

**<Request Form>**  
**Proxy Application for Certificate of Eligibility**

When admitted to HOSEI University, I cannot apply for the Certificate of Eligibility to obtain a student visa in person as I live overseas and there is no one to turn to.

Therefore I'd like HOSEI University to apply for the certificate of eligibility on my behalf with the necessary documents.

Concerning my request, I agree to each point below:

- Regardless of the result of the entrance exam, I will not demand the return of my submitted documents.
- When my submitted documents are incomplete, HOSEI University need not take the procedure for the proxy application.
- In case the Certificate of Eligibility is not issued by the Immigration Bureau of Japan although HOSEI University has completed the proxy application, I will not lay the responsibility on HOSEI University.

**Date:** \_\_\_\_\_  
(Month) (Day) (Year)

**Name:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**Address:**

\*Please fill the address including the country name in English using alphabet characters and check that the address is accurate and complete.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Country)

**Phone number:** \_\_\_\_\_  
(Country code)

**E-mail:** \_\_\_\_\_

**Past history of applying for a certificate of eligibility that resulted in non-issuance:**

\_\_\_\_\_ Yes / No \_\_\_\_\_

[NOTE] You can submit this request form along with your application documents only if you are outside Japan at time of the admission procedure and there is no one else to turn to.