is a planning tool to help you understand the general visa process. Once accepted into a program, you will receive a detailed visa guide including key dates, deadlines, required documents, and action items specific to your program via email and through the program's D2L Brightspace pre-departure course.

### What You Will Need **TO DO**:

- **READ** information on [consulate website](#)
- **GATHER** all 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 consulate and **ENSURE** that your visa is correct

## Materials you should be prepared to provide:

This is not an exhaustive list of required materials. Additional materials may be required and are subject to change.

- ☐ **Completed [Visa application form](#)**
  - Must be signed in blue or black ink. Electronic signatures are not accepted.
- ☐ **Original passport and copy**
  - Valid at least 6 month AFTER the end of your program
- ☐ **ID Photograph**
- ☐ **Certificate of Eligibility (CoE)**
  - This will be sent to you by Nanzan/AIU. Refer to the information shared by the university for information about when you can expect to receive the CoE.
  - Must also include a copy
- ☐ **For non-US citizens ONLY - Proof of legal status in the US**
  - Original and a copy of your US visa/I-20/green card, etc.
- ☐ **Certificate of Eligibility (CoE)**
- ☐ **Visa fees and travel costs (if applicable)**
  - You are responsible for all associated fees related to obtaining your visa (including travel, if required). Refer to the program cost sheet for estimated visa fees. At this time, US citizens are typically exempt from visa fees, but there may be additional costs, including travel costs and/or mailing costs

### **TIMING CONSIDERATIONS**

- The Certificate of Eligibility and the Official Letter of Admission from Nanzan University/Akita International University will be sent to your home address via email and/or overnight mail. You will need these when you submit your application.
- You will likely need to surrender your passport while your visa is processing.
- Visas are typically processed in 4-7 business days but allow ample time when applying in case of delays. If applying by mail, allow additional time for mailing.
- Do not plan any international travel while your visa is processing.
- International students should confirm where they will be during visa processing. If returning to your home country, check how this affects your visa application. You may need to apply from your home country, where procedures may differ.

### **Additional considerations for Spring semester students**

- Visa processing occurs during winter break and may take several weeks. You will not be able to travel internationally during this time.
- If you are studying abroad in the fall semester at a different location, the spring visa process may be complicated and depending on your location and program dates, it may not be possible for you to obtain your visa between programs. You should consult the CGSE before making your plans.
- You may need to return to the U.S. between semesters to apply. Confirm your fall program's end date to ensure the timeline works.
- International students should confirm where they will be during visa processing. If returning to your home country, check how this affects your visa application. You may need to apply from your home country, where procedures may differ.