

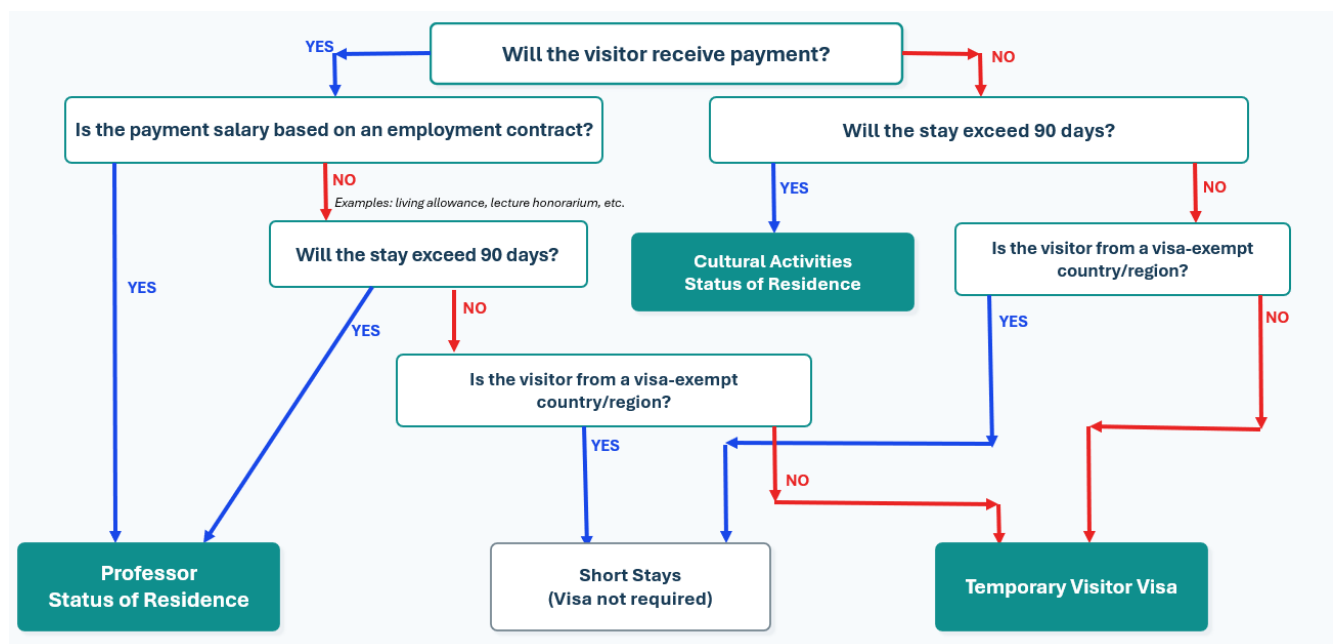
1. Visa Acquisition

Whether a foreign national entering Japan requires a visa, and what type of visa is required, depends on their nationality, length of stay, and purpose of visit.

Please note that anyone staying longer than 90 days requires a visa.

Please review the procedures and allow plenty of time to prepare.
Obtaining a visa can take around three months.

Fig. 1: Visa Requirement Flowchart*



* For the "Professor" and "Cultural Activities" visas, please refer to Fig. 2: Difference Between the Cultural Activities and Professor COEs (p. 4).

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A. Short stays (90 days or less; the exact period varies by country):

Whether you need a visa depends on your country or region. Please check the list of visa-exempt countries and regions below.

Visa-Exempt Countries and Regions

https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

If you are hosting visiting scholars or inviting academic conference participants, you may need to apply for a Temporary Visitor visa. In this case, **the host department should make the arrangements.**

Travel agencies and similar organizations offer a paid service to handle these procedures. (Neither the Shinanomachi Campus Administrative Office (International Affairs Section) nor the Office of Research Development and Sponsored Projects (WPI) handles these procedures on your behalf.)

Procedure:

- 1) The host department should contact the incoming researcher, ask them to check with their nearest Japanese embassy or consulate which documents are required for the visa application, and have them prepare those.
- 2) The host department prepares the following documents: These vary by country, so please check each case individually.

Ministry of Foreign Affairs: Visa Application Procedures

https://www.mofa.go.jp/j_info/visit/visa/index.html

- a. Letter of Invitation (prescribed form available)
- b. Schedule of Stay (prescribed form available)
- c. Letter of Guarantee (if required; prescribed form available)
- d. Certificate of Employment (if required, prepared by the Shinanomachi Office of Human Resources Management)

- 3) The host department should send the documents prepared in step 2) (a-d) to the incoming researcher.
- 4) The incoming researcher will apply for and obtain the visa at their nearest Japanese embassy or consulate.

