



October 1, 2022

FAQ

Regarding Certificates of Eligibility (CoE)

NOTE: The information is subject to change without notice.



KYOTO UNIVERSITY INTERNATIONAL SERVICE OFFICE

FAQ Regarding Certificates of Eligibility (CoE)

Contents

NOTES:	2
Glossary	2
1. Visa and Status of Residence	3
2. Certificate of Eligibility (CoE)	4
2.-1 CoE and Visa Applications	4
2.-2 Expiration date	7
3. Proxy Application of CoE by KUISO	7
3.-1 Application Documents	7
3.-2 Accompanying Family Members (Dependents)	11
3.-3 Withdrawal of Certificates of Eligibility	11
3.-4 Other Matters	12
4. Extension of Period of Stay and Change of Status of Residence	13
4.-1 Application for an "Extension of Period of Stay"	13
4.-2 Application for a "Change of Status of Residence"	14
5. Special Re-entry Permission	16
6. Points-Based Preferential System for Highly Skilled Foreign Professionals	17
7. Other Matters	18
7.-1 Short-term stay visa	18
7.-2 Residence Card	19
7.-3 Permission to engage in activities other than those permitted under the status of residence	19
7.-4 Other Matters	20
7.-5 Related Links	21

NOTES:

1) The regulations regarding Certificates of Eligibility (CoE) are subject to change as deemed necessary by the Immigration Bureau. Please contact the Kyoto University International Service Office or the Immigration Bureau with any inquiries.

Immigration Bureau website:

<https://www.moj.go.jp/isa/about/region/osaka/index.html><http://www.immi-moj.go.jp/soshiki/>

2) A Certificate of Eligibility (CoE) is required when an international researcher or student applies for a visa at the Japanese embassy or consulate general prior to arrival in Japan.

Glossary

*The following definitions have been abbreviated. Detailed definitions are available on the Immigration Bureau website.

[Certificate of Eligibility (CoE)]

A certificate that is required when applying for a visa.

[Visa]

An official certificate issued by a Japanese embassy or consulate general that permits the bearer to enter Japan and specifies the reason/purpose of their stay.

[Short-term stay visa]

Often referred to as “tourist visas,” short-term stay visas are issued for purposes such as sightseeing, family visits, business meetings, etc. It is not permitted to be employed in Japan on a short-term stay visa.

[Status of residence]

“Status of residence” specifies the types of activities which the holder (a foreign national) is permitted to engage in while in Japan. Different types of statuses of residence permit different types of activities. Foreign nationals who enter Japan on short-term stay visas have the status of “Temporary Visitor,” which permits them to engage in activities such as sightseeing, family visits, etc., but they are not permitted to be employed. Working part-time with Temporary Visitor” status of residence is regarded as illegal employment.

[Resident card]

“Resident Cards” are issued to foreign nationals who will reside in Japan for mid- to long-term periods. The details on the card include the holder’s name, basic personal information, status of residence, and period of stay. Foreign nationals are obliged to carry their resident card at all times. Please refer to item 7-2 for further information.

[Mid to long-term Residents]

“Mid to long-term residents” are defined as foreign nationals with permission to stay in Japan for over three months. Foreign nationals whose approved period of stay is less than three months are not regarded as mid- to long-term residents, and they will therefore not be issued with a resident card.

1. Visa and Status of Residence

Q	What is a visa?
A	A visa is an official document that permits a foreign national to legally enter Japan and specifies the reason for their visit or stay. It is issued by a Japanese embassy or consulate general (under the jurisdiction of the Ministry of Foreign Affairs) and affixed in the holder's passport. Visa application procedures must be completed by applicant at the relevant Japanese embassy or consulate general.

- A Certificate of Eligibility (CoE) is needed in order to apply for a visa.
- A visa is, in principle, valid for three months from its date of issue and may be used only once. A visa loses its validity once the holder has completed their immigration procedures.
- The period of validity of a person's visa and the period of validity of their status of residence are not the same. Foreign nationals can apply to extend their period of stay at the Immigration Bureau. Please see item 4.-1 for further information.

Q	What is "Status of residence"?
A	A foreign national's "status of residence" specifies the activities that they are permitted to engage in while in Japan. Depending on the type of status of residence granted, certain activities may not be permitted.

- The International Service Office submits proxy applications for the following four types of status of residence: "Professor," "Cultural Activities," "Student," and "Dependent."

Permitted activities and requirements for each different status of residence:

"Professor"

Permitted to engage in research, research supervision, and teaching at a university (or equivalent educational institution) or professional training college in Japan.

"Cultural Activities"

Permitted to engage in artistic or academic activities for which the foreign national receives no income, or specialized research related to Japanese art or culture.

"Student"

Permitted to receive education at a university, professional training college, or senior high school, or to take a senior high school course at a school for persons with special needs.

