

Immigration Services Agency

Online Residence Application System

User Manual

This document is based on the Immigration Services Agency of Japan's online application manual and has been summarized in a student-friendly manner. (February 2, 2026)

For the most up-to-date information, please refer to the official website of the Immigration Services Agency of Japan.

<https://www.moj.go.jp/isa/applications/online/onlineshinsei.html>

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1 Things You Need to Prepare Before Renewing Your Residence Card

1. My Number Card (Two types of PIN codes)
2. Residence Card (The browser is Microsoft Edge (Chromium version))
3. Passport
4. PC (The browser is Microsoft Edge (Chromium version))
5. Smartphone (Download **Mynaportal** app)
6. Required documents (in PDF format)

2 How to Install and Log in to Mynaportal

1. Download the App

Search for "**Mynaportal**" in your app store.

- **iOS:** [App Store](#)
- **Android:** [Google Play](#)

Note: If it doesn't appear, your store region must be set to Japan.

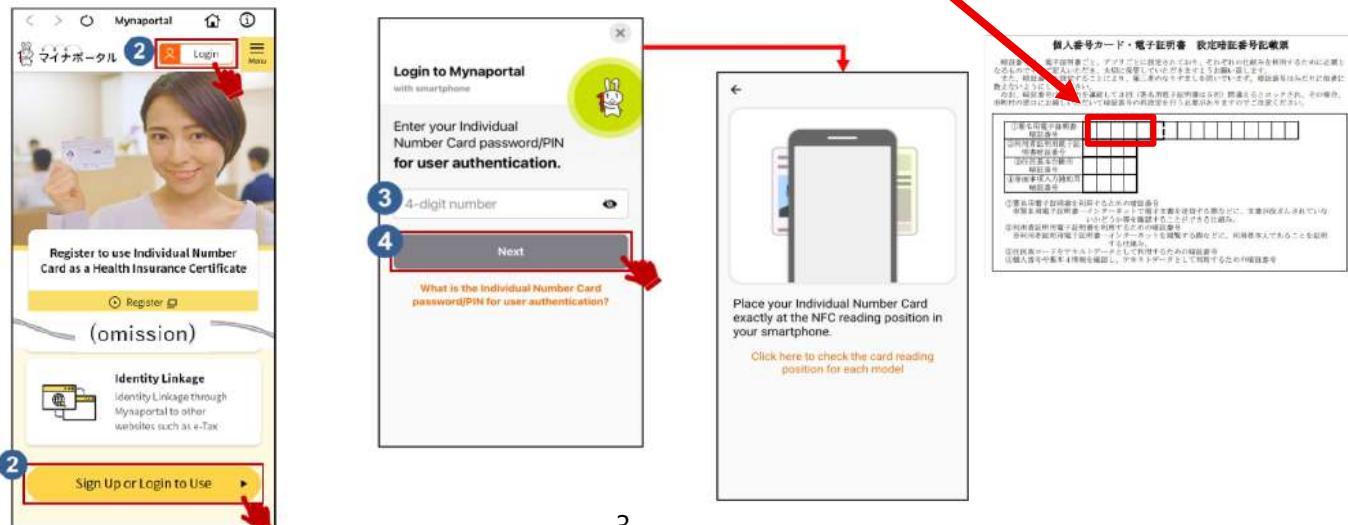
2. Initial Setup & Login (Step-by-Step)

Step 1 Open the App Tap the "Login" (ログイン) button on the top screen. [Check Figure ②](#)

Step 2 Enter PIN Type your **4-digit PIN** (numeric password) and tap "Next". [Check Figure ③④](#)

Step 3 Prepare Card A guidance screen appears. Place your **My Number Card** under your phone.

Step 4 Scan Card Tap "Scan" (読み取り開始). Keep the card still until finished.



3. How to Scan Properly (Visual Guide)

The scanning position depends on your phone model.

- **iPhone:** Place the top of the phone over the center of the card.
- **Android:** Align the **NFC mark** (usually on the back) with the center of the card.

Important Tips for Success

- **Password Lock:** If you enter the wrong 4-digit PIN **3 times**, the card will be locked. You will need to visit Beppu City Hall to reset it.
- **NFC Setting:** Ensure **NFC** is turned **ON** in your smartphone settings.
- **Remove Cases:** Thick phone cases or metal accessories may interfere with the scan.

For more detailed English instructions, you can refer to the official Mynaportal Quick Guide.

<https://img.myna.go.jp/manual/english/quickguide.html>

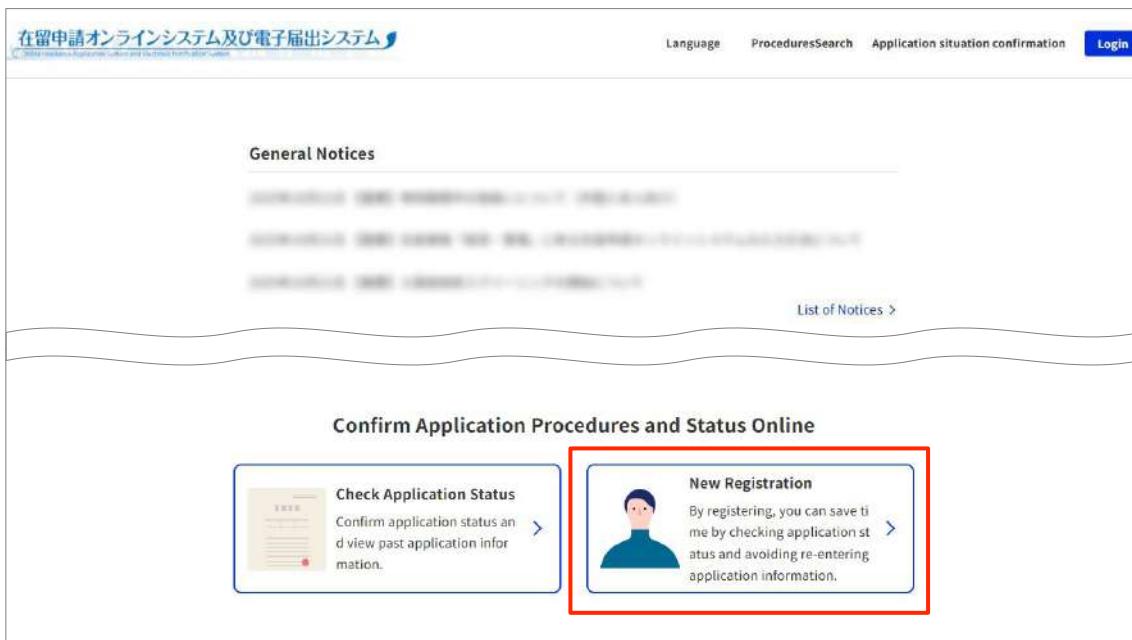
3 Preparing to Use the Online Residence Application System (User Registration and Request for Use)

3.1 Obtaining a User ID

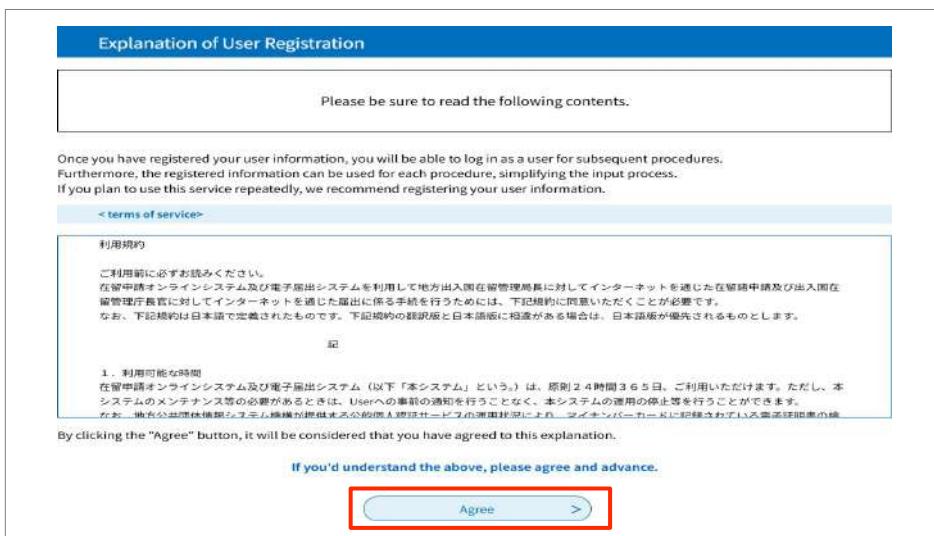
1 Open the top page of the Residence Application Online System in your browser.

https://www.rasens-immi.moj.go.jp/rasens-u/offer/offerList_initDisplay

2 Click [New Registration].



3 Review the terms of use. If you agree to the terms, click [Agree].



4 Enter your email address in the [Please enter your email address.] and [Please enter your email address (for confirmation).] fields, and then click [Register].

Important

- Configure your settings to receive emails from the domain "@rasens-immi.moj.go.jp".



The screenshot shows a user registration form. At the top is a blue header bar with the text "Email address input". Below it is a light blue field labeled "Please enter your email address. **Required**". A red box highlights the input field. To the right of this field is a yellow box labeled "APU email address" with a red arrow pointing to the "Required" label. Below this is another light blue field labeled "Please enter your email address (for confirmation). **Required**". A red box highlights this field. At the bottom is a blue "Register" button with a right-pointing arrow.

The [Email Sent (User Registration)] screen appears, and an email is sent to the registered email address.

5 Click the URL in the received email.



Important

- You can proceed to the [UserRegistration] screen within 24 hours after the email is sent. If more than 24 hours have passed, you will need to start over by entering your email address.

The Online Residence Application System will open in your browser.

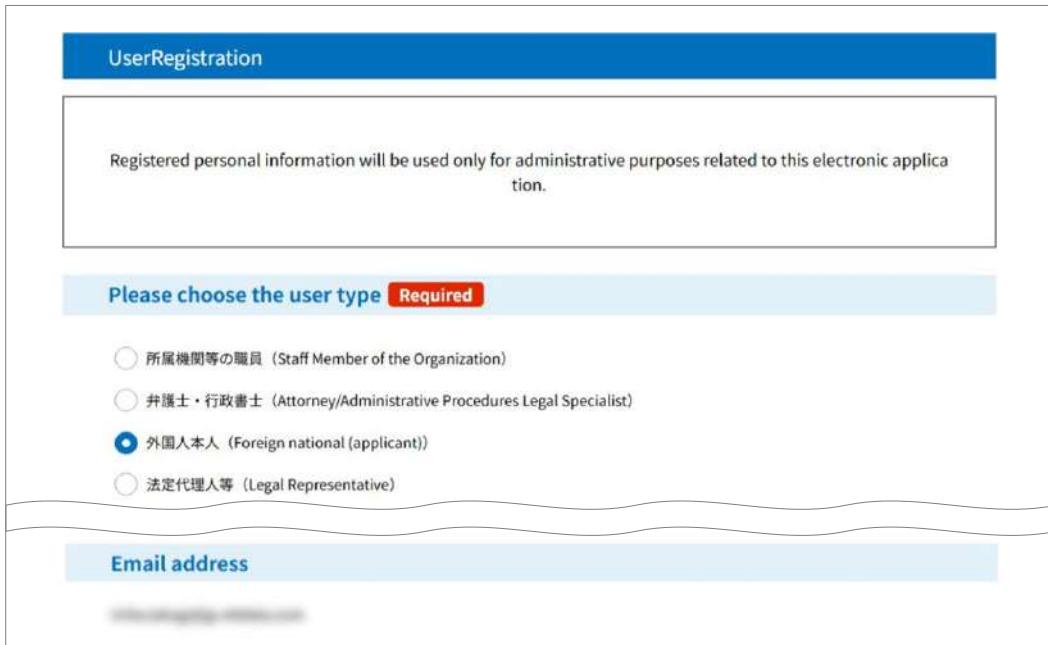
The [UserRegistration] screen is displayed.

6 Enter the required items.

Regarding the user type, foreign nationals shall select [Foreign national (applicant)] while family members or legal representatives of foreign nationals shall select [Legal Representative].

Important

- For the items marked with a "Required" icon, be sure to fill them in. If you do not fill them in, an error will occur and you will not be able to proceed.



The screenshot shows a user registration form. At the top, a blue header bar says "UserRegistration". Below it is a message: "Registered personal information will be used only for administrative purposes related to this electronic application." A section titled "Please choose the user type" contains a "Required" label and four radio buttons: "所属機関等の職員 (Staff Member of the Organization)", "弁護士・行政書士 (Attorney/Administrative Procedures Legal Specialist)", "外国人本人 (Foreign national (applicant))", and "法定代理人等 (Legal Representative)". The third option is selected. Below this is a section for "Email address" with a blurred input field.

