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 2019 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 of the University of Tokyo by our staff (applications for the status of “Professor”, “Cultural Activities, “Student”, or “Highly Skilled Professional”) (free of charge)
         (Please note that although we had provided proxy services for the Certificate of Eligibility” for international students in the past, as of 2019 the International Students and Researchers Support Group will no longer handle these matters.)
       - Application for “Extension of Period of Stay” (paid service)
       - Application for “Change of Status of Residence” (paid service)
       - Other applications, 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 specific fees.

2. FY 2019 Schedule and Service Locations
   - Please refer to the Attached Form 2, “FY 2019 Visa Consulting Service Schedule”.

3. Eligibility
   - International students and researchers who belong to the University of Tokyo
   - Faculty members and administrative staff
4. **How to Apply for Services**
   - For consultation services directly: Please confirm the location indicated in the Attached Form 2, “FY 2019 Visa Consulting Service Schedule”, **bring your ID**, and visit us directly for consultation services. **If you require 10 or more applications, please notify the contact listed below in (5) in advance.**
   - For services via phone or email: Please send an email or call the number of the contacted listed below in (5) with your name and the name of your faculty/graduate school, institute, center or department.

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 : todai-visa-support@attorney-office.com
**Visa Consulting Services and Charges**

<table>
<thead>
<tr>
<th>Service</th>
<th>Charge to applicant (tax included)</th>
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<tbody>
<tr>
<td>Application for “Certificate of Eligibility” (Visa Status “Professor” “Cultural Activities” “Highly Skilled Professionals”) for invited international researchers</td>
<td>Postage (¥392)*</td>
</tr>
<tr>
<td>Application for “Certificate of Eligibility” (Visa Status “Student”) for international students</td>
<td>Postage (¥392)*</td>
</tr>
</tbody>
</table>
| Application for “Certificate of Eligibility” (Visa(s) for an international researcher’s family) | Application Fee (¥7,560)  
Postage (¥392)*                  |
| Application for “Certificate of Eligibility” (Visa(s) for an international student’s family) | Application Fee (¥7,560)  
Postage (¥392)*                  |
| Application for “Extension of Period of Stay” (Visa Status “Student”) | Application Fee (¥8,640)  
Revenue Stamp (¥4,000)          |
| Application for “Extension of Period of Stay” (Visa Status Other than “Student”) | Application Fee (¥9,720)  
Revenue Stamp (¥4,000)          |
| Application for “Change of Status of Residence”                       | Application Fee (¥9,720 ~)  
Revenue Stamp (¥4,000)          |
| Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (“Student”) | Application Fee (¥7,560)                  |
| Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (Other than “Student”) | Application Fee (¥8,640)                  |
| Application for “Re-entry Permit”                                      | Application Fee (¥7,560)  
Revenue Stamp (Single (¥3,000), Multiple (¥6,000)) |
| Application for “Certificate of Authorized Employment”                 | Application Fee (¥8,640)  
Revenue Stamp (¥900)            |
| Other applications (Drafting a Statement of Reason, US Visa application, etc.) | Depending on the applicant’s case. |

*Standard postage fee for packages weighing 25g or less (approximately 1-4 Certificates). Please bring a self-addressed and stamped envelope for return mail.*