September 25, 2026

FAQ

Regarding Certificates of Eligibility (CoE)

NOTE: The information is subject to change without notice.

Kyoto University International Support Center

FAQ Regarding Certificates of Eligibility (CoE)

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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 Support Center or the Immigration Bureau in your residence area with any inquiries.
Immigration Bureau website: https://www.moj.go.jp/isa/about/region/index.html

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.

[Residence card]

"Residence 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.
- Related item: **4.-1** Application for an "Extension of Period of Stay"

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 Support Center 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 a 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.
- **Please note that International Support Center does not submit proxy CoE applications for status of residence types other than those listed above.**

  Please contact your Immigration Bureau directly with any inquiries:

  Immigration Bureau website: https://www.moj.go.jp/isa/about/region/index.html

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.**

2.Certificate of Eligibility (CoE)

2.-1 CoE and Visa Applications

Q	What is a Certificate of Eligibility (CoE)?
A	**A CoE is a 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 and submits the application to the Immigration Bureau.** **From March 17, 2023, CoE, which were previously only issued as printed documents and sent to applicants overseas by postal mail, can now also be received electronically by email.** **CoEs issued for proxy applications by International Support Center will be issued electronically by email by the Immigration Bureau, and provided to the applicants via International Support Center’s online system.**

- **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.
- Immigration Bureau website: https://www.moj.go.jp/isa/applications/procedures/10_00136.html

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	**The Kyoto University International Support Center will submit proxy applications for the CoEs. Please request the proxy applications through the International Support Center online application system.**

- The online application system can be accessed via the International Support Center website at the following
  URL: https://kuiso.oc.kyoto-u.ac.jp/facultystaff/coe_application_for_staff/
- Please note that the online application system is only accessible via the campus network.
- International Support Center also accepts requests for proxy CoE applications for international researchers and students who will be hosted at labs/offices located outside of Kyoto prefecture
  (e.g., the Center for Ecological Research in Shiga, the Institute for Geothermal Sciences of the Graduate School of Sciences in Oita, the Center for the Evolutionary Origins of Human Behavior in Aichi).
- 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/college 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.
- International Support Center 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 International Support Center 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	**It is recommended to prepare the required documents well in advance. The usual periods required for the issue of each category of CoE are as detailed below:** **"Professor" and "Cultural Activities": approximately two to three weeks*** **"Student": approximately three to four weeks*** ***Indicates the time required after submitting all of the necessary documents to the Immigration Bureau.**

- 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	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 of CoE

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 the intended date of arrival is delayed, and it will not be possible to arrive in Japan before the CoE's expiration date, you will need to return your CoE to the Immigration Bureau and apply for a new CoE.
- Related item:**3.-3** Withdrawal of Certificates of Eligibility

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 International Support Center

3.-1 Documents required for Proxy Application of CoE by International Support Center

Q	One of the documents required for the CoE proxy application is a certificate of enrollment/ acceptance/employment. What exactly is it?
A	**It is a certificate that states the conditions under which an international researcher or student is being accepted by Kyoto University.** **For example:** **In the case of researchers: a certificate of acceptance, certificate of employment, etc.** **In the case of students: a letter of acceptance, admission letter, certificate of research activities, etc.**

- The certificate must be issued by the section in charge of issuing certificates in the host department/faculty in accordance with the faculty's regulations.
- The official seal may be omitted if permitted by the host department/faculty. A certificate issued by the host professor is not acceptable.
- With the exception of certificates that cannot be re-issued, the certificate must have been issued within three months prior to the submission of the application to the Immigration Bureau.
- In the case of "non-regular students" (research students, special auditing students, short-term international students, etc.) the certificate must include the details of the student's weekly study/research hours (should be at least 10 hours per week). Separately issued weekly study/research hour certificates are also acceptable.

Examples of "weekly study/research hours" certificates

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

- For the CoE proxy application for students who are returning to the university, instead of the letter of acceptance, admission letter, etc., both a certificate of enrollment stating the period of the leave of absence and an academic transcript are required.

Q	If an international student will return to the university after a temporary absence, what documents are required for International Support Center to make a proxy application for the student's CoE?
A	**A certificate of enrollment, academic transcript, and document showing the reason for the temporary absence such as a copy of a notification of leave of absence.**

- The certificate of enrollment must include details of the period of the leave of absence.
- If you are unable to obtain an academic transcript due to reasons such as taking a leave of absence from the university immediately after enrollment, please inform us of that fact.
- Students who will return to the university after military service must submit a military service certificate in English (or translated into English or Japanese).