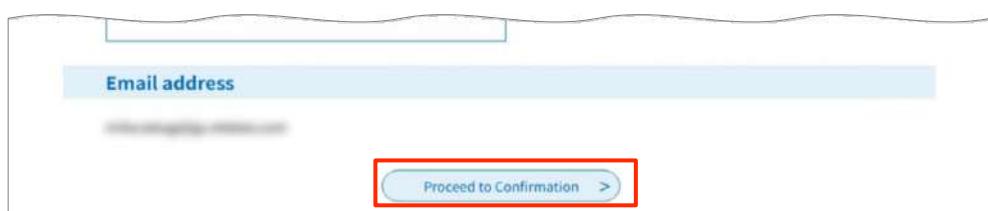
Important

- The password must be 10 to 20 characters in length.
- Enter at least one character from each of the following four categories: uppercase letters, lowercase letters, numbers, and symbols (\$, %, &, =, @, _, #, *, +, -, ?, !). The entry screen states "more than 4 kinds of character", but the correct description is "4 kinds of character".



The screenshot shows a password input form. It has two sections: "Please input a password" and "Please input a password (for confirmation)". Both sections have "Required" labels. Below the first section is a note: "Please input a password by 10-20 character and more than 4 kinds of character. The practicable characters are an English capital letter, an English small letter, a figure and a symbol." There are two input fields, one for each password entry.

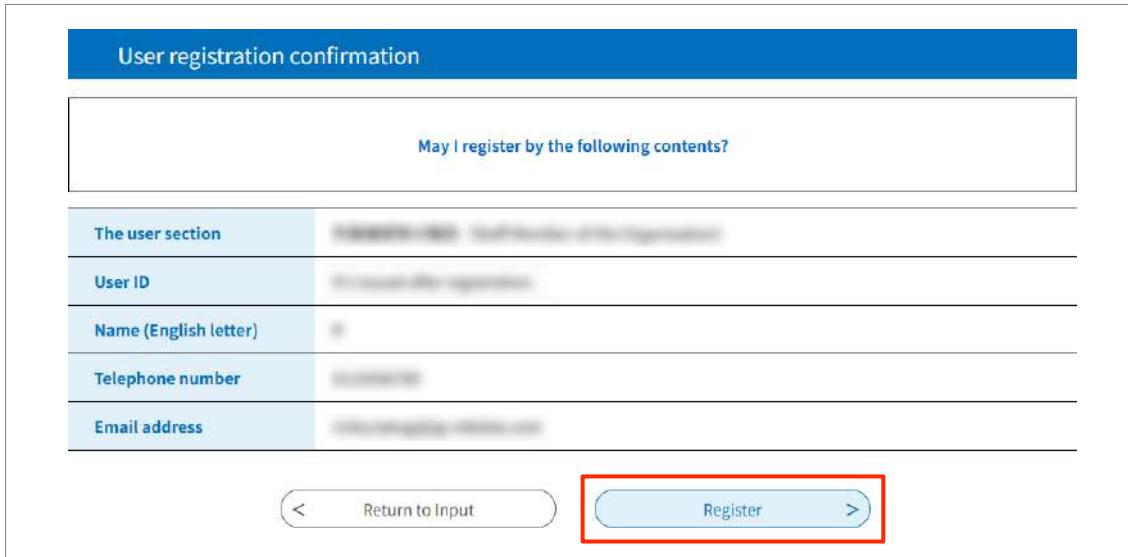
7 Review the information you entered, and then click [Proceed to Confirmation].



The screenshot shows a confirmation form. It has an "Email address" section with a blurred input field. At the bottom is a blue button with the text "Proceed to Confirmation >". The button is highlighted with a red box.

The [User registration confirmation] screen is displayed.

8 Confirm that all entered information is correct, and then click [Register].



User registration confirmation

May I register by the following contents?

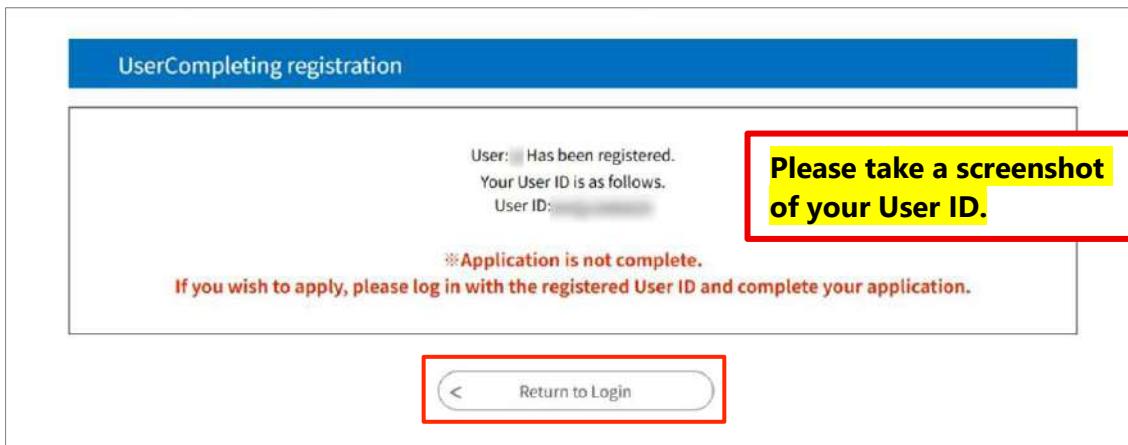
The user section	[[Redacted]]
User ID	[[Redacted]]
Name (English letter)	[[Redacted]]
Telephone number	[[Redacted]]
Email address	[[Redacted]]

< Return to Input > **Register**

The screenshot shows a user registration confirmation page. At the top, it says "User registration confirmation" and "May I register by the following contents?". Below that is a table with five rows: "The user section" (value: [[Redacted]]), "User ID" (value: [[Redacted]]), "Name (English letter)" (value: [[Redacted]]), "Telephone number" (value: [[Redacted]]), and "Email address" (value: [[Redacted]]). At the bottom are two buttons: "Return to Input" and "Register", with "Register" being highlighted with a red box.

A user ID is issued, and the [UserCompleting registration] screen is displayed.
An email containing your user ID will be sent to the registered email address.

9 Click [Return to Login].



UserCompleting registration

User: [[Redacted]] Has been registered.
Your User ID is as follows.
User ID: [[Redacted]]

Please take a screenshot of your User ID.

※Application is not complete.
If you wish to apply, please log in with the registered User ID and complete your application.

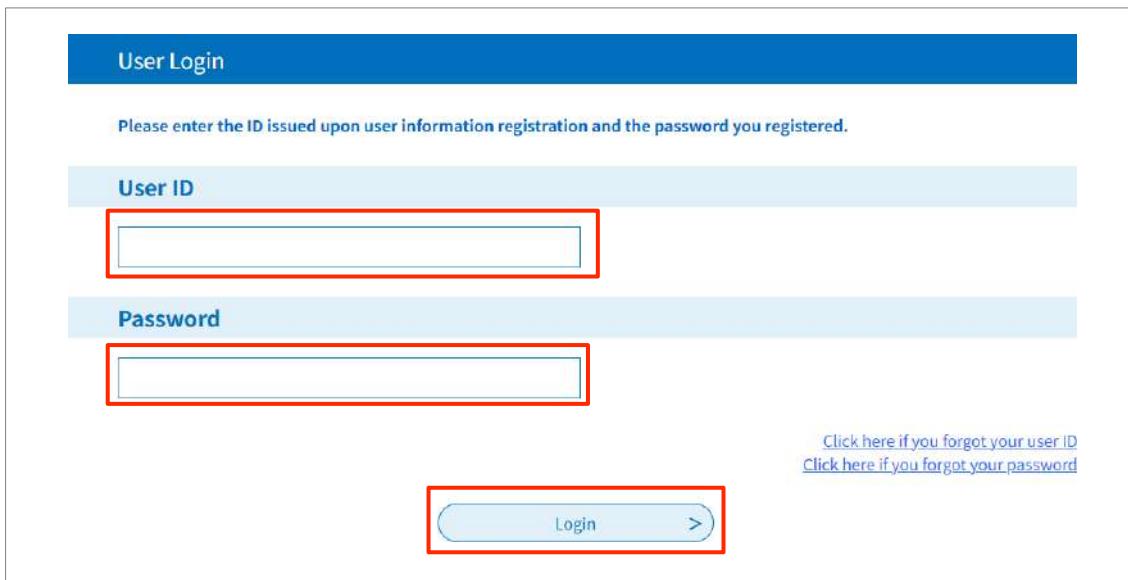
< Return to Login >

The screenshot shows a "UserCompleting registration" screen. It displays a message: "User: [[Redacted]] Has been registered." and "Your User ID is as follows." followed by "User ID: [[Redacted]]". To the right of this message is a yellow box with the text "Please take a screenshot of your User ID." in bold black font. Below the message is a note: "※Application is not complete." and "If you wish to apply, please log in with the registered User ID and complete your application." At the bottom is a "Return to Login" button with a red box around it.

The [User Login] screen is displayed.

3.2 Submitting a Request for Use

1 Enter your user ID and password, and then click [Login].

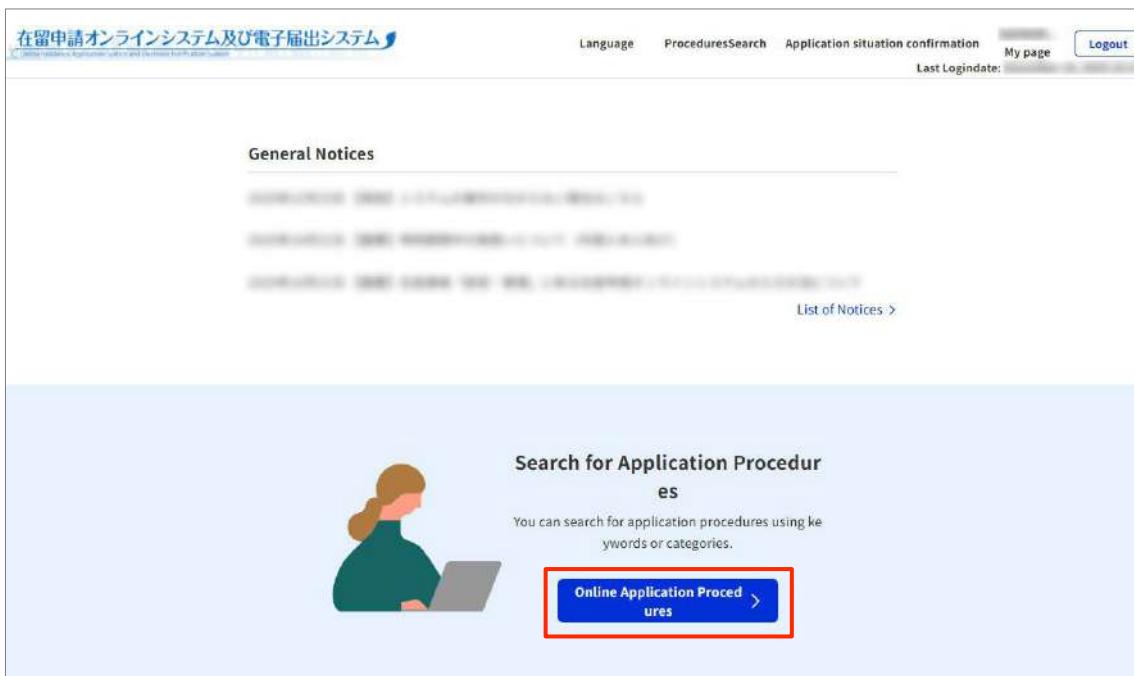


The image shows a 'User Login' form. At the top, a blue header bar contains the text 'User Login'. Below it, a message in blue text reads: 'Please enter the ID issued upon user information registration and the password you registered.' The form has two input fields: 'User ID' and 'Password', both of which are highlighted with a red rectangular box. To the right of the 'Password' field, there are two links: 'Click here if you forgot your user ID' and 'Click here if you forgot your password'. At the bottom right of the form is a blue 'Login' button with a right-pointing arrow, also highlighted with a red box.

Reference

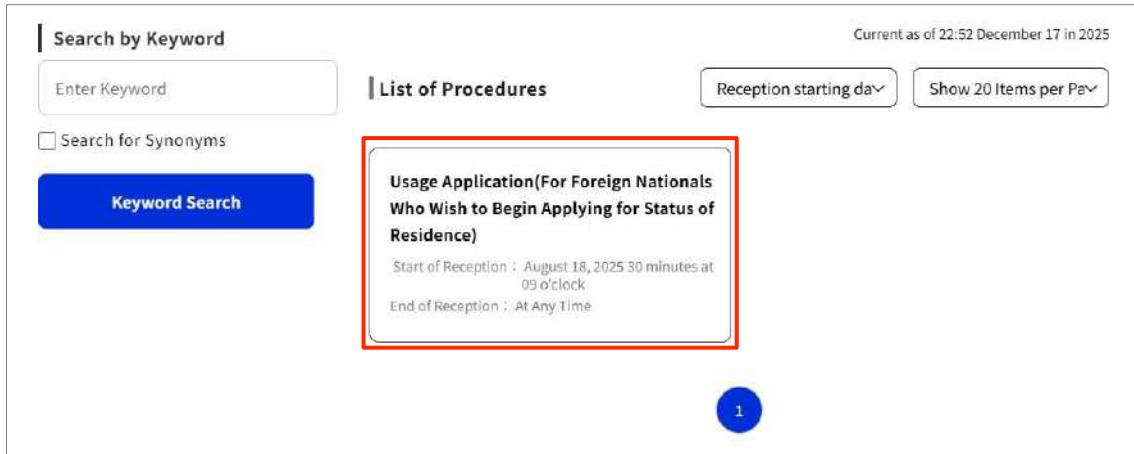
- If you enter the wrong password five times in a row, your account will be locked and you will be unable to log into the system. After 24 hours have passed, the lock will be lifted and you will be able to log into the system.

