

Commencement of University-wide Visa Consulting Services

The University of Tokyo provides visa consulting services for international students and researchers throughout the university in order to promptly respond to questions about visa statuses, and reduce the burden on UT faculty members/administrative staff who are hosting international students and researchers.

1. Visa Consulting Services

(1) Free Consultation Services regarding Visa Status

- Email todai-visa-support@attorney-office.com Tel 03-5402-6191 or visit the consultation service locations indicated in the FY 2018 Schedule (Attached Form 2).

Example Questions:

“I want to invite my family to Japan. What should I do?”

“I want to know about the Change of Status of Residence.”

“I want to know how to fill out an application form.” etc.

(2) Services provided for the following applications

- Proxy Applications for “Certificate of Eligibility” for international students and researchers (free of charge)
 - * Only for applications regarding “Professor” “Cultural Activities” “Student” or “Highly Skilled Professionals” statuses, on behalf of faculty members or administrative staff of the University of Tokyo

The International Students and Researchers Support Group will also continue to provide an application service for the “Certificate of Eligibility” for international students as before.

- Application for “Extension of Period of Stay” (paid service)
- Application for “Change of Status of Residence” (paid service)
- Other applications for “Certificate of Eligibility” (visa(s) for family) etc. (paid service)
 - * **Please refer to the Attached Form 1 “Visa Consulting Services and Charges” for fees.**

2. FY 2018 Schedule and Service Locations

- Please refer to the Attached Form 2, “FY 2018 Visa Consulting Service Schedule”.
- * Please bring your ID to your consultation.**

3. Eligibility

- International students and researchers who belong to the University of Tokyo
- Faculty members and administrative staff

4. How to Apply for Services

- Go to the location indicated in the Attached Form 2, “FY 2018 Visa Consulting Service Schedule” for consultation services.
- Send an email to IMS Legal Professional Corporation with your name and the name of your faculty/graduate school, institute, center or department at today-visa-support@attorney-office.com for an email consultation, or give a call at 03-5402-6191.

5. Contact

- IMS Legal Professional Corporation
8F SVAX Nishishimbashi building 2-39-3 Nishishimbashi, Minato-ku, Tokyo, Japan
105-0003
TEL : 03-5402-6191
Email : today-visa-support@attorney-office.com

Visa Consulting Services and Charges

Service	Charge to applicant (tax included)	
Application for “Certificate of Eligibility” (Visa Status “Professor” “Cultural Activities” “Highly Skilled Professionals”) for invited international researchers	Postage (¥392)*	
Application for “Certificate of Eligibility” (Visa Status “Student”) for international students	Postage (¥392)*	* The International Students and Researchers Support Group also provides services as before.
Application for “Certificate of Eligibility” (Visa(s) for an international researcher’s family)	Application Fee (¥6,480) Postage (¥392)*	
Application for “Certificate of Eligibility” (Visa(s) for an international student’s family)	Application Fee (¥6,480) Postage (¥392)*	
Application for “Extension of Period of Stay” (Visa Status “Student”)	Application Fee (¥7,560) Revenue Stamp (¥4,000)	
Application for “Extension of Period of Stay” (Visa Status Other than “Student”)	Application Fee (¥8,640) Revenue Stamp (¥4,000)	
Application for “Change of Status of Residence”	Application Fee (¥8,640 ~) Revenue Stamp (¥4,000)	
Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (“Student”)	Application Fee (¥6,480)	
Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (Other than “Student”)	Application Fee (¥7,560)	
Application for “Re-entry Permit”	Application Fee (¥6,480) Revenue Stamp (Single (¥3,000), Multiple (¥6,000))	
Application for “Certificate of Authorized Employment”	Application Fee (¥7,560) Revenue Stamp (¥900)	

Other applications (Drafting a Statement of Reason, US Visa application, etc.)	Depending on the applicant's case.
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* Please bring a self-addressed and stamped envelope for return mail.

* "International Students and Researchers Support Group, International Affairs Department" will be reorganized to "International Support Group, Education and Student Support Department" on April 1, 2018.