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	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	**Please provide documents written in Japanese or English. For documents issued in other languages, please provide a summary in Japanese or English (may be written by the international researcher/student themselves).**

Q	Will all of the certificates submitted for the CoE application be returned once the application procedures have been completed?
A	**If the certificates are required to be returned, please inform International Support Center when submitting the request for the CoE proxy application (or earlier). In principle, the Immigration Bureau does not return submitted certificates or documents.**

Q	Does the international student's host faculty need to complete the "Organization" section of the CoE application in advance?
A	**No, International Support Center 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.
- International Support Center will contact the applicant directly to explain the procedures regarding the passport renewal.

3.-2 CoE Application for Accompanying Family Members: "Dependent"

Q	My spouse and children will accompany me to Japan. Can I ask International Support Center to submit proxy applications for their certificates of eligibility?
A	**Yes, you can.** **The International Support Center 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.**

Please note the following:

- **Only the spouse and children** of an international student/researcher are legally eligible to stay in Japan with "Dependent" residence status. Please note that parents, siblings, common-law partners, and fiancé(e)s are not eligible for "Dependent" status under Japanese law.
- 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.
- International Support Center 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, International Support Center 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 International Support Center website:
  https://kuiso.oc.kyoto-u.ac.jp/en/visa/family/

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	**Please inform International Support Center if your travel to Japan is canceled.** **International Support Center will withdraw your application on your behalf.**

- If the only issue is that your intended date of arrival will be delayed, you can still use your CoE provided it is still valid.
- If it will not be possible to arrive in Japan before the CoE's expiration date, you will need to return your CoE to the Immigration Bureau and apply for a new CoE.
- Related item : **2.-2** Expiration date of CoE

3.-4 Appropriate time to request International Support Center to make a Proxy Application

Q	It is several months until our department will host an international researcher/student, but can we apply for International Support Center to submit their CoE proxy application via the online system?
A	**Yes, you can submit the application in advance, and International Support Center 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 International Support Center system.

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

Applicants must visit the Immigration Bureau in person to apply for an Extension of Period of Stay/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 International Support Center?
A	**The student must apply for an "Extension of Period of Stay" at the Immigration Bureau. International Support Center does not handle such applications. The procedure must be completed by the student themselves.**

■ For further information, please refer to the International Support Center 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.**

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 Bureau website: https://www.moj.go.jp/isa/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.**

■ International Support Center website: https://kuiso.oc.kyoto-u.ac.jp/en/visa/extension/
■ Immigration Bureau website:
https://www.moj.go.jp/isa/applications/procedures/tokureikikan_00001.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 Support Center?
A	**The student must apply for a "Change of Status of Residence" at the Immigration Bureau. The International Support Center does not handle such applications. The procedure must be completed by the student themselves.**

- International Support Center website: 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.**

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 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 Support Center.

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.**

- International Support Center website:
  https://kuiso.oc.kyoto-u.ac.jp/en/visa/change_of_status/designated_activity/

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.**

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 International Support Center cannot handle such matters.**

5.Special Re-entry Permit

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 Permit." Special Re-entry Permit 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.**

- 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.
  International Support Center website: https://kuiso.oc.kyoto-u.ac.jp/en/visa/residence/
- If you leave Japan without Special Re-entry Permit, you must acquire a new Certificate of Eligibility and a new visa in order to re-enter.
- Applicants must visit the Immigration Bureau in person to apply for an Extension of Period of Stay/Change of Status of Residence. If the applicant will be unable to return to Japan in time to begin the necessary procedures, they must begin the procedures before leaving Japan.

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

Immigration Bureau website:https://www.moj.go.jp/isa/publications/materials/re-ed_index.html

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

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 Permit?
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.**

- The applicants need to start the procedure before leaving Japan if they cannot return to Japan by the time the procedures required are started.

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.**

- International Support Center 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 Support Center 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-coe@mail2.adm.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 Support Center 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 Support Center's online system?
A	**The International Support Center 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, Sendai Airport, Narita International Airport, Haneda Airport, Chubu Centrair International Airport, Kansai International Airport, Kobe Airport, Hiroshima Airport, Fukuoka Airport or Naha 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" (who are granted a period of stay of four months or more).
- Residence cards are not issued to persons who enter Japan on a "short-term stay" visa, or those whose period of stay is three months or less.
- If you receive approval to extend your period of stay, and the additionally approved period is four months or more, 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.
- Related item: **4.-1** Application for an "Extension of Period of Stay"

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."**

- International Support Center website: https://kuiso.oc.kyoto-u.ac.jp/en/visa/work_permit/
- Please contact the Immigration Bureau in your residence area if you have any questions.
  Immigration Bureau website: https://www.moj.go.jp/isa/about/region/index.html

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.**

8. 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 Support Center: Visas and Status of Residence
  https://kuiso.oc.kyoto-u.ac.jp/en/before_arriving/aboutvisa/