2 Click [Online Application Procedures].



The image shows the 'Online Application Procedures' page. At the top, there is a navigation bar with links for 'Language', 'ProceduresSearch', 'Application situation confirmation', 'My page', and 'Logout'. Below the navigation bar, there is a section titled 'General Notices' with a list of notices. To the right of this section is a link 'List of Notices >'. The main content area features a woman icon sitting at a desk with a laptop, and the text 'Search for Application Procedures'. Below this, there is a description: 'You can search for application procedures using keywords or categories.' At the bottom right of this section is a blue 'Online Application Procedures >' button, which is highlighted with a red box.

3 In the [List of Procedures] area, click "Usage Application (For Foreign Nationals Who Wish to Begin Applying for Status of Residence)"



Search by Keyword

Enter Keyword

Current as of 22:52 December 17 in 2025

List of Procedures

Reception starting day

Show 20 Items per Page

Search for Synonyms

Keyword Search

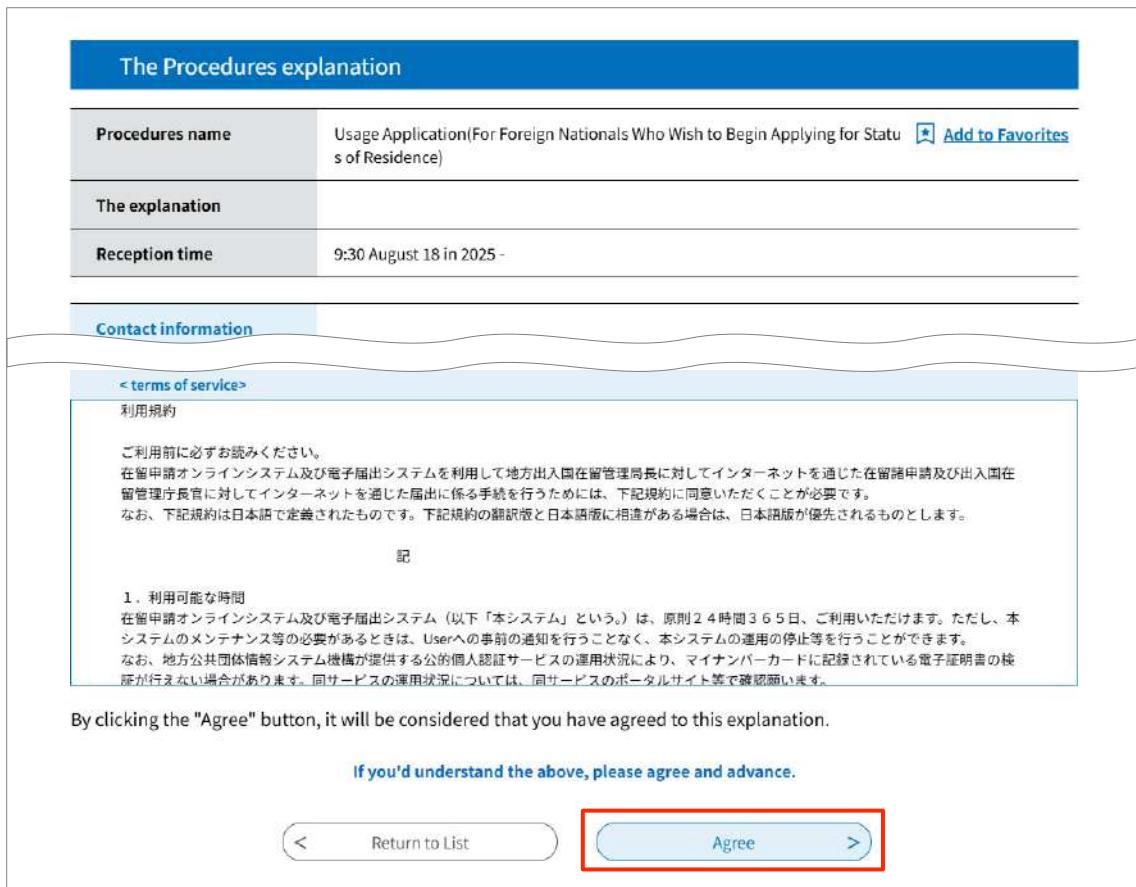
Usage Application(For Foreign Nationals Who Wish to Begin Applying for Status of Residence)

Start of Reception : August 18, 2025 30 minutes at 09 o'clock

End of Reception : At Any Time

1

4 Review the terms of use. If you agree to the terms, click [Agree].



The Procedures explanation

Procedures name	Usage Application(For Foreign Nationals Who Wish to Begin Applying for Status of Residence)	Add to Favorites
The explanation		
Reception time	9:30 August 18 in 2025 -	

Contact information

< terms of service>

利用規約

ご利用前に必ずお読みください。
在留申請オンラインシステム及び電子届出システムを利用して地方出入国在留管理局長に対してインターネットを通じた在留許申請及び出入国在留管理局長官に対してインターネットを通じた届出に係る手続を行うためには、下記規約に同意いただくことが必要です。
なお、下記規約は日本語で定義されたものです。下記規約の翻訳版と日本語版に相違がある場合は、日本語版が優先されるものとします。

記

1. 利用可能な時間
在留申請オンラインシステム及び電子届出システム（以下「本システム」という。）は、原則24時間365日、ご利用いただけます。ただし、本システムのメンテナンス等の必要があるときは、Userへの事前の通知を行うことなく、本システムの運用の停止等を行うことができます。
なお、地方公共団体情報システム機関が提供する公的個人認証サービスの運用状況により、マイナンバーカードに記録されている電子証明書の検証が行えない場合があります。同サービスの運用状況については、同サービスのポータルサイト等で確認願います。

By clicking the "Agree" button, it will be considered that you have agreed to this explanation.

If you'd understand the above, please agree and advance.

< Return to List >

Agree

5 Click [Proceed to Next].

About Electronic Certificate Reading

To apply, you will need to provide the digital certificate (password) for user authentication on your My Number Card,
And we will need to read the basic four information items (name, address, date of birth, and gender).

For electronic applications, there is a risk that someone else may impersonate the applicant or that the information could be tampered with by a third party during transmission.

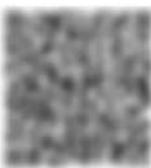
To prevent such impersonation and information tampering, We ask for identity verification using a digital certificate.

Proceed to Next >

The [QR Code for Reading Digital Certificates for User Authentication on Smartphones] screen is displayed.

QR Code for Reading Digital Certificates for User Authentication on Smartphones

Please use the "MynaPortal" app on your smartphone to scan the QR code. Follow the app's instructions to complete the process of reading the digital certificate for user authentication.

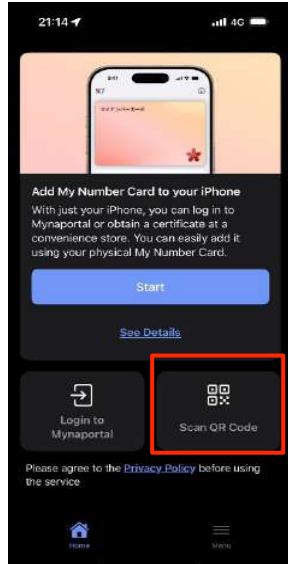


< **Return to List** >

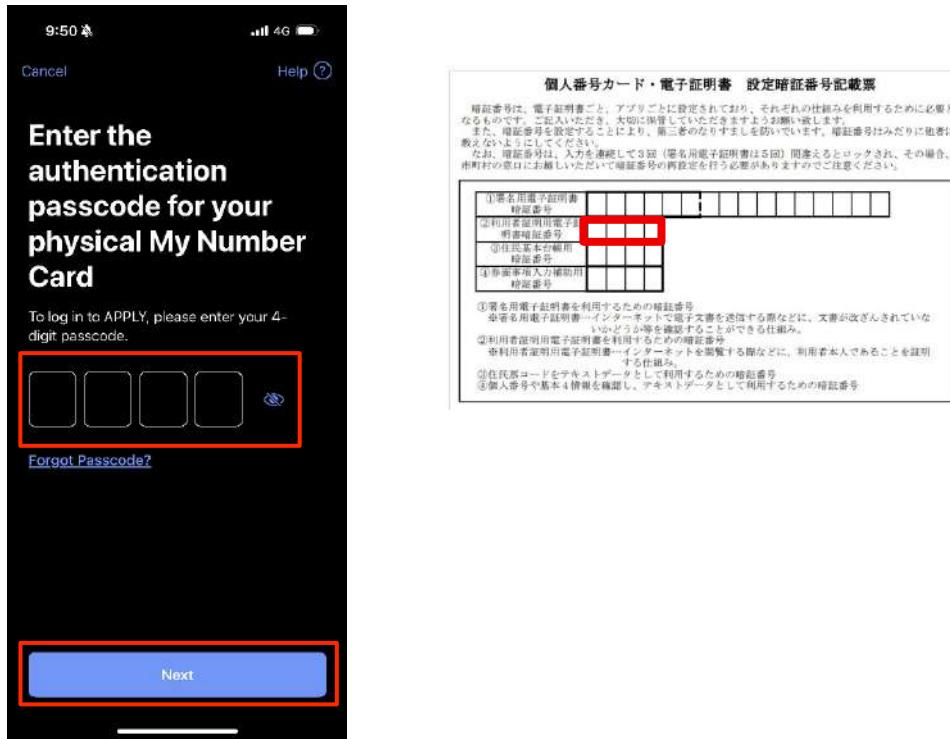
◆◆◆ Waiting for the user identification digital certificate to be read ◆◆◆

6 Launch the Mynaportal app on your smartphone.

7 Tap [Scan QR Code] in the Mynaportal app and scan the "QR Code for Reading Digital Certificates for User Authentication on Smartphones" displayed on your computer.



8 In the Mynaportal app, enter your Individual Number Card's PIN for the electronic certificate for user certification and tap [Next].



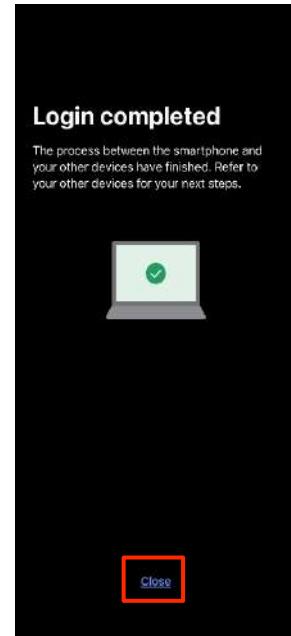
9 Scan your Individual Number Card with your smartphone. Place your smartphone on the top of your Individual Number Card and tap [Scan].



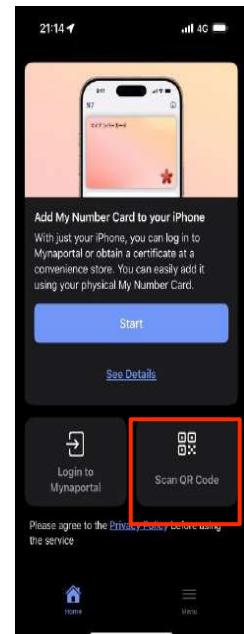
If the card is read successfully, the [Login completed] screen is displayed.

10 Tap [Close] in the Mynaportal app.

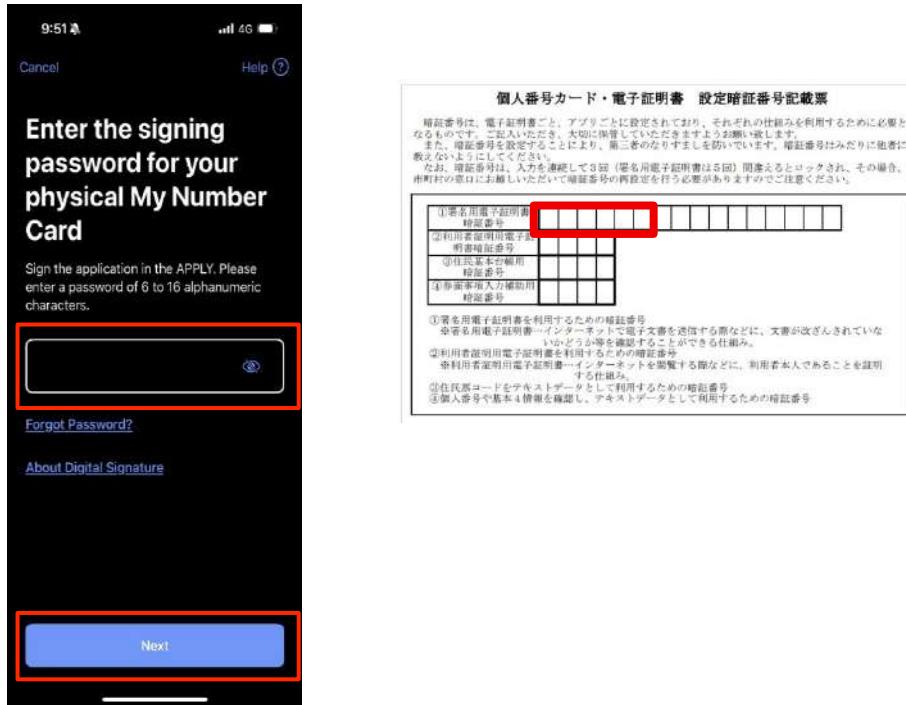
The [QR Code for smartphone basic 4 information readings] screen is displayed on your computer.