"Dependent"

Issued to individuals who are the spouse or child of (and financially dependent on) a foreign national residing in Japan under one of the following statuses of residence: Professor, Cultural Activities, or Student.

2. Certificate of Eligibility (CoE)

2.-1 CoE and Visa Applications

Q	What is a Certificate of Eligibility (CoE)?
A	<p>A CoE is an A5-size paper certificate that is required when applying for a visa at a Japanese embassy or consulate general. Usually, the applicant's (e.g. a student or researcher's) host institution in Japan prepares all of the required documents, submits the application, and receives the CoE copies on the applicant's behalf.</p> <ul style="list-style-type: none"> ■ A CoE itself cannot be used as a visa. A CoE is one of the documents required to apply for a visa at a Japanese embassy or consulate general, and a visa is required for foreign nationals to legally enter Japan. ■ A CoE is not required for short-term stay visa applications.

別記第六号の四様式(第六条の二第号)

在留資格認定証明書

CERTIFICATE OF ELIGIBILITY

日本国政府 法務省
Ministry of Justice, Japanese Government

書局 No. [REDACTED]

氏名 [REDACTED] 性別 [REDACTED]
Name [REDACTED] Sex M P

生年月日 [REDACTED] 年 [REDACTED] 月 [REDACTED] 日
Date of Birth

国籍・地域 [REDACTED]
Nationality/Region

日本での職業及び組織(種別)等
Profession or Occupation/Organization to be employed or to study in Japan

大谷大学

上記の事項に基づき、この人について、日本国政府は、入国法第2条第1項第2号の要件を満たすものと認め、この人について、入国許可を決定した。

Under the following status, it is hereby certified that the above mentioned person meets requirement for the landing provided in Article 2, Paragraph 1, Item 2 of the Immigration Control and Refugee Recognition Act.

在留資格 [REDACTED]
Status Student (Other status)

大谷大学
Director General of the Regional Immigration Services Bureau

QRコード

〈注意〉 Notice

1. 本証明書は、入国の許可を決定するものではなく、本証明書が提出されている、全公算において入国許可を決定するものではありません。

This certificate is not an entry permit. Even if you have this certificate, you are not admitted into Japan unless you get an entry visa at a Japanese Embassy or Consulate abroad.

2. 本証明書は、上記の生年月日から起算して1年以内に有効となり、入国許可を決定する際に提出して入国許可を受ける必要があります。

This certificate should be submitted to an Immigration Inspector with an entry visa for the landing permission at the point of entry, and shall cease to be valid if the application for an entry permission is not decided within a certain time from the date of issue.

3. 本証明書は、入国の許可を決定するものではなく、他の入国のための要件に適合しない場合又は事情の変更があった場合は入国許可されないことがあります。

This certificate does not guarantee the entry of the person concerned. In case that an applicant does not fulfill other requirements for landing or the relevant circumstances are found to be changed, the landing permission would be denied.

Q	Our department will host international researchers and students, and they need to obtain CoEs for their visa applications. How can we assist them in obtaining the required CoEs?
A	<p>The Kyoto University International Service Office (KUIISO) will submit proxy applications for the CoEs. Please request the proxy applications through the KUIISO online application system.</p>

- The online application system can be accessed via the KUIISO website at the following URL: https://kuiiso.oc.kyoto-u.ac.jp/facultystaff/coe_application_for_staff/
- Please note that the online application system is only accessible via the campus network.
- CoEs are issued by the Immigration Services Agency of Japan (under the jurisdiction of the Ministry of Justice).

Q	Our department is going to host Japanese government-sponsored international students. Do they need CoEs to applying for their visas?
A	International students who will receive Japanese Government (MEXT) Scholarships do not need CoEs to apply for their visas. The students should personally apply for “Student” visas at the relevant Japanese embassy or consulate general, submitting their MEXT Scholarship Certificate (or equivalent document) together with their application.

Q	Our department is going to host a student who is already enrolled at a language school in Japan. Does the student need to obtain a CoE?
A	If the student has “Student” residence status, then a new CoE is not required. Please provide the student with information on how to extend their period of stay.

- A notification regarding the student’s change of institution of affiliation must be submitted to the Immigration Bureau within 14 days of the change.
- KUISO website:
<https://kuiso.oc.kyoto-u.ac.jp/en/visa/residence/>

Q	After enrolling as a research student for one year, I plan to proceed to a master’s program. Can I apply for a CoE for a status of residence that will enable me to stay in Japan for three years?
A	The approved period of stay is determined according to the period stated in the acceptance certificate (admission letter, etc.) issued by the university. As you have not yet been officially accepted into the master’s program, your period of stay will be determined according to your period of enrollment as a research student.

