

■ Application Process via Post

- ① Please send scanned copies of all of your application documents to IMS at the following e-mail address. Documents must have an official seal (公印).
※E-mail: today-visa-support@attorney-office.com
※When applying for “Certificate of Eligibility”, please submit " 安全保障輸出管理に係る該非判定結果の通知 (Notification of classification (gaihi hantei) result regarding the Security Export Control Laws")
- ② IMS will check your documents, and if there are any questions or information to be modified, we will instruct you to do so. After receiving the corrected documents, IMS will perform a final document check.
- ③ 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
- ④ Please return the signed application form via e-mail.
- ⑤ 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:
※Proxy applications by UTokyo staff for “Certificate of Eligibility” for international students /researchers of UTokyo (Applications for the status of “Professor”, “Cultural Activities,” or “Student” are free of charge. For details about charges, please refer to the following:
UTokyo Visa Consulting Service <https://www.u-tokyo.ac.jp/content/400113030.pdf>
※Please send your documents via Letter Pack Plus (red envelope) or registered mail.
IMS Legal Professional Corporation
SVAX Nishishimbashi Bldg 8F
2-39-3 Nishishimbashi, Minato-ku, Tokyo 105-0003 Japan
(Tel: 03-5402-6191)
- ⑥ 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

- ※When sending documents, please include copies of the following so we can confirm your identity:
Faculty/staff: Copy of Staff ID Student: Copies of Student ID card + residence card
- ※For applications other than Certificate of Eligibility, please also include the following in addition to the above:
- 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.