11 Tap [Scan QR Code] in the Mynaportal app and scan the "QR Code for smartphone basic 4 information readings" displayed on your computer.



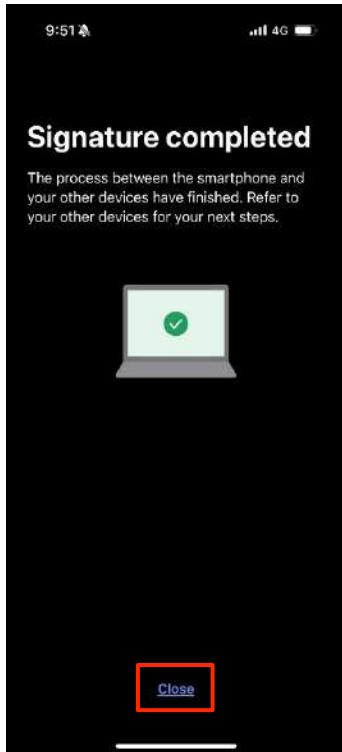
12 Enter your Individual Number Card's user authentication PIN and tap [Next].



13 Scan your Individual Number Card with your smartphone. Place your smartphone on the top of your Individual Number Card and tap [Scan].



14 Tap [Close].



The [Application] screen is displayed on your computer.

15 Enter the required items.

Reference

- If you want to temporarily save information while entering it, see "[Saving/Loading Data During Entry](#)" (p. 38).

User Information Input

Enter your user information.
Follow the information written in your Resident Card precisely, as you enter your user information.
In case your name is not written in English on your residence Card, enter your name spelling it as it appears on your passport.

UserName (English letter) Required Basic 4 Info Read

Up to 12 1-byte letters
Example) 0312345678

Residence Card No. Required

1-byte alphanumeric letters (upper case), up to 12 letters
Example) AB12345678CD

16 Review the information you entered, and then click [Proceed to Confirmation].

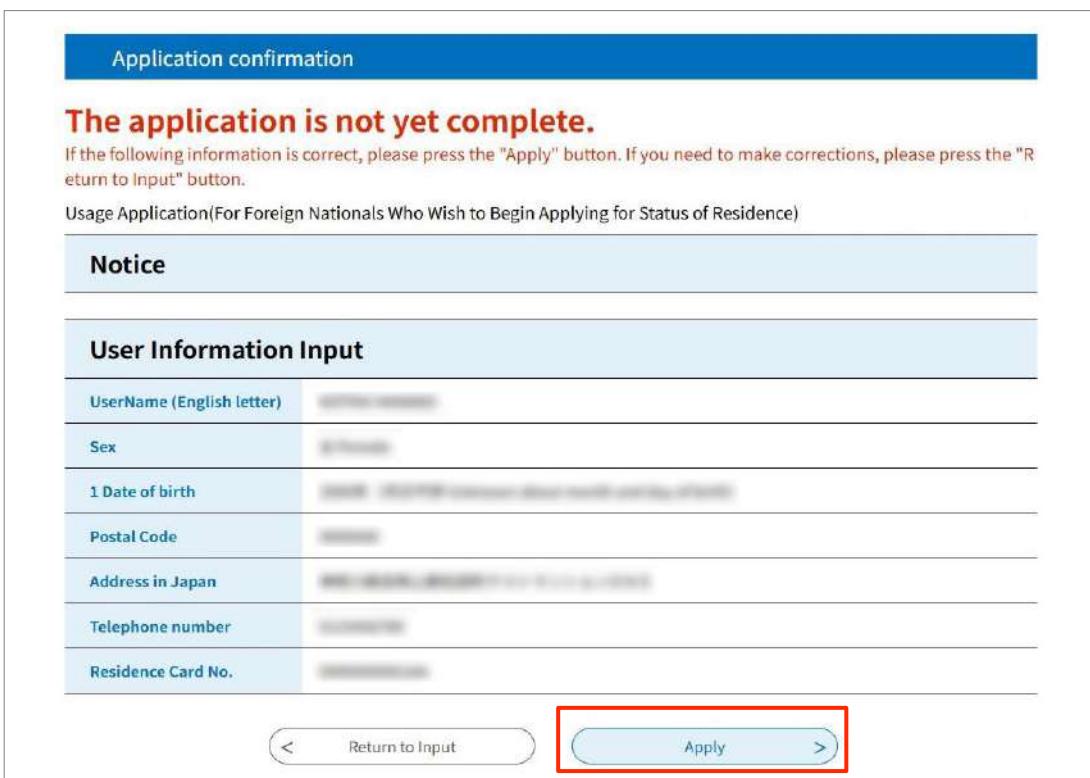


Residence Card No. **Required**

I-byte alphanumeric letters (upper case), up to 12 letters
Example) AB12345678CD

Proceed to Confirmation >

17 Confirm that all of your entries are correct, and then click [Apply].



Application confirmation

The application is not yet complete.

If the following information is correct, please press the "Apply" button. If you need to make corrections, please press the "Return to Input" button.

Usage Application(For Foreign Nationals Who Wish to Begin Applying for Status of Residence)

Notice

User Information Input

UserName (English letter) [REDACTED]

Sex [REDACTED]

1 Date of birth [REDACTED]

Postal Code [REDACTED]

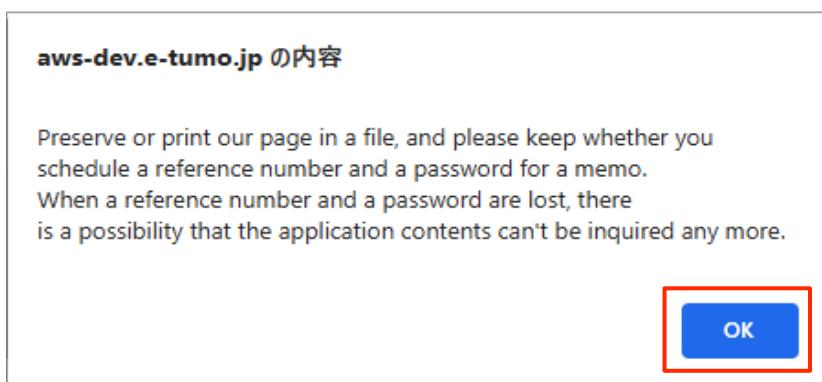
Address in Japan [REDACTED]

Telephone number [REDACTED]

Residence Card No. [REDACTED]

< Return to Input > **Apply**

18 Click [OK].



aws-dev.e-tumo.jp の内容

Preserve or print our page in a file, and please keep whether you schedule a reference number and a password for a memo.
When a reference number and a password are lost, there is a possibility that the application contents can't be inquired any more.

OK

4 Submitting a Residency Application <For Foreign Nationals>

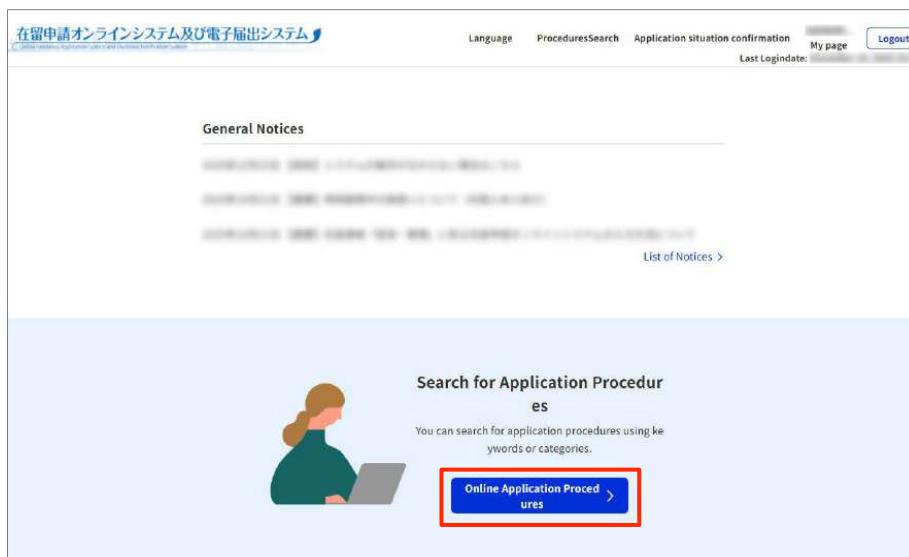
4.1 Selecting a Procedure

- 1 Open the top page of the Residence Application Online System in your browser.

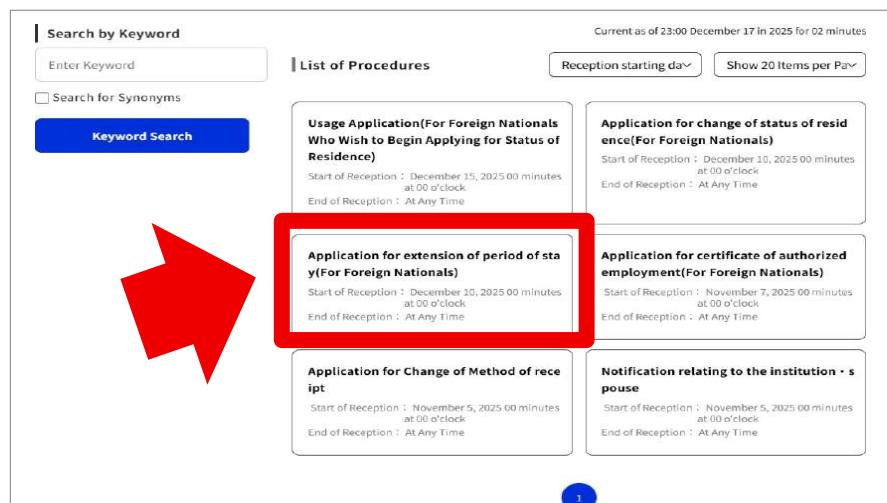
https://www.rasens-immi.moj.go.jp/rasens-u/offer/offerList_initDisplay

- 2 Log into the Online Residence Application System.

- 3 Click [Online Application Procedures].



- 4 Select the procedure you want to perform from the [List of Procedures] and click it.



5 Review the terms of use. If you agree to the terms, click [Agree].

Reference

- If you click [Add to Favorites] to add the procedure to your Favorites, you can easily apply from your My page without searching for the procedures. For more information, see "[How To Use Favorites](#)" (p. 43).

The Procedures explanation

Procedures name	Application for change of status of residence(For Foreign Nationals)	 Add to Favorites
The explanation	<p>(Note 1) If it is found that false information was entered in the application form, you may be subject to unfavorable treatment.</p> <p>(Note 2) Please check the types of applications and residence statuses that can be applied for online below. If you apply for a non-eligible application, you will need to withdraw the application, etc.</p> <p>https://www.moj.go.jp/isa/content/001351658.pdf</p>	

< terms of service>

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By clicking the "Agree" button, it will be considered that you have agreed to this explanation.

If you'd understand the above, please agree and advance.

[Return to List](#) Agree >

The [About Electronic Certificate Reading] screen is displayed.

6 Click [Proceed to Next].

About Electronic Certificate Reading

To apply, you will need to provide the digital certificate (password) for user authentication on your My Number Card,
And we will need to read the basic four information items (name, address, date of birth, and gender).

For electronic applications, there is a risk that someone else may impersonate the applicant or that the information could be tampered with by a third party during transmission.

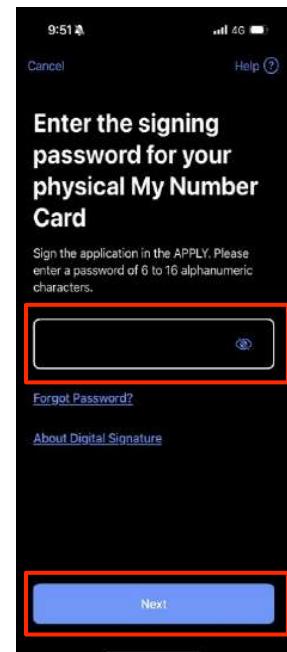
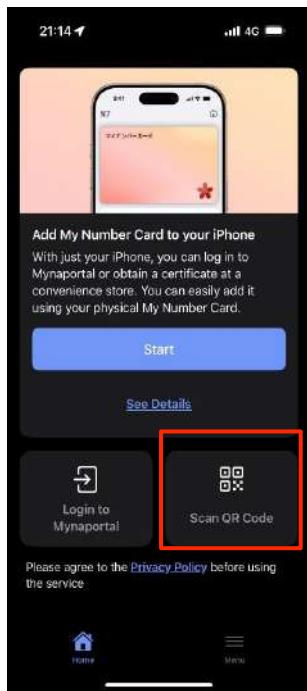
To prevent such impersonation and information tampering, We ask for identity verification using a digital certificate.