- The period of stay granted depends on the type of status of residence. For example, if the status of residence is “Professor,” one of the following periods of stay will be granted depending on the period of enrollment at the university: 5 years, 3 years, 1 year, or 3 months.
- Please visit the KUISO website for information about other statuses of residence. Statuses of residence for which Kyoto University provides proxy applications:
https://kuiso.oc.kyoto-u.ac.jp/en/before_arriving/aboutvisa/

Q	How long does it usually take for a CoE to be issued after an application is submitted to the Immigration Bureau?
A	<p>CoEs for “Professor” and “Cultural Activities” status of residence are usually issued approximately two-to-three weeks after submission of the application, and “Student” status of residence take approximately three-to-four weeks.</p> <p>It is advisable to prepare the required documentation well in advance, as it usually takes approximately three weeks in any case.</p>

- It can take over one month for CoEs to be issued at times when the Immigration Bureau is receiving a large number of applications. For example, you may have to wait longer than usual for your CoE to be issued during January–February and July–August, when many people are preparing for university admission.
- The time required to process applications can also be longer for cases in which the Immigration Bureau requests the applicants or host laboratory/faculty to submit additional documents, for instance, if the research content involves matters of the security export control.

Q	Can you provide me with a scanned copy of my CoE as soon as you receive it? My pre-flight schedule is quite tight, so I'd like to submit the copy of the CoE when applying for my visa, rather than waiting for the original to be delivered.
A	Yes, we can send a copy of the CoE. However, the original document (not a copy) must be submitted to the Japanese embassy or consulate when applying for your visa.

Q	Our department is planning to host an international researcher/student, but they are currently staying in a country that is different from their nationality. Will the researcher/student be able to apply for a visa in that country?
A	Please contact the Japanese embassy or consulate general where the researcher/student intends to apply for their visa to inquire about this matter.

- If a person submits a visa application to a Japanese embassy or consulate general in a country other than that of their nationality the application may be rejected. In this case, the applicant may have to return to their home country.

Q	An international researcher/student that our department is hosting has asked us to be a guarantor for their visa application. Can we agree to do so?
A	Usually the international researchers/student's host professor serves as their guarantor. However, please follow the regulations of the specific host laboratory/faculty, if any.

- Being a guarantor does not entail accepting any legal responsibility for the applicant. A guarantor is regarded as a person who will provide any required guidance to the researcher/student to ensure that they can securely and consistently pursue the purpose for which they came to Japan (research, study, etc.).

Q	How long does it take for a visa to be issued?
A	It usually takes five business days. Please contact the Japanese embassy or consulate general to confirm the actual time required.

2.-2 Expiration date

Q	I have received CoE, but my arrival in Japan been postponed. Should I keep the CoE until my new schedule for arrival is confirmed?
A	A CoE is valid for three months. Foreign nationals must ensure that their CoE and visa are both valid when entering Japan.

- It is not possible to enter Japan with a valid visa only. **The CoE and visa must both be valid.**
- If it will not be possible to enter Japan before the CoE's expiration date, the CoE should be returned to the Immigration Bureau, even if it has not been used. You should then apply for a new CoE once you schedule for arrival in Japan has been confirmed.

Q	My CoE has expired, but my visa is still valid. Will I be permitted to enter Japan?
A	No, you will not. You are required to have both a valid CoE and a valid visa to enter Japan.

3. Proxy Application of CoE by KUIISO

3.-1 Application Documents

Q	Does the host laboratory/faculty need to send the original copy of the applicant's acceptance letter or invitation letter to the International Service Office?
A	If the person is applying for "Professor" or "Cultural Activities" residence status, the original copy of the acceptance letter or invitation letter is one of the documents that must be submitted to the Immigration Bureau. Please send it to the International Service Office. If the person is applying for "Student" residence status, it is acceptable to submit a copy of the acceptance letter or invitation letter. However, students who are applying for a new CoE for readmission to the university are required submit original copies of their school certificate and the academic transcript.

Q	When hosting an international researcher, is it necessary to include the amount of salary/compensation that they will be paid in the acceptance letter or the funding certificate?
A	Yes. The amount (total or monthly) and the payment period should be indicated in the acceptance letter or funding certificate.

Q	Our department is going to host an exchange/research student. As they are being hosted as a “non-regular student,” their weekly study/research hours should have been indicated in their letter of acceptance, but the department has already issued a letter which does not include that information. Does the department need to issue a new letter of acceptance that includes the weekly study/research hours?
A	It is not necessary if the department can issue a separate certificate to indicate the student’s weekly study/research hours.

- The International Service Office will contact the department if the letter of acceptance submitted does not include the necessary information.
- If it is necessary to certify the weekly study/research hours of several students, a single certificate include the details for multiple students is acceptable.
- **The certificate must include the official seal of the dean of the faculty/department.** The seal of the students’ academic supervisor is not acceptable.