B. Long-term stays (more than 90 days):

For stays longer than 90 days, everyone needs a visa.

To obtain a visa, you need a Certificate of Eligibility (COE). The host department normally handles this, but you may also ask the Shinanomachi Campus Administrative Office (International Affairs Section) or the Office of Research Development and Sponsored Projects (WPI) to file the application on your behalf.

* Please note that we may not be able to accommodate urgent requests.

If you ask the International Affairs Section, the schedule is as follows:

Application Schedule

- Deadline: documents must be received by the last day of the month
- Filing: applications are filed in a batch around the 10th of the following month (e.g., submitted during August → filled around September 10)

If the above timeline is acceptable, **please specify which COE you need ("Cultural Activities" or "Professor")** and reply to this email. (See Fig. 2 on the next page.)

Inquiries
sc-visa@adst.keio.ac.jp

In urgent cases, you may also ask International Management Services (IMS), Keio's partner visa consulting service, to file the application on your behalf (for a fee). There is no charge for a consultation, so please do get in touch.

IMS Visa Application Support (Japanese):

<https://attorney-office.com/jpvisa/ac/certification.html>

IMS Consultation Schedule:

<https://www.ic.keio.ac.jp/en/news/007945.html>

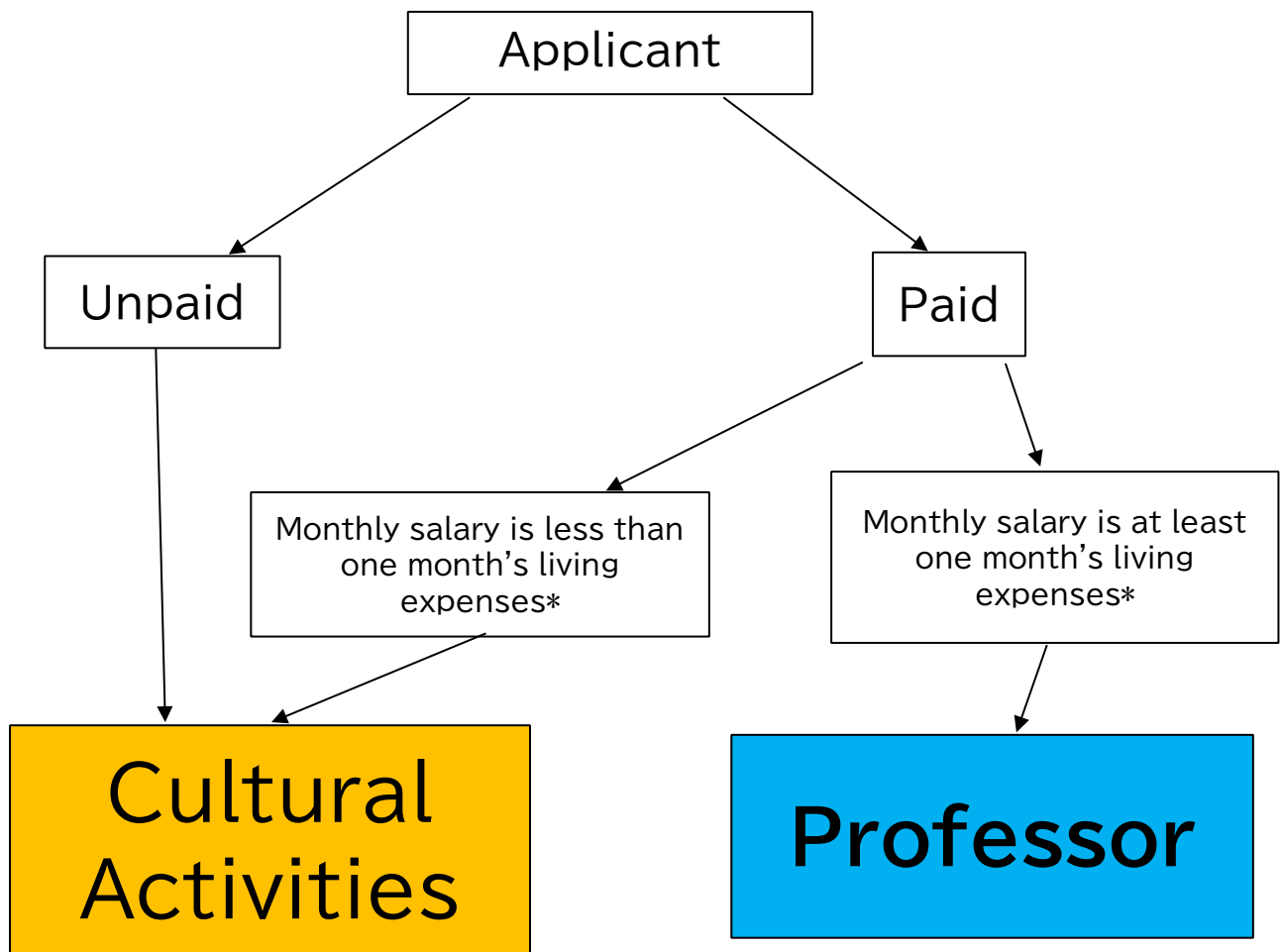
IMS Contact Information:

keio-visa-support@attorney-office.com

TEL: 03-5402-6191 (9:00 a.m.–6:00 p.m., closed Saturdays, Sundays, and public holidays)

Fig. 2: Cultural Activities COE vs. Professor COE

Please confirm which status of residence applies to your situation before contacting us.



* For the “Professor” status of residence, no specific monetary threshold is set, so how a case is handled may vary with individual circumstances. As a guide, other work-related statuses generally use a threshold of ¥200,000 or more per month. For a single person, ¥170,000 or more per month is a rough guide, although the figure varies by area of residence and individual circumstances.

Example 1: An application for “Professor” status of residence with a monthly income of ¥150,000 was questioned by the Immigration Services Agency, but was approved after further explanation.

Example 2: Where a public stipend or similar funding of ¥170,000 per month is provided, “Professor” status of residence is normally approved.

Certificate of Eligibility (COE) Application Process

- 1) Ask the incoming researcher for the documents required to apply for a Certificate of Eligibility (COE). (If you ask the International Office or the Bio2Q Office to handle this, they will advise you on the documents required.)

For a “Professor” COE:

<https://www.moj.go.jp/isa/applications/status/professor.html>

For a “Cultural Activities” COE:

<https://www.moj.go.jp/isa/applications/status/culturalactivities.html>

Key Required Documents

- Application for Certificate of Eligibility (For applicant)
- Copy of the applicant’s passport
- Photograph (taken within six months before submission, JPG format)
- Letter of acceptance issued by the university*
- Host institution’s profile and plan
- Applicant’s curriculum vitae (any format, English acceptable)
- Documents proving the ability to cover expenses

* There is a field for “Position.” Please confirm this with the Office of Human Resources Management (s-jinji-kakari@adst.keio.ac.jp) in advance.

- 2) Prepare the documents that the host department is required to supply. (The Shinanomachi Campus administrative affairs office can prepare the Certificate of Eligibility application form [section to be completed by the host organization] on your behalf.)

The hosting period stated on each document must be the same.

【Key Required Documents】

Certificate of Eligibility application form (section to be completed by the host organization, in the name of the Dean of the School of Medicine), letter of Acceptance (issued by each host department; see the attached sheet), etc.

- 3) Compile all documents required for the Certificate of Eligibility application and submit them to the Immigration Services Agency. You can also ask the visa consulting service (see above) to file the application on your behalf, for a fee.

Reference: About the Tokyo Regional Immigration Services Bureau

9:00 a.m.–4:00 p.m. (closed Saturdays, Sundays, and holidays)

Bus from Shinagawa Station (approx. 50 minutes one way from Shinanomachi Campus)

Busiest on Mondays and Fridays

No fee for proxy applications, but you must supply a return envelope and postage

(Up to 4 applications per simplified registered mail [*kan'i kakitome*] envelope: ¥404)

- 4) The Immigration Services Agency will send the COE to the host department. If the host department filed the application, the COE will be mailed to them; forward it to the researcher by international mail or courier. (Shipping options: Japan Post EMS, FedEx, DHL) The host department must cover shipping costs (the Shinanomachi Campus administrative affairs office will not).

For proxy applications handled by the Shinanomachi Campus

International Affairs Section / Bio2Q Office, the COE arrives by email.

We will forward that email to the host department, so please share it with the researcher.

- 5) Please tell the researcher to apply for and obtain a visa at their nearest Japanese embassy or consulate.

Reference: JETRO — Process from application of Certificate of Eligibility to acquisition of visa

<https://www.jetro.go.jp/invest/setting up/section2/page3.html>