Proceed to Next >

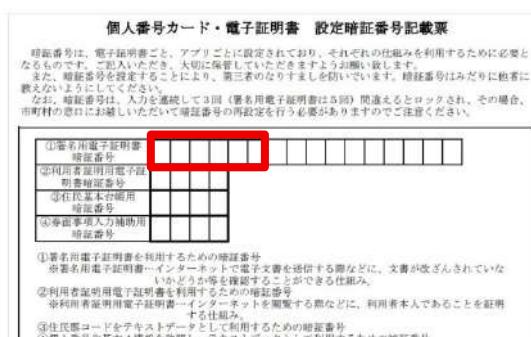
The [QR Code for smartphone basic 4 information readings] screen is displayed.



- 7 Launch the Mynaportal app on your smartphone.
- 8 Tap [Scan QR Code] in the Mynaportal app and scan the “QR Code for smartphone basic 4 information readings” displayed on your computer.



- 9 Enter your Individual Number Card's user authentication PIN and tap [Next].

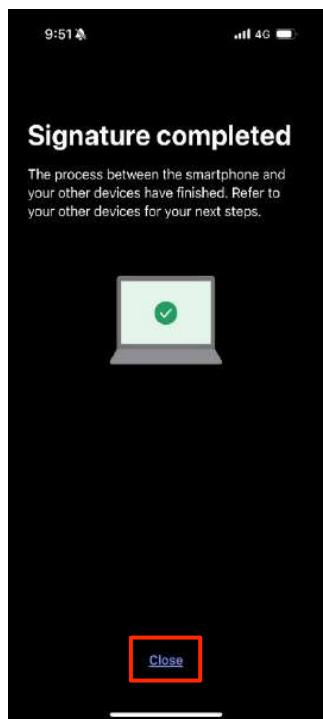


10 Scan your Individual Number Card with your smartphone. Place your smartphone on the top of your Individual Number Card and tap [Scan].



If the card is read successfully, the [Signature completed] screen is displayed.

11 Tap [Close].



The [Application] screen is displayed on your computer. The displayed screen varies depending on the type of procedure selected.

Application

Desired status of residence **Required**

選択してください

Proceed to input >

4.2 Entering the Required Items and Submitting the Application

i Reference

- If you want to temporarily save information while entering it, see "[Saving/Loading Data During Entry](#)" (p. 38).

4.2.1 Selecting the Status of Residence

Select the desired status of residence, and then click [Proceed to input]. This item is not displayed depending on the type of application.

Application

Desired status of residence **Required**

選択してください

Proceed to input >

Choose “留学 Study”

4.2.2 Entering Personal Information

Identification details

1 Nationality (region) Required

選択してください

2 Date of birth Required

Special Permanent Resident Certificate number01
The input condition changes with a result of the choices.

Family in Japan (father, mother, spouse, children, siblings, grandparents, uncle, aunt and others) and anyone you currently reside with
1-byte alphanumeric letters (uppercase), up to 12 letters
Example) AB12345678CD

9.4 日本における連絡先 携帯電話番号 選択肢の結果によって入力条件が変わります

【9.4 日本(ほん)における連絡先(れんらくさき) 携帯電話番号(けいたいでんわばんごう)】
【半角数字(はんかくすうじ)、12文字以内(もじいない) 例(れい)09012345678】

メールアドレス

【オンラインシステム利用者(りょうしや)のメールアドレスを入力(にゅうりょく)してください。半角英数字記号(はんかくえいすうじきごう)、60文字以内(もじいない) 例(れい)example@xxx.co.jp】

メールアドレス Registered email address (APU email)

メールアドレス再入力

【メールアドレス再入力(さいにゅうりょく)】
【オンラインシステム利用者(りょうしや)のメールアドレスを入力(にゅうりょく)してください。半角英数字記号(はんかくえいすうじきごう)、60文字以内(もじいない) 例(れい)example@xxx.co.jp】

メールアドレス

4.2.3 Entering Information Regarding the Status of Residence

区分P (留学)

【区分(くぶん)P (留学(りゅうがく))】

申請人に関する情報等

【申請人(しんせいにん)に関する情報等(じょうほうとう)】

1.8 修学年数 必須

【1.8 修学年数(じゅうがくねんすう)】
【小学校(しょうがっこう)～最終学歴(さいしゅうがくれき)】

選択してください

1.9.1 最終学歴 (1)在籍状況 必須

【1.9.1 最終学歴(さいしゅうがくれき) (1)在籍状況(さいせきじょうきょう)】
【卒業(そつぎょう)した教育機関(きょういくきかん)の中(なか)で、最(もっと)も教育水準(きょういくすいじゅん)の高(たか)い教育機関(きょういくきかん)について入力(にゅうりょく)してください。最終学歴(さいしゅうがくれき) (又(また)は在学中(ざいがくちゅう)の学校(がっこう))】

在学 Graduated

4.2.4 When Submitting Other Applications Concurrently

If you want to submit other applications concurrently with your residency application, select the type of application and check the corresponding checkbox.

The following applications can be submitted: re-entry permit application; application for permission to engage in activity other than that permitted under the status of residence previously granted; application for certificate of authorized employment

Selection of simultaneous application classification

再入国許可申請 Re-entry permit
 資格外活動許可申請 Permit to engage in activity other than that permitted by the status of residence previously granted
 就労資格証明書交付申請 Certificate of authorized employment

If you plan to work part-time, you must apply for permission at the same time.

If items such as name and gender are the same as those entered for the residency application, you can skip entering them by checking the checkbox for [Common items such as name and gender match the joint application.] under [Regarding method of indicating simultaneous application].

Regarding method of indicating simultaneous application

The input condition changes with a result of the choices.

氏名や性別等の共通項目については同時申請で入力した内容と同じである Common items such as name and gender match the joint application.

- Application for permission to engage in activity other than that permitted under the status of residence previously granted

Activity license application outside License

11 Present activity Required **The input condition changes with a result of the choices.**

For students, enter the name of the institution and the weekly number of classroom hours.
Up to 40 characters.

Deselect

13.10 Place of employment(3)Type of business Others Required **The input condition changes with a result of the choices.**

If you selected "Others," enter details.
Up to 40 characters.
Example) Accommodation business, welfare business

4.2.5 Entering the Method of Receipt and Other Details

Reference

- If you want to change the method for receiving your residence card or certificate after applying, see "[Changing the Method for Receiving Your Residence Card and Certificate](#)" (p. 33).

Method of receipt etc.

Method of receiving Residence Card Required

If applying for re-entry permission at the same time, select "Regional office counter".

邮送 Mailing

窓口 Regional office counter

Select the Oita District Office of the Fukuoka Regional Immigration Services Bureau.

福岡出入国在留管理局 大分出張所

Deselect

Example) abc@xyz.co.jp

Email address

Email address for the notification(Re-enter) Required

Enter an email address for the sending of notifications to the foreign national applicant.
1-byte alphanumeric letters/symbols, up to 60 letters/symbols.

Example) abc@xyz.co.jp

Email address

4.2.6 Confirming Entered Information

- 1 **Confirm the applicant's intent to apply and check the checkbox for [Confirmation to the applicant, agent, and the organization].**

Verification of Information Entered

Verification of Information Entered

Confirm Application Details Required

Verification of application contents
The applicant (or the legal representative if applying through the representative) and the representative of the contracting institution confirmed that the application contents are true.

申請内容が事実に相違ないこの申請人本人、代理人、所属機関の代表者への確認 Confirmation to the applicant, agent, and the organization

4.2.7 Registering a Facial Photo

⚠ Important

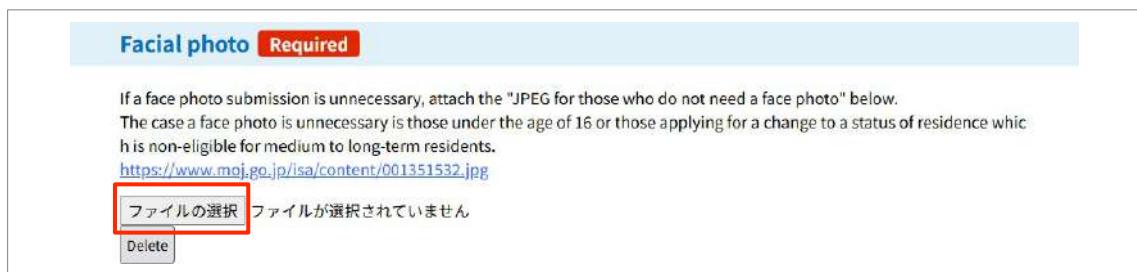
- The specifications for a facial photo are as follows:

For details, see the "Photo Specifications for Submission" page on the Immigration Services Agency website (https://www.moj.go.jp/isa/applications/status/photo_info_00002.html).

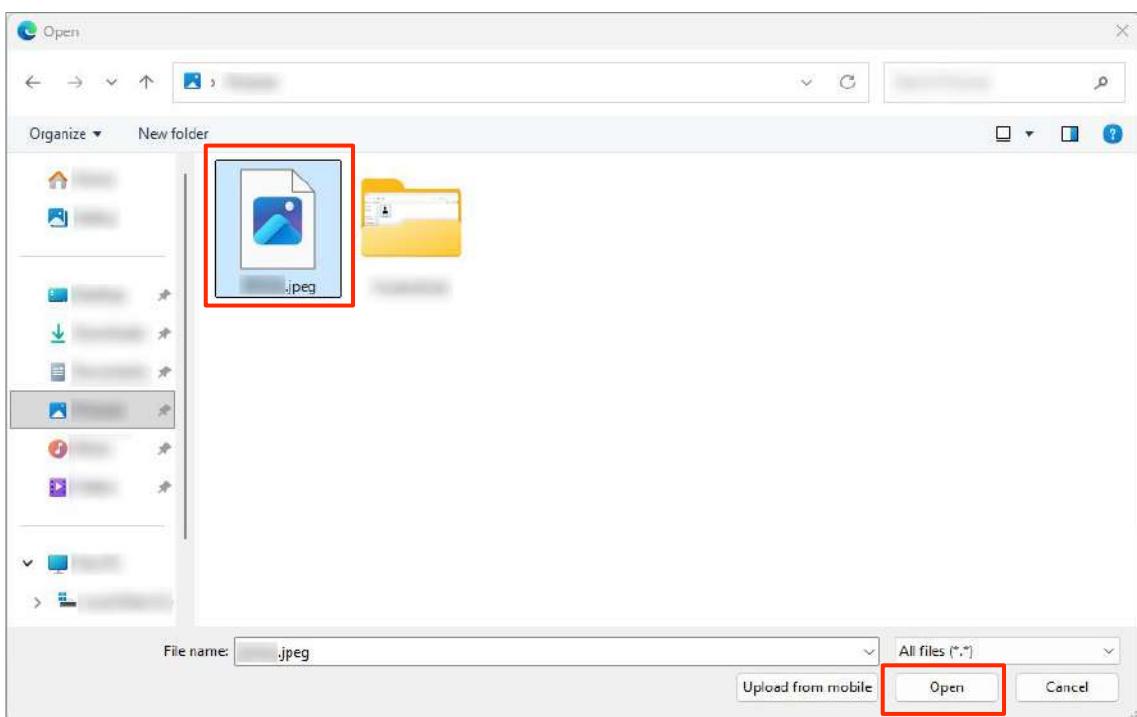
- **Must have an aspect ratio of 4:3.**
- Only the applicant was photographed.
- Facing forward without a hat
- No background (including shadows)
- Must be clear.
- **Photographed within six months prior to the date of submission**

The file extensions for facial photos that can be registered are ".jpeg" and ".jpg"

1 Click [Select File].



2 Select the facial photo you want to register and click [Open]



4.2.8 Attaching the Materials

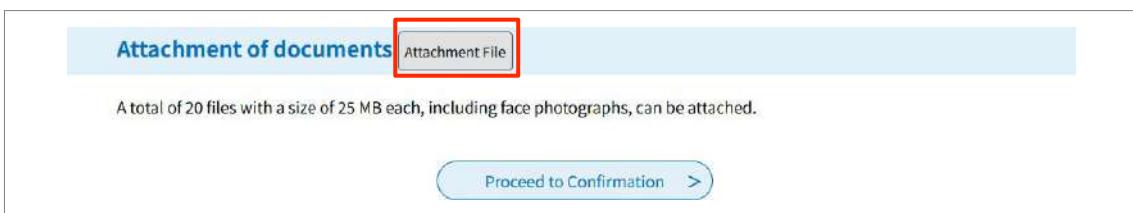
You can attach up to 20 files, including the applicant's facial photo, totaling up to 25 MB. The file format that can be attached is PDF.

! Important

- The following PDF files cannot be attached:
 - PDF files with security options enabled. (For example, password-protected files, files that prohibit printing, files that prohibit copying text and graphics, or files that require network authentication to be opened.)
 - PDF files in formats that do not conform to ISO 32000-1 (International Standards for PDF).