証明書

令和〇年〇月〇日から令和〇年〇月〇日まで短期交流学生として入学を許可した〇〇の週間研究時間数は〇〇時間であることを証明します。

令和〇年〇月〇日
京都大学〇〇研究所 所長〇〇

Q	The invitation letter was issued a while ago. Is it still possible to send it to the International Service Office?
A	<p>All certificates submitted to the Immigration Bureau must have been issued within three months of the date of the application. If a certificate does not meet that requirement, please arrange for a new certificate to be issued. Please be sure to check the issue date of documents before submitting/uploading them.</p> <ul style="list-style-type: none"> ■ Please note that that the above requirement may not apply in the case of documents that are not re-issuable. ■ If any of the certificates submitted are not valid, the International Service Office will request the re-submission of a valid certificate.
Q	Our department sent an incoming international student their original acceptance letter, without making a digital or physical copy. Can KUISO obtain a scanned copy of the acceptance letter from the student if we request you to do so when applying for the proxy application through the KUISO application system?
A	<p>The acceptance/invitation letter, whether the original or a scanned copy, must be prepared and provided by the host faculty/laboratory, either by email, by uploading onto our application system, or by sending it via the university's internal mail service.</p> <ul style="list-style-type: none"> ■ Please note that that the above requirement may not apply in the case of documents that are not re-issuable. ■ If any of the certificates submitted are not valid, the International Service Office will request the re-submission of a valid certificate.
Q	I'd like to upload the acceptance letter from Kyoto University and a scholarship certificate issued by my home university. The former is in English and the latter is in German. Do I have to provide Japanese translations of such documents that are officially issued by institutions?
A	<p>In the case of documents issued by Kyoto University, please provide documents written in Japanese. For documents issued by other institutions/organizations, a translated summary written by the international researcher/student themselves is acceptable. The translator's signature is required.</p>
Q	Will all of the certificates submitted for the CoE application be returned once the application procedures have been completed?
A	<p>If the certificates are required to be returned, please inform KUISO when submitting the request for the CoE proxy application (or earlier). In principle, the Immigration Bureau does not return submitted certificates or documents.</p>

Q	Does the international student's host faculty need to complete the "Organization" section of the CoE application in advance?
A	No, KUISO will complete the "Organization" section of the CoE application.

Q	I am currently in process of renewing my passport. Will my CoE application be suspended until I submit the new passport number?
A	The new passport number is not required for the CoE application. Please be sure to notify us that your passport is currently in process of renewal.

- The number of the passport that you use to enter Japan does not have to be the same as the number provided in the CoE application.
- **Please note, however, that the spelling of your name on the old and new passports must be exactly the same.**
- KUISO will contact the applicant directly to explain the procedures regarding the passport renewal.

Q	I will return to the university after a temporary absence due to military service. What documents are required to apply for a CoE?
A	Original copies of the certificate of enrollment and academic transcript are required. Please send them to KUISO through the university's internal mail delivery service. The period of absence must be indicated on the certificate of enrollment.

- If you commenced the military service at the same time as entering the university, and you cannot obtain an enrollment certificate, please state those details in the remarks column. We will explain the reason for the enrollment certificate being available to the Immigration Bureau on your behalf.

3.-2 Accompanying Family Members (Dependents)

Q	My spouse and children will accompany me to Japan. Can I ask KUISO to submit proxy applications for their certificates of eligibility?
A	<p>Yes, you can.</p> <p>The international service office will apply for their certificates of eligibility together with yours. Their CoEs will be for “Dependent” residence status. You will be required to provide us with an officially issued copy of your marriage certificate and birth certificates for all children.</p>

Please note the following:

- If your spouse or children will only be in Japan temporarily in order to visit you, they are not eligible for “Dependent” residence status and must obtain a short-term stay visa.
- KUISO can only simultaneously submit CoE applications for a spouse and children in the following circumstances:
 - The duration of their stay will exceed the period permitted by a short-term stay visa.
 - The spouse/children will enter Japan at approximately the same time as the international student/researcher.
- In the following circumstances, KUISO cannot simultaneously submit CoE applications for a spouse and children:
 - The person who supports the dependents (i.e. the international student/researcher), has already been living in Japan for a period of time.
- For further information, please refer to the KUISO website:
<https://kuiso.oc.kyoto-u.ac.jp/en/visa/family/>

Q	My parents/siblings/fiancé(e) will come to Japan to visit me. Can I ask KUISO to submit proxy applications for their certificates of eligibility?
A	<p>Unfortunately, only the spouse and children of an international student/researcher are legally eligible to enter Japan with “Dependent” resident status. Other persons should enter Japan with short-term stay visas.</p>

3.-3 Withdrawal of Certificates of Eligibility

Q	I have submitted my CoE application to the Immigration Bureau, but my travel to Japan has been canceled. Should I withdraw the application?
A	<p>KUISO will cancel your application on your behalf. Please inform KUISO if your travel to Japan is canceled.</p>

Q	My travel to Japan has been canceled, but I have already received my CoE. What should I do with the certificate of eligibility?
A	Your certificate of eligibility must be returned to the Immigration Bureau. Please arrange for it to be sent to KUISO via the university's internal mail service, or by international mail if it is outside of Japan.

