

Preliminary Student Visa Information

If you plan to stay in Japan for an extended program or multiple terms, you will need to acquire a visa. The purpose of this packet is to give you an idea of the process for student visa application, so that you can begin gathering the necessary information. Students accepted to the KCP program will receive a complete visa packet containing two forms: the Personal Records Form and the Letter of Paying Expenses Form. In addition to these two forms, additional support material may be required, such as: high school or college diploma, official record from your elementary school (if you did not enter first grade at age six), certificate of enrollment from your university, seven recent identical photographs, and a copy of your passport.

Before you begin the visa process, any student wanting to stay two terms (US Program) please make sure you have financial support of at least \$15,000 US. Any less than this will make you ineligible. To begin the process of obtaining a visa, inform KCP that you intend to apply for a visa. Since the collection of support material may take some time and Japanese Information is extremely rigorous in its requirements, please begin the process immediately.

You will be communicating with KCP in Japan through fax or e-mail until the Personal Records and Letter of Paying Expenses forms are correctly completed and all supporting documents are obtained. Then you will send the original documents to KCP.

Please note: the process of application to the KCP program is separate from this visa application process.

Deadlines

Term beginning

Visa application deadline*

Fall (October)

End of May

Winter (January)

End of August

Spring (April)

End of October

Summer (July)

End of February

*Deadline=receipt of your verified originals by KCP, Step 2 of the Visa Approval Process below.

These deadlines give KCP just enough time to translate and prepare documents for submission to the Immigration authorities. KCP will not submit incomplete documents, so it is very important to start the process early. Do NOT wait until the last minute. Begin the process of faxing or e-mailing your material as early as possible.

Please note that we can only accept a limited number of applications per term and when we reach the limit, we cannot accept any more applications even before the deadline.

The Visa Approval Process

1. Once your visa material is faxed to us, KCP staff checks it for completeness. We will not submit incomplete material, and may request more information from you. You send us corrected or more complete information as necessary. If you have visited Japan previously, we may ask for more documentation regarding your stay.
2. When all information is verified and corrected, send the original packet to KCP in Japan. With your complete packet, include your visa processing fee of \$250 check or money order, payable to KCP International USA. This fee is not refunded if you decide to withdraw from the program, but will be refunded if a Certificate of Eligibility is denied for any reason.
3. KCP translates necessary sections into Japanese and submits it for review to Japanese Immigration, a division of the Ministry of Justice.
4. KCP petitions on your behalf to obtain a Certificate of Eligibility from the Ministry of Justice.
5. The Ministry of Justice reviews the material, and if approved, sends a Certificate of Eligibility to KCP. This takes approximately three months.
6. KCP sends you the Certificate of Eligibility.
7. You take the Certificate of Eligibility and your passport to the nearest Japanese Consulate, a division of the Ministry of Foreign Affairs, which represents your geographic area. You will then most likely be issued a visa.

Final Approval

The Certificate of Eligibility is similar to an endorsement by the Ministry of Justice to the Ministry of Foreign Affairs to allow the student to be issued the necessary visa. However, it is NOT a guarantee that a visa will be issued. KCP does not have any influence as to whether a visa will be issued, nor does KCP guarantee that a visa will be issued. It is up to you to make sure your packet is complete and your supporting documents are in order. KCP has a high rate of success when applying for a visa on a student's behalf. In order to keep that record, KCP will NOT submit material which it views as subject to rejection or incomplete.

Common reasons why visas have been denied are: (1) incomplete information, (2) lack of financial support, (3) inaccurate information, and (4) time periods of longer than 3 months that are not accounted for.

Tips

Visa effective period: The visa is effective only while attending KCP. If you are absent for a significant period of time and/or quit KCP before the end of your final term, KCP is required to report this to the Japanese Immigration authorities. This may result in your deportation; significant consequences may occur.

After a visa is issued, you may be able to leave the country between terms if you desire. However, you will need to obtain a re-entry permit. KCP will be able to help you while you are in Japan.