

# CONSULATE GENERAL OF JAPAN

visa@dt.mofa.go.jp

## Mailing Address:

Consulate General of Japan  
Visa Section  
400 Renaissance Center  
Suite 1600  
Detroit, MI 48243

## Window Hours:

Monday~Friday  
9:15am~11:45am  
1:00pm~4:30pm  
Phone: (313)567-0120x214  
Fax: (313)567-0274

## CERTIFICATE OF ELIGIBILITY

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### What is a certificate of eligibility?

A certificate of eligibility (COE) is generally required when applying for most visas other than a temporary visitor visa. Your sponsor in Japan will apply for the COE through the immigration bureau in Japan and upon favorable adjudication the COE will be issued and sent to your sponsor. Once your sponsor has received the COE they should send it to you as quickly as possible so that you can apply for your visa.

### Application Procedure

- **Jurisdiction:** The Consulate General of Japan in Detroit accepts visa applications from residents of Michigan and Ohio.
- **Where to submit your application:** We ask that all applications are submitted in person at the consulate. Those who live outside of Oakland, Macomb and Wayne counties and are unable to appear in person may apply by mail. *The consulate is not responsible for delay or loss of documents in the mail.*
- **Retrieval of your visa:** After the visa is issued you must appear again in person to pick up your visa unless you live outside of Oakland, Macomb and Wayne counties and are unable to pick it up in person. If you are eligible and wish to have your passport returned to by mail you must provide a pre-paid trackable envelope and sign and submit a *Release of Liability* form. If you use the post office we will only return your passport to you if you provide either an *express mail* envelope or a *priority mail* envelope. If you wish to use Fedex, UPS or DHL you may do so only if the envelope is pre-paid, a credit card number written on the airbill is *not* considered pre-paid. \*The consulate reserves the right to require any visa applicant to appear in person to pick up their passport and visa if it is deemed necessary.
- **If you are not a US citizen:** You must also include proof of your legal residency status in the US and proof of your ability to re-enter the US (if applicable). Copy of Green Card, US visa, I-94 card, DS-2019, I-20 form, I-512, etc...

### Required Documentation (Additional documentation may be requested upon review of the materials listed below)

1. Valid passport
2. Visa Application Form
3. One recent passport-sized photo (do *not* staple to application form, photo must have a lightly colored, plain background and have been taken within the last 6 months.)
4. Original Certificate of Eligibility
5. Copy of both sides of the Certificate of Eligibility
6. If your Certificate of Eligibility shows “As Dependent” under status and you are applying separately from the primary visa holder you must also submit items 6 a and b.
  - a) Copy of primary visa holder’s passport ID page
  - b) Copy of passport pages showing visa and landing permission stamp or a copy of both sides of the alien registration card (gaikokujin-tōroku-shōmeisho). Enlarged copies are appreciated.
7. Visa fee: fees are revised every April 1<sup>st</sup>. US Passport holders are exempt from paying a visa fee. For Citizens of other countries, please see this consulate’s website. (*Cash or money order only. Personal checks and credit cards are not accepted. Make money order payable to: Consulate General of Japan.*)
8. Release of Liability (if applicable, see instructions above)
9. Return envelope (if applicable, see instructions above)
10. If your COE has “entertainer” written on it, you must submit the copy of your contract as well.