- All CoEs must be returned to the Immigration Bureau, even if they are unused. A new certificate of eligibility cannot be issued until the previously issued certificate is returned.

3.-4 Other Matters

Q	We'd like to host an international researcher in our laboratory. The Japan Society for the Promotion of Science (JSPS) will be the researcher's financial sponsor, and the length of their stay will be less than 90 days. The researcher is a national of a country which has visa exemption arrangements. Does the researcher still need to obtain a CoE and a visa?
A	Any international researcher whose financial sponsor will be the JSPS is required to obtain a CoE and a visa. Both the CoE and visa will be for "Professor" residence status. Please request the KUISO to submit a proxy application for the researcher's CoE.

Q	It is several months until our department will host an international researcher/student, but can we apply for KUISO to submit their CoE proxy application via the online system?
A	Yes, you can submit the application in advance, and KUISO will contact the international researcher/student at a suitable time.

- The CoE is valid for three months. We usually arrange for CoE applications to be submitted to the Immigration Bureau **two months prior** to the persons intended date of arrival in Japan.
- Any certificates submitted to the Immigration Bureau must have been issued **within three months** of the date of submission of the application. Please be sure to check the issue date of all certificates before uploading them to the KUISO system.

Q	The acceptance of an international researcher has finally been approved, but the schedule is quite tight. Could you arrange for the researchers CoE to be issued in time for them to obtain a visa and enter Japan by the date on which their program commences?
A	We will do our best to submit the researcher's CoE application as quickly as possible. However, as the review of the application is conducted by the Ministry of Justice, KUISO cannot guarantee that the CoE will be issued in time.

- KUISO submits proxy applications for a CoEs, but we cannot guarantee that a visa will be issued, or that it will be issued in time for the intended date of arrival in Japan. Visa applications are processed by the Ministry of Foreign Affairs.

Q	We'd like to host an international researcher in our lab/office which is located outside of Kyoto prefecture.* Can we ask you to submit a proxy application for their CoE? *E.g., the Center for Ecological Research in Shiga, the Institute for Geothermal Sciences Graduate School of Sciences in Oita, the Center for the Evolutionary Origins of Human Behavior in Aichi.
A	Yes, you can. Please submit the request through the online system.

4. Extension of Period of Stay and Change of Status of Residence

4.-1 Application for an “**Extension** of Period of Stay”

Q	An international student who was accepted as a research student will now enroll in a master's degree program. Does the student need to complete any procedures with KUISO?
A	The student must apply for an “Extension of Period of Stay” at the Immigration Bureau. KUISO does not handle such applications. The procedure must be completed by the student themselves.

- For further information, please refer to the KUISO website below.

<https://kuiso.oc.kyoto-u.ac.jp/en/visa/extension/>

Q	In the “Organization” section of the application form, there is a field to enter the “Name of Representative,” and affix their seal. Who should be the representative, and which seal is appropriate?
A	Please enter the name of the dean of the host faculty in the “Name of Representative” field. The seal is no longer required in the latest version of the application form.

- The latest version of the application form is available :

<https://kuiso.oc.kyoto-u.ac.jp/en/visa/extension/>

Q	How many months before the expiration date can I apply for an “Extension of Period of Stay?”
A	The Immigration Bureau accepts applications for an “Extension of Period of Stay” approximately three months before the end of the currently approved period of stay. The standard processing period is two-to-four weeks.

- Please refer to the website below for more information.

[Immigration Services Agency of Japan]

<https://www.isa.go.jp/en/applications/procedures/16-3.html>

Q	My approved period of stay will end before the procedures to extend my period of stay/change my status of residence is completed. Am I permitted to remain in Japan in such circumstances?
A	A “grace period” may be applied when the processing time of such applications exceeds the expiration date of the period of stay. You may be granted permission to remain in Japan until the application is processed.

- Kyoto University International Service Office (KUIISO) website:
<https://kuiso.oc.kyoto-u.ac.jp/en/visa/extension/>
- Immigration Services Agency of Japan website:
<https://www.isa.go.jp/en/applications/guide/tokureikikan.html>

4.-2 Application for a “**Change** of Status of Residence”

Q	An international student who was accepted as a research student will subsequently be employed as a researcher. Do they need to complete any procedures via the International Service Office?
A	The student must apply for a “Change of Status of Residence” at the Immigration Bureau. The International Service Office does not handle such applications. The procedure must be completed by the student themselves.