If you attach such a file, an error message will appear. Check the file and reattach the appropriate one.

1 Click [Attachment File].

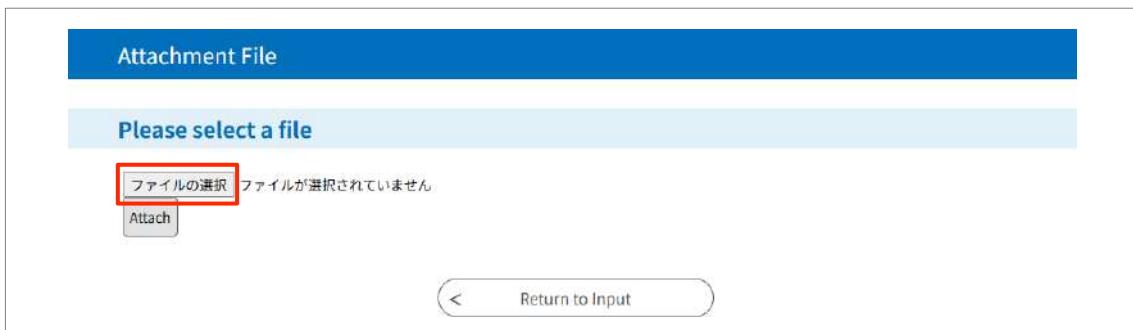


Attachment of documents **Attachment File**

A total of 20 files with a size of 25 MB each, including face photographs, can be attached.

Proceed to Confirmation >

2 Click [Select File].



Attachment File

Please select a file

ファイルの選択 ファイルが選択されていません
Attach

< Return to Input

Required Documents

1. Receipt Request Form
2. For organization, part1,2
3. Transcript of Academic Record
4. Certificate of Enrollment
5. List of submitted documents & Japanese language ability
6. Statement of Financial Support
7. One of the following documents

[If the student will cover tuition and living expenses themselves]

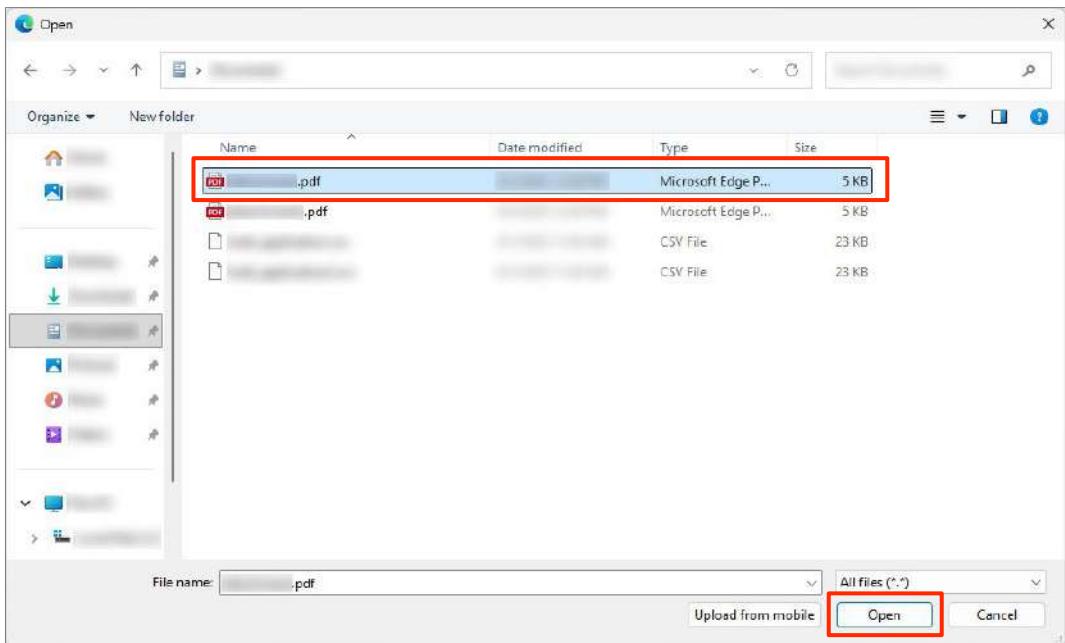
A copy of the digital bankbook showing deposits for the past year, or a copy of salary statements.

[If someone other than the student will cover tuition and living expenses]

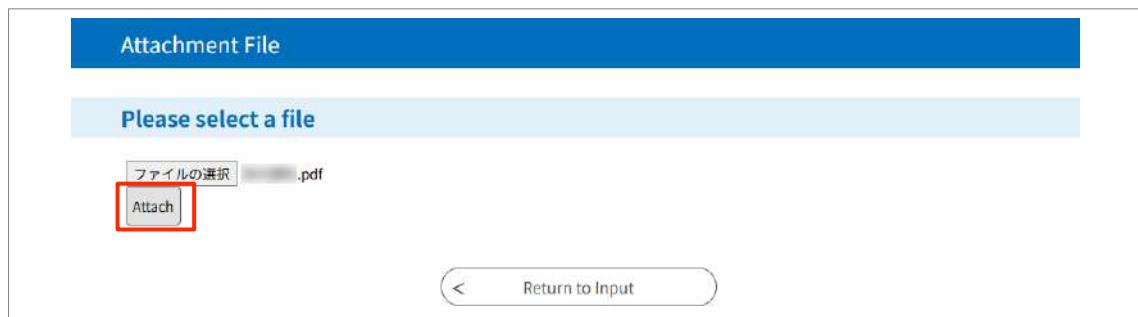
A remittance certificate, or a copy of the digital bankbook showing receipt of remittances.

8. Letter (only for students who need it)

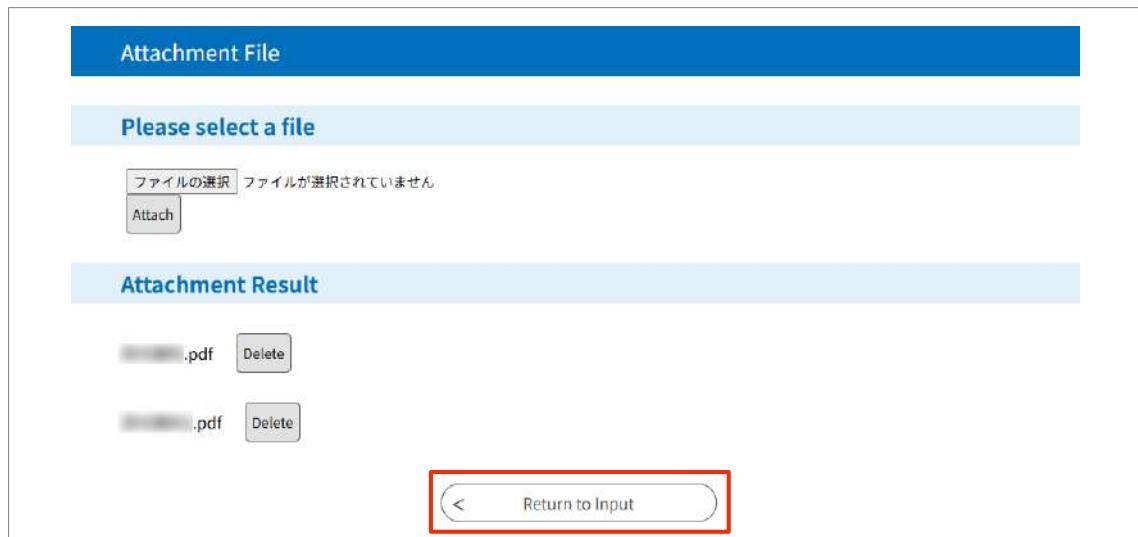
3 Select the material to attach and click [Open].



4 Click [Attach].

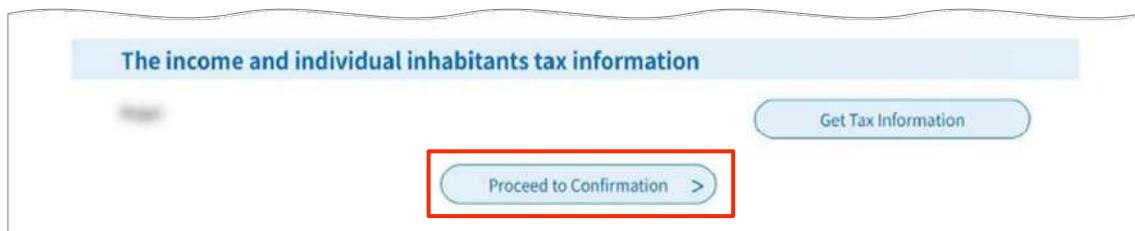


5 After attaching all the required materials, click [Return to Input].



4.2.9 Submitting an Application

- 1 Review the information you entered and the attached documents, and then click [Proceed to Confirmation].



- 2 Confirm that all of your entries are correct, and then click [Apply].

Application confirmation

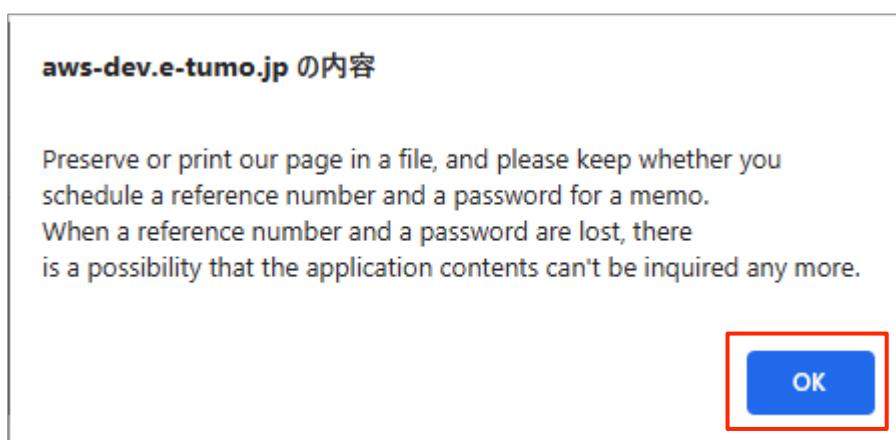
The application is not yet complete.

If the following information is correct, please press the "Apply" button. If you need to make corrections, please press the "Return to Input" button.

Desired status of residence	... (text input field)
Free area	... (text input field)
Facial photo	... (text input field)
Attachment of documents	... (text input field)
The income and individual inhabitants tax information	... (text input field)

< Return to Input Apply >

- 3 Click [OK].



Application Completed

has been received.

Your application has been completed

The following reference number.

If the email address is incorrect or if filters are set up,
The email may not be delivered.

Reference number

When confirming the application situation from now on, a reference number is the needed important number.

Please log into the application situation and apply. Please check it from an inquiry.

If there are any issues with the submitted information, we may contact you separately.

< [Return to List](#)

If this screen appears, your application has been successfully.

5 What to Do after Applying

5.1 Checking the Status of Your Application

- 1 Open the top page of the Residence Application Online System in your browser.
https://www.rasens-immi.moj.go.jp/rasens-u/offer/offerList_initDisplay
- 2 Log into the Online Residence Application System.
- 3 Click [Check Application Status] or [Application situation confirmation].



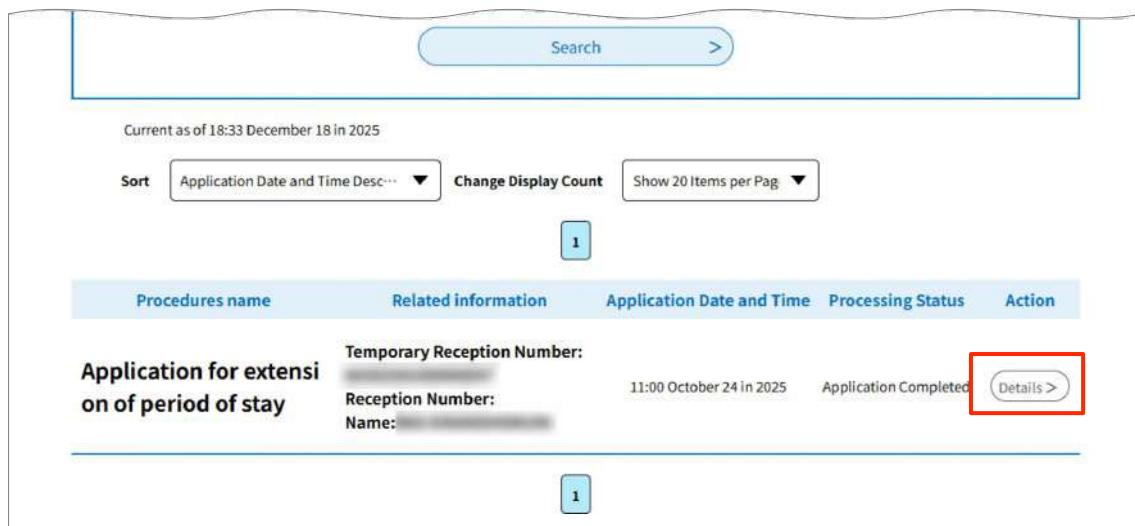
- 4 Click [Search].

The search results will be displayed.

Processing Status	Description
Pending	The application is being processed.
Application Completed	The application is completed.
Under Review	The application details are being examined.

