

■ Application Process via Post

- ① Prepare your application documents. Application forms and other necessary documents can be confirmed and downloaded from the IMS website below.
Japanese: <https://attorney-office.com/japanvisa/ac-forms>; English: <https://attorney-office.com/japanvisa/ac-forms-en>
※Please contact IMS for the required documents related to applications for Changes of Status of Residence.
- ② Please send scanned copies of all of your application documents to IMS at the following e-mail address.
E-mail: todai-visa-support@attorney-office.com
※When applying for the Certificate of Eligibility (COE), please also attach the "Notification of Applicability for Security Export Control".
- ③ IMS will check your documents, and if there are any questions or information to be modified, we will instruct you on the necessary steps. After receiving the corrected documents, IMS will perform a final document check.
- ④ IMS will send you the application form via e-mail as well as information for paying the application fees.
※Payment options: Bank transfer, credit card
※COE application fees for "Professor" visa, "Cultural Activities" visa, and "Student" visa are paid by the university
- ⑤ Please return the signed application form via e-mail.
- ⑥ After the applications fees have been paid and payment has been confirmed, IMS will ask you to mail your application documents to the following address:
IMS Legal Professional Corporation, c/o Visa Consulting Service Manager
SVAX Nishishimbashi Bldg 8F
2-39-3 Nishishimbashi, Minato-ku, Tokyo 105-0003 Japan (Tel: 03-5402-6191)
※Please send your documents via Letter Pack Plus (red envelope) or registered mail.
(Your documents have sensitive personal information. Do not use unregistered mail.)
※Applications for Certificate of Eligibility ("Professor," "Cultural Activities," or "College Student"), made by faculty members on behalf of the foreign researcher or foreign student themselves, are at the expense of the university. Please refer to the following guide for the fees to be paid by individuals.
University of Tokyo Visa Consulting Service <https://www.u-tokyo.ac.jp/adm/inbound/ja/life-visa-vc.html>
- ⑦ After we receive your documents, we will send you 1) a copy of your application and 2) residence card custody receipt (預かり証; if applicable) via e-mail.

■ Notes

- ※For applications **other than** Certificate of Eligibility, please **also include** the following in addition to the above:
- Applicant's original passport and original residence card
 - Signed fee payment form and request form
 - Self-addressed Letter Pack Plus (red envelope) in order for IMS to return your application documents after we receive them from the Immigration Bureau.
- ※For COE applications, the COE will be sent directly from the Immigration Office using the return envelope provided at the time of application.