- For further information, please refer to the KUIISO website below:
<https://kuiso.oc.kyoto-u.ac.jp/en/visa/extension/>

Q	In the “Organization” section of the application form, there is a field to enter the “Name of Representative,” and affix their seal. Who should be the representative, and which seal is appropriate?
A	Please enter the name of the dean of the host faculty in the “Name of Representative” field. The seal is no longer required in the latest version of the application form.

- The latest version of the application form is available from the following link:
<https://kuiso.oc.kyoto-u.ac.jp/en/visa/extension/>

Q	I'm an international researcher/student and I am a national of a country which has visa exemption arrangements. As my enrollment was approved at short notice, there was not sufficient time to arrange for an appropriate visa, so I entered Japan with a short-term stay visa, although I will stay in Japan for more than 90 days. How can I change my status of residence?
A	As a foreign national, you must acquire the correct status of residence for your activities in Japan before arrival. In this situation, the Immigration Bureau may deem that you have entered Japan on an improper visa. Please contact the Immigration Bureau immediately and follow their instructions.

- The Immigration Bureau operates in accordance with the applicable laws and regulations. The International Service Office will never raise any objections to decisions made by the Immigration Bureau.
- **The Immigration Bureau has issued instructions that people should not attempt to change their status of residence from short term stay to another status.**
- If the Immigration Bureau instructs you to apply for a Certificate of Eligibility, please contact the International Service Office.

Q	I'm an international student who will graduate from the university soon, and I have received an employment offer in Japan. My current "Student" residence status will expire after my graduation. Can I stay in Japan until my employment commences?
A	Provided they meet certain requirements, students who receive an employment offer before or after graduation may be able to change their status of residence to "Designated Activities" in order to stay in Japan until their employment begins.

- Please visit the websites below for further details.
KUIISO website: https://kuiso.oc.kyoto-u.ac.jp/en/visa/change_of_status/
Immigration Services Agency of Japan
"Designated Activities" for prospective employees
https://www.isa.go.jp/en/publications/materials/nyuukokukanri07_00013.html

Q	I'm an international student who will graduate from the university soon and am currently seeking employment in Japan. My current "Student" residence status will expire after my graduation. Can I stay in Japan till I find employment?
A	If you do not find employment by the time you graduate, you may be permitted to change your status of residence to "Designated Activities" provided certain conditions are met. Please contact the Immigration Bureau.

- Please visit the Immigration Services Agency of Japan website below for further details:
"Designated Activities" for prospective employees
https://www.isa.go.jp/en/publications/materials/nyuukokukanri07_00013.html

Q	I'm an international student and will take a leave of absence. Can I continue to stay in Japan with "Student" residence status?
A	You are not permitted to stay in Japan with "Student" residence status during a leave of absence. You are required to leave Japan as soon as possible. If there are any specific reasons that you must remain in Japan, please consult with the Immigration Bureau before taking the leave of absence. Please note that KUISO cannot handle such matters.

5. Special Re-entry Permission

Q	I'd like to temporarily return to my home country. Do I need to obtain a new visa to re-enter Japan?
A	Please apply for a "Special Re-entry Permission." Special Re-entry Permission enables you to re-enter Japan without obtaining a new visa provided your passport and residence card are valid, and you re-enter Japan within one year from the date of departure.

■ Note:

If your approved period of residence will expire in less than one year after your departure from Japan, you must re-enter Japan before the expiration date of the approved period of residence.

- Please refer to the following websites for further details.

KUISO website:

<https://kuiso.oc.kyoto-u.ac.jp/en/visa/residence/>

Immigration Services Agency of Japan

Special Re-entry Permission:

<https://www.isa.go.jp/en/applications/guide/minashisainyukoku.html>

- If you leave Japan without Special Re-entry Permission, you must acquire a new Certificate of Eligibility and a new visa in order to re-enter.

外国人用 (再入国) 再入国入国記録 DISEMBARKATION CARD FOR RE-ENTRANT ②

【 ARRIVAL 】

氏名 Family Name

生年月日 Day Month Year

航空機名・船名 Flight No./Vessel

再入国許可の有効期間内に入国する予定です。 (Check the box if you plan to re-enter Japan while your re-entry permit is valid.)

署名 Signature

官用欄 Official Use Only

再入国出国記録 EMBARKATION CARD FOR RE-ENTRANT ①

【 DEPARTURE 】

氏名 Name

生年月日 Day Month Year

主な渡航先国名 Destination

出国予定期間 Intended period out of Japan

次 の い づ れ か に 区 を 記入 してください。 Please check either one of the boxes below.