Processing Status	Description
Awaiting Issuance	The examination has been completed. Receive your residence card and certificate.
In Return Process	The application information requires modification. See “If there are requests for revisions or additional materials” (p. 31).
Completed	All procedures required on the user's part are completed.
Completed (Not Permitted)	The application has not been approved.

5 Click [Details] for the application you want to check.



Current as of 18:33 December 18 in 2025

Sort Application Date and Time Desc... ▾ Change Display Count Show 20 Items per Page ▾

Procedures name	Related information	Application Date and Time	Processing Status	Action
Application for extension of period of stay	Temporary Reception Number: [REDACTED] Reception Number: [REDACTED] Name: [REDACTED]	11:00 October 24 in 2025	Application Completed	Details >

The [Application Details] screen is displayed.

5.2 If there are requests for revisions or additional materials

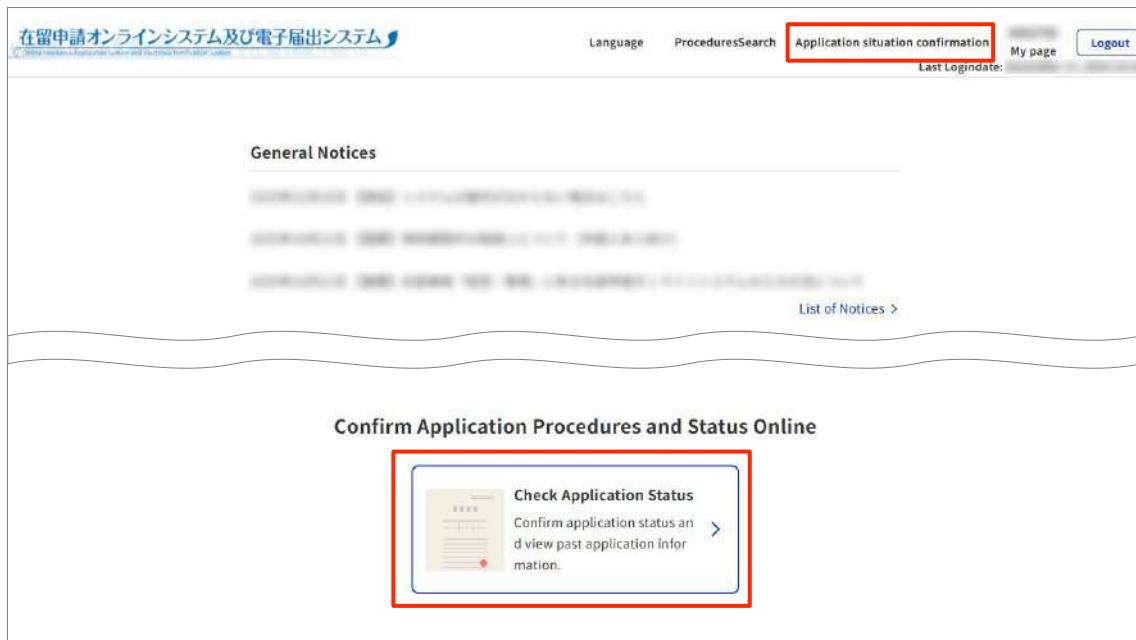
If additional materials (facial photo, attachments) are required, an email will be sent. Submit the additional materials as requested.

1 Click the URL in the received email.

The [User Login] screen is displayed.

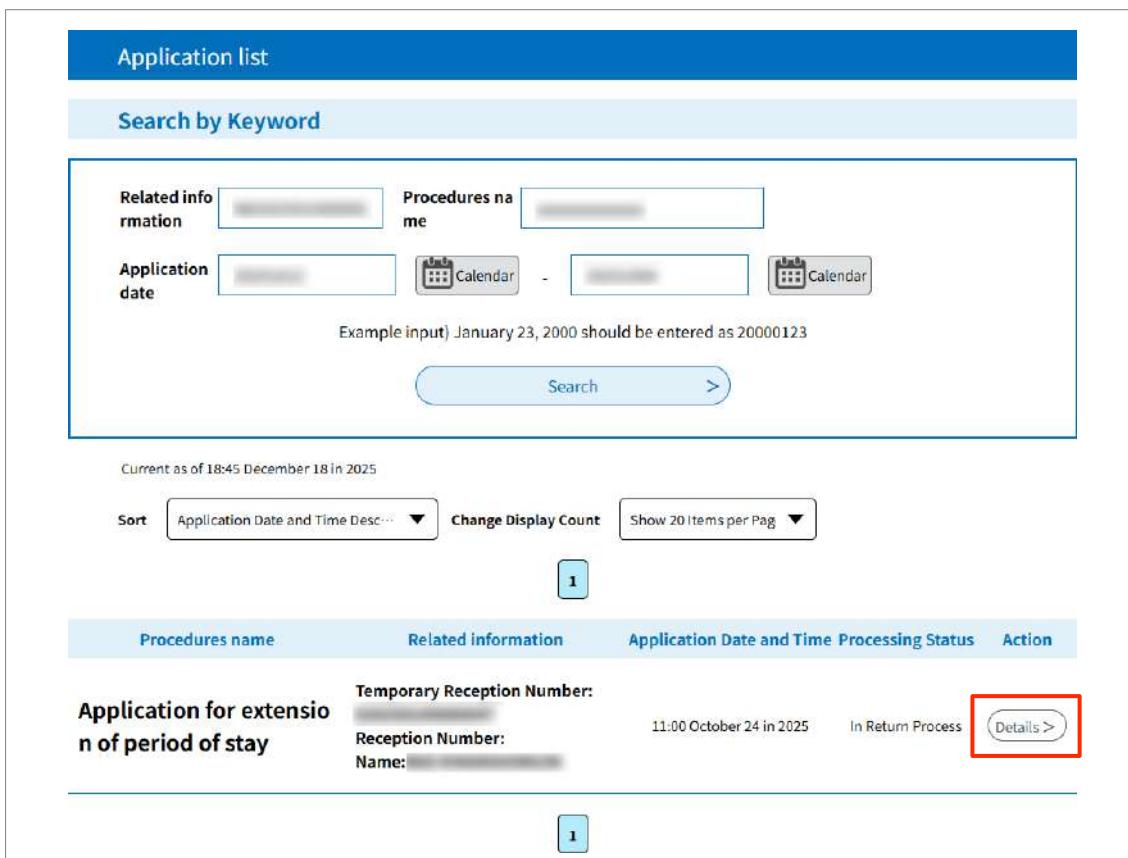
2 Log into the Online Residence Application System.

3 Click [Check Application Status] or [Application situation confirmation].



In the screenshot, the 'Application situation confirmation' button in the top right corner is highlighted with a red box. Below it, in the 'Confirm Application Procedures and Status Online' section, the 'Check Application Status' button is also highlighted with a red box. The page also shows 'General Notices' and a 'List of Notices >' link.

4 Click [Details] for the application subject to modification.



The screenshot shows the 'Application list' page with various search filters and a search button. Below the search area, it displays the current date and time, sorting options, and a page number indicator (1). The main table lists an application with the following details:

Procedures name	Related information	Application Date and Time	Processing Status	Action
Application for extension of period of stay	Temporary Reception Number: [REDACTED] Reception Number: [REDACTED] Name: [REDACTED]	11:00 October 24 in 2025	In Return Process	Details >

5 Click [Modify].

Application Details

Please save the attached file to your computer before opening it.

Procedures name	Application for extension of period of stay
Reference number	[REDACTED]
Related information	Temporary Reception Number: [REDACTED] Reception Number: [REDACTED] Name: [REDACTED]
The processing status	In Return Process
Facial photo	[REDACTED].jpeg
Attachment of documents	[REDACTED].pdf

※ After confirmation, please be sure to close a browser.
If you need to modify the application details, please select the [Modify] button.

[Return to List](#) Modify [>](#)

6 According to the email received, re-attach the modified facial photo and material(s), and submit the application again.

5.3 Changing the Method for Receiving Your Residence Card and Certificate

- 1 Open the top page of the Residence Application Online System in your browser.
https://www.rasens-immi.moj.go.jp/rasens-u/offer/offerList_initDisplay
- 2 Log into the Online Residence Application System.
- 3 Click [Online Application Procedures].

在留申請オンラインシステム及び電子届出システム

Language ProceduresSearch Application situation confirmation My page Logout

Last Loginate: [REDACTED]

General Notices

Search for Application Procedures

You can search for application procedures using keywords or categories.

[Online Application Procedures >](#)

4 Click [Application for Change of Method of receipt] under [List of Procedures].

Search by Keyword Current as of 23:00 December 17 in 2025 for 02 minutes

Search for Synonyms Reception starting day Show 20 Items per Page

List of Procedures

Usage Application(For Foreign Nationals Who Wish to Begin Applying for Status of Residence) Start of Reception : December 15, 2025 00 minutes at 00 o'clock End of Reception : At Any Time	Application for change of status of residence(For Foreign Nationals) Start of Reception : December 10, 2025 00 minutes at 00 o'clock End of Reception : At Any Time
Application for extension of period of stay(For Foreign Nationals) Start of Reception : December 10, 2025 00 minutes at 00 o'clock End of Reception : At Any Time	Application for certificate of authorized employment(For Foreign Nationals) Start of Reception : November 7, 2025 00 minutes at 00 o'clock End of Reception : At Any Time
Application for Change of Method of receipt Start of Reception : November 5, 2025 00 minutes at 00 o'clock End of Reception : At Any Time	Notification relating to the institution spouse Start of Reception : November 5, 2025 00 minutes at 00 o'clock End of Reception : At Any Time

5 Review the terms of use. If you agree to the terms, click [Agree].

Reference

- If you click [Add to Favorites] to add the procedure to your Favorites, you can easily apply from your My page without searching for the procedures. For more information, see "[How To Use Favorites](#)" (p. 43).

The Procedures explanation

Procedures name	Application for Change of Method of receipt	Add to Favorites
The explanation		
Reception time	0:00 October 23 in 2025 -	
Contact information		

< terms of service >

利用規約

ご利用前に必ずお読みください。
在留申請オンラインシステム及び電子届出システムを利用して地方出入国在留管理局長に対してインターネットを通じた在留諸申請及び出入国在留管理局長官に対してインターネットを通じた届出に係る手続を行うためには、下記規約に同意いただくことが必要です。
なお、下記規約は日本語で定義されたものです。下記規約の翻訳版と日本語版に相違がある場合は、日本語版が優先されるものとします。

記

1. 利用可能な時間
在留申請オンラインシステム及び電子届出システム（以下「本システム」という。）は、原則2.4時間365日、ご利用いただけます。ただし、本システムのメンテナンス等の必要があるときは、Userへの事前の通知を行なうことなく、本システムの運用の停止等を行なうことができます。
なお、地方公共団体情報システム機構が提供する公的個人認証サービスの運用状況により、マイナンバーカードに記録されている電子証明書の検証が行えない場合があります。同サービスの運用状況については、同サービスのポータルサイト等で確認願います。

By clicking the "Agree" button, it will be considered that you have agreed to this explanation.

If you'd understand the above, please agree and advance.

>

6 Enter the required items.

Application

Selected Procedure Name : Application for Change of Method of receipt

Contact Information [+Open](#)

Classification of Change Required

Enter the number stated on the email you received after submitting your application.

Enter either your "temporary application receipt number" or your "temporary application number".
2-byte kanji/katakana/alphabetical letters, 1-byte numbers, up to 13 characters.
Example) 東オソ認T00011111

Method of receipt The input condition changes with a result of the choices.

選択してください

7 Review the information you entered, and then click [Proceed to Confirmation].

Enter either your "temporary application receipt number" or your "temporary application number".
2-byte kanji/katakana/alphabetical letters, 1-byte numbers, up to 13 characters.
Example) 東オソ認T00011111

Method of receipt The input condition changes with a result of the choices.

郵送 Mailing

Proceed to Confirmation >

8 Confirm that all of your entries are correct, and then click [Apply].

Application confirmation

The application is not yet complete.