☐ 1. 一時的な出国であり、再入国する予定です。 I am leaving Japan temporarily and will return.

☐ 2. 「再入国許可」の有効期間内に再入国の予定はありません。 I do not plan to re-enter Japan while my re-entry permit is valid.

(地方入国管理官署で「再入国許可」を受けており、その有効期間内に再入国する予定の方は、区して下さい。)(Check the box if you do not plan to re-enter Japan while your re-entry permit, which you have obtained at a regional immigration bureau, is valid.)

署名 Signature

官用欄 Official Use Only

For reference:

Embarkation and Disembarkation Card for Re-Entrants (available at airports in Japan)

Please be sure to select [1] at the departure inspection, if you are leaving Japan with Special Re-entry Permission.

Q	I left Japan with Special Re-entry Permission, however, I was not able to return to Japan within the specified period. What procedures must I complete to re-enter Japan?
A	You are required to apply for a new Certificate of Eligibility and a new visa. Please contact the International Service Office regarding the Certificate of Eligibility, as we may be able to assist you by submitting a proxy application.

- Please note that for as long as your residence card is valid, you are not able to apply for another Certificate of Eligibility.
- Your residence card must be returned to the Immigration Bureau. Please send it to the International Service Office by international mail, so that we can return it to the Immigration Bureau on your behalf. We can also submit a statement of reasons to the Immigration Bureau on your behalf to urge them to approve your application for a new Certificate of Eligibility.

Q	I've applied for an Extension of Period of Stay/Change of Status of Residence, and have been waiting for it to be approved. In the meantime, can I leave Japan with Special Re-entry Permission?
A	Yes, you can. However, you are strongly recommended ensure that you are contactable by the Immigration Bureau, in case they need to confirm your application.

6. Points-Based Preferential System for Highly Skilled Foreign Professionals

Q	What is the Points-Based Preferential System for Highly Skilled Foreign Professionals?
A	This system provides the preferential immigration treatment for highly skilled foreign professionals who contribute to capital and labor, or are expected to generate innovation in industries in Japan.

- Please refer to the website below for further information.

KUISO website:

https://kuiso.oc.kyoto-u.ac.jp/en/visa/for_highly_skilled/

Q	One of the documents required to apply for preferential immigration treatment through the system is evidence that the applicant is affiliated with an organization that has receives financial support related to innovation. How can obtain such a document?
A	The International Service Office can provide a document showing that Kyoto University receives financial support related to innovation. Please contact us at the following email address to request the document: [kuiso@mail2.kyoto-u.ac.jp].

7. Other Matters

7.-1 Short-term stay visa

Q	What is a short-term stay visa?
A	A short-term stay visa is issued for activities such as sight-seeing, recreation, visiting family members, business meetings, etc. It is often referred to as a "tourist visa." A Certificate of Eligibility is not required to apply for this type of visa.

- Persons holding short-term stay visas are not permitted to engage in activities for which they are paid or remunerated.
- In principle, the Immigration Bureau does not accept applications to change status of residence from "short-term stay" to another status. Such applications will be rejected, except in extraordinary circumstances.

Q	I want to visit Japan to attend a meeting to organize future collaborative research. I will stay for one week and receive no remuneration during the visit. Can I enter Japan on a short-term stay visa?
A	If you are a national of a country which has visa exemption arrangements, a short-term stay visa is not required. If not, please acquire a short-term stay visa.

- Please refer to the following website for further information.
Ministry of Foreign Affairs:
https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html
- Most visa exemption arrangements between Japan and other countries/regions allow national of those countries to stay in Japan for up to 90 days without obtaining a visa. However, the duration permitted is different for different nationalities. Please contact the Japanese Embassy in your country/region for specific information.
- If you receive remuneration or payment that the Immigration Bureau regards as earnings, you might not be permitted to enter Japan on a short-term stay visa.

Q	Does the International Service Office provide assistance with short-term visa applications?
A	Unfortunately, we don't provide such support. Please consult your host faculty office.

- If you are planning to attend an academic meeting (symposium, conference, etc.), but are not a national of a country with visa exemption arrangements, please apply for a short-term visa. For details of the application procedure and requirements, please contact your nearest Japanese embassy or consulate general. Please note that you cannot apply for a short-term visa if you receive any form of payment or remuneration.
- Documents, such as an invitation letter, letter of guarantee, etc., which are required when applying for a short-term visa should be issued by your host professor or host laboratory/faculty.
- Please refer to the website below for detailed information.
[Ministry of Foreign Affairs website] https://www.mofa.go.jp/j_info/visit/visa/index.html

Q	I'll will be hosted by Kyoto University as a researcher, and I need an invitation letter issued by the university/host laboratory in order to apply for a short-term visa. Can I ask for one to be issued via the International Service Office's online system?
A	The International Service Office does not provide assistance with short-term visa applications, and the online system does not have a function to request invitation letters. Please contact your host laboratory directly.

Q	I entered Japan on a short-term stay visa since, as the planned duration of my visit was less than 90 days. However, I'd like to extend my stay in Japan to continue my research. Is it possible to extend my stay in Japan if I apply to the Immigration Bureau for an "extension of period of stay?"
A	An extension of period of stay is only approved in an extraordinary circumstance, such as if you require medical treatment. We recommended that you return to your home country, and then re-enter Japan with a new visa that is appropriate for your activities.

7.-2 Residence Card

Q	Where and how can I obtain a residence card?
A	A residence card will be issued upon arrival if at the following airports: New Chitose Airport, Narita International Airport, Haneda Airport, Chubu Centrair International Airport, Kansai International Airport, Hiroshima Airport, or Fukuoka Airport. If arriving at any other airport, the residence card will be issued later and sent by mail to mid to long-term residents once they have registered their residential address at the local municipal office.

- Residence cards are issued to mid to long-term residents (over 90 days).
- Residence cards are not issued to persons who will stay in Japan for less than 90 days.
- If you receive approval to extend your period of stay, and the additionally approved period exceeds 90 days, you will be issued with a residence card.
- When an "Extension of Period of Stay" or "Change of Status of Residence" is approved, a new residence card will be issued.

7.-3 Permission to engage in activities other than those permitted under the status of residence

Q	We would like to ask an international researcher in our laboratory to do some translation work. Would that be legally acceptable?
A	Please contact the Immigration Bureau and follow their instructions.

- In the past, there have been cases in which a foreign national with "professor" status of residence of was required to apply for "permission to engage in activities other than those permitted under the status of residence," because translation was not deemed to be a type of work that is covered by "professor" residence status.

Q	We'd like to hire an international student as a research assistant (RA). Does the student need to apply for "permission to engage in activities other than permitted under the status of residence?"
A	If hiring an international student as a RA or TA who assists with education/research at the university, the student does not need to obtain "permission to engage in activities other than those permitted under the status of residence."

- KUISO website:
https://kuiso.oc.kyoto-u.ac.jp/en/visa/work_permit/
- Please contact the Immigration Bureau if you have any questions.
Kyoto Branch Office: Tel. 075-752-5997

Q	I will graduate from the university in one week, but my status of residence is valid for a few more months. Can I engage in part-time work until the end of the approved period?
A	No. International students lose their student status upon graduation. "Permission to engage in activities other than those permitted under the status of residence" is applicable to the individual's status as a student, and you will therefore not be able to engage in such activities (i.e. part-time work) once you have graduated and lost your student status.

7.-4 Other Matters

Q	Our department will host a doctoral student as an international research associate. As they are a student in their home country, will their status of residence be "Student"?
A	It depends on the position that they will assume at Kyoto university. Even if they are a student at their home university, if they are hosted as a researcher or faculty member at Kyoto University (e.g. international research associate, assistant teaching staff, etc.), "Student" residence status is not appropriate. In such cases, "Professor" or "Cultural Activities" will be the appropriate status of residence.

Q	I have been given an application form for "Professor" status of residence, but I will not be hosted as a professor. Have I been given the wrong form?
A	In this case "Professor" is being used by the Immigration Bureau as an administrative term to describes a type of residence status, it does not indicate your position at the university.

- Foreign nationals who have been granted "Professor" residence status are permitted to engage in the following activities at universities, equivalent educational institutions, or technical colleges in Japan: research, research guidance, and teaching.

Q	Can I ask the International Service Office to submit a proxy application for a Certificate of Eligibility for “Medical Services” residence status?
A	Unfortunately, the International Service Office can only handle CoE proxy applications for the following four types of residence status: “Professor,” “Cultural Activities,” “Student,” and “Dependent.”

- Please visit the Immigration Services Agency of Japan website for information about Certificates of Eligibility for other residence statuses, including eligibility requirements.

Immigration Services Agency of Japan:

<https://www.isa.go.jp/en/applications/procedures/16-1.html>

7.-5 Related Links

- Immigration Services Agency of Japan
<https://www.isa.go.jp/en/index.html>
- Ministry of Foreign Affairs of Japan: Visas
https://www.mofa.go.jp/j_info/visit/visa/index.html
- Kyoto University International Service Office: Visas and Status of Residence
https://kuiso.oc.kyoto-u.ac.jp/en/before_arriving/aboutvisa/
- The Online Application System for Certificates of Eligibility (Faculty and Staff Only)
https://kuiso.oc.kyoto-u.ac.jp/en/facultystaff/coe_application_for_staff/