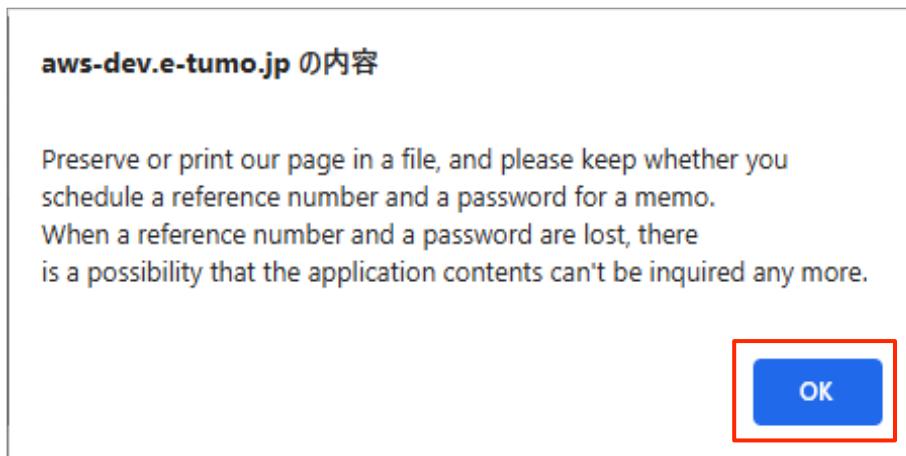
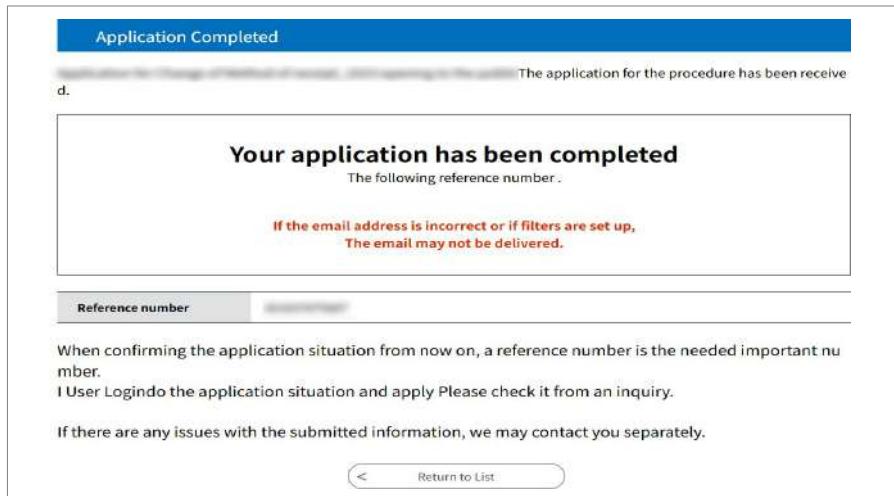
If the following information is correct, please press the "Apply" button. If you need to make corrections, please press the "Return to Input" button.

Application for Change of Method of receipt

Classification of Change	_____
Name of the applicant (English)	_____
Provisional application acceptance no.	_____
Receipt number	_____
Method of receipt	_____

[Return to Input](#) **Apply >**

9 Click [OK].



6 Helpful Functions

6.1 Searching for Procedures

If you cannot find the intended procedure in the [List of Procedures], use the search function.

1 Enter keywords related to the intended procedure in the [Search by Keyword] field on the [Online Application Procedures] screen.

Enter two or more keywords separated by spaces.

If you enter two or more keywords, the procedure containing all the keywords will be searched.

By checking the checkbox for [Search for Synonyms], you can search for the procedure that includes synonyms of the entered keyword(s).

The screenshot shows the 'Search by Keyword' interface. On the left, there is a search bar labeled 'Enter Keyword' with a red box around it, and a checkbox for 'Search for Synonyms'. Below these are two buttons: 'Keyword Search' (blue) and 'Receipt' (grey). On the right, there is a 'List of Procedures' section with a red box around the 'List of Procedures' header. The list contains six items, each with a title, start and end reception times, and a description. The titles are: 'Usage Application(For Foreign Nationals Who Wish to Begin Applying for Status of Residence)', 'Application for change of status of residence(For Foreign Nationals)', 'Application for extension of period of stay(For Foreign Nationals)', 'Application for certificate of authorized employment(For Foreign Nationals)', 'Application for Change of Method of receipt', and 'Notification relating to the institution・s pause'. Each item has a small blue circular icon with the number '1' at the bottom right.

2 Click [Keyword Search].

The screenshot shows the 'Search by Keyword' interface after a search. The search bar now contains 'Receipt' with a red box around it, and the 'Keyword Search' button is highlighted with a red box. The 'List of Procedures' section shows a single result: 'Application for Change of Method of receipt' with a red box around its title. The result includes the start and end reception times and a description. The 'SearchResult 1 The matter' text is also visible. A blue circular icon with the number '1' is at the bottom right.

6.2 Saving/Loading Data During Entry

You can temporarily save data you are entering to your computer. You can also load temporarily saved data to resume entry.

Reference

- Attachments cannot be saved temporarily. After loading the saved data, re-attach the file(s) as necessary.
- Temporarily saved data can only be loaded on the same screen where it was saved.
- Temporarily save data you are entering to your computer. Manage the saved data under your own responsibility.
- Data saved temporarily on your computer cannot be viewed or modified on the computer.
- System modifications may be performed regarding various procedures within the online system. In that case, data temporarily saved before the modification cannot be used after the modification.

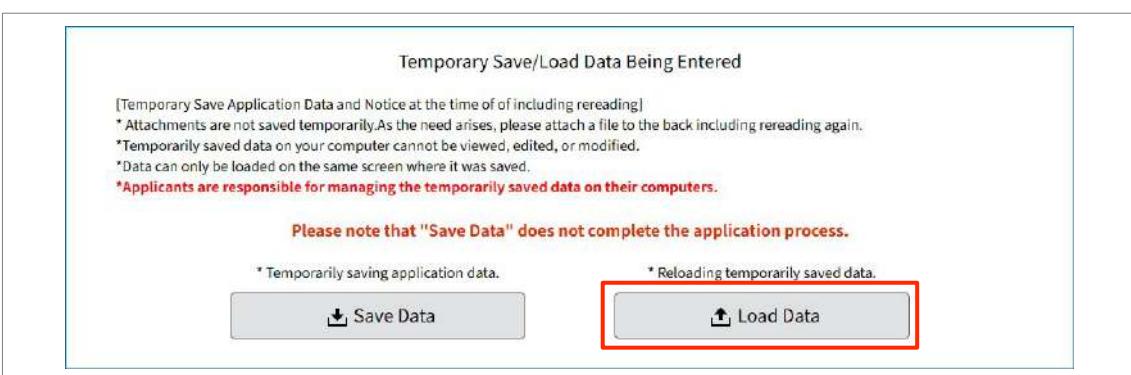
■ Temporarily saving application data

1 Click [Save Data] at the bottom of the [Application] screen.

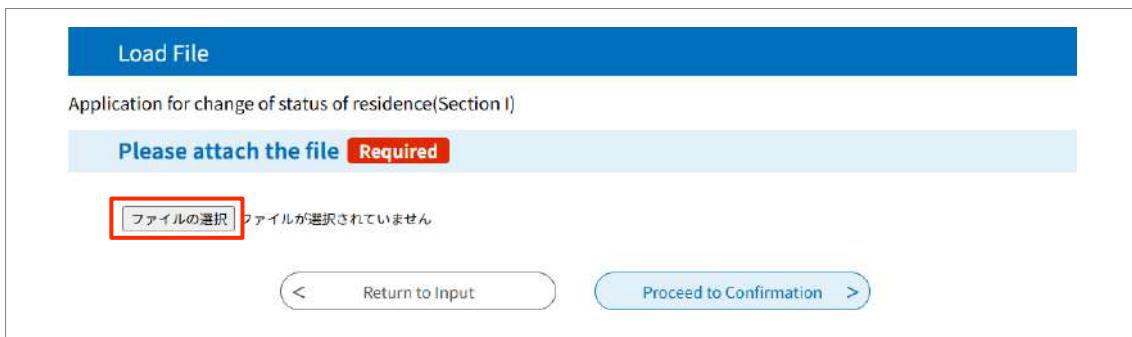


■ Loading temporarily saved data to resume

1 Click [Load Data] at the bottom of the [Application] screen.

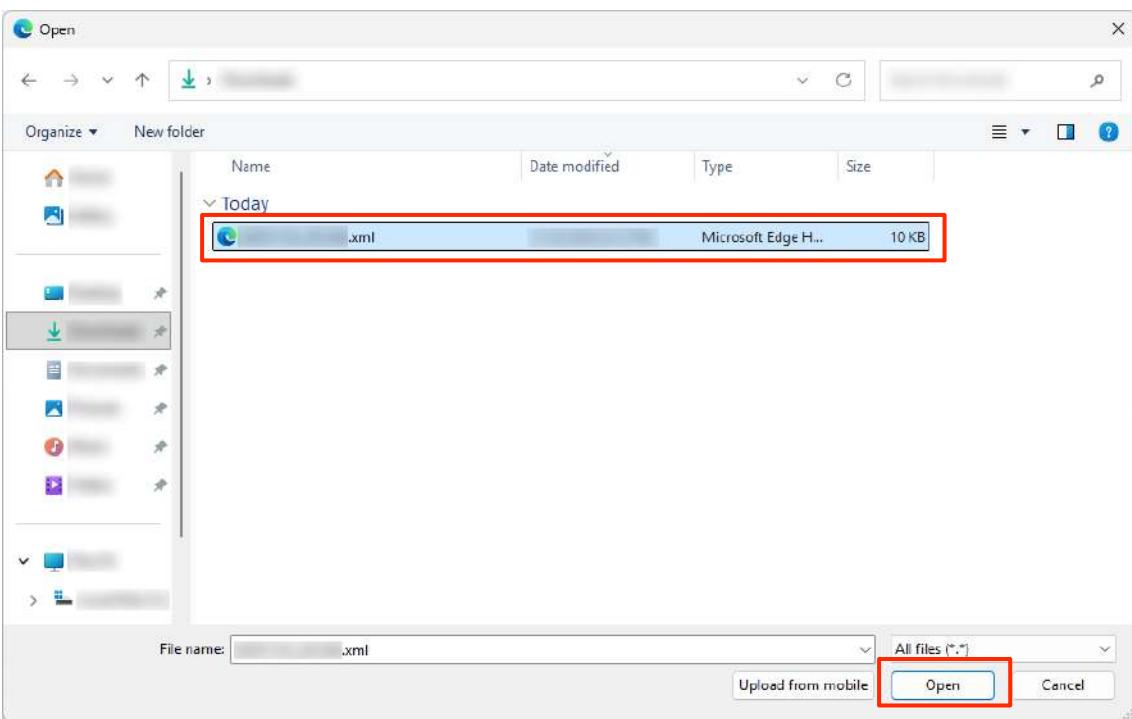


2 Click [Select File].

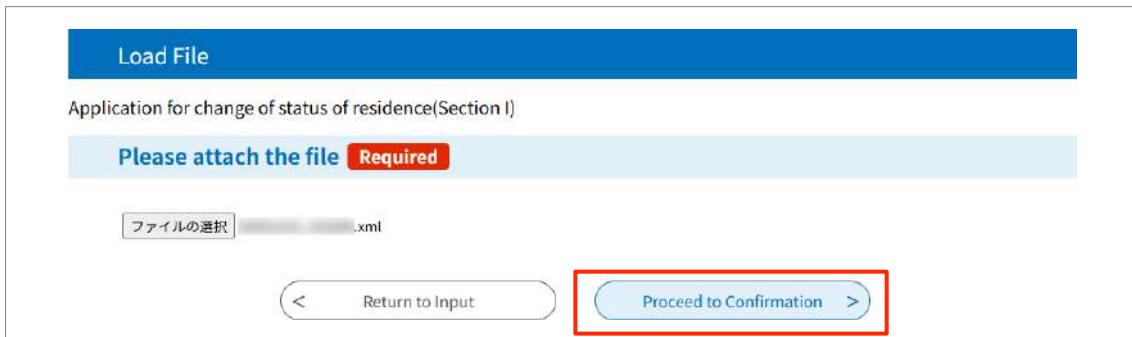


The screenshot shows a web-based application titled 'Load File'. The main instruction is 'Please attach the file' with a 'Required' label. Below the input field, a message in Japanese says 'ファイルが選択されていません' (No file selected). At the bottom, there are 'Return to Input' and 'Proceed to Confirmation' buttons.

3 Select the temporarily saved file and click [Open].

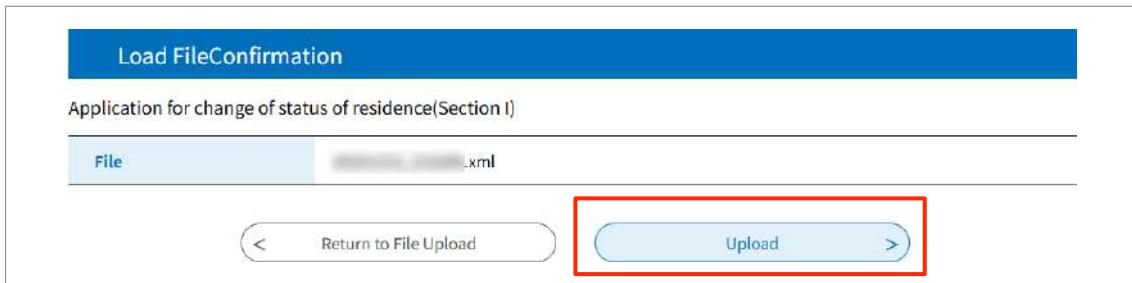


4 Click [Proceed to Confirmation].



The screenshot shows the 'Load File' screen again. The previously selected file 'xxxxxx.xml' is now listed in the input field. The 'Proceed to Confirmation' button at the bottom is highlighted with a red box.

5 Click [Upload].



The screenshot shows a 'Load FileConfirmation' screen. At the top, it says 'Application for change of status of residence(Section I)'. Below that is a file input field with 'File' and 'test.xml'. At the bottom, there are two buttons: 'Return to File Upload' and 'Upload'. The 'Upload' button is highlighted with a red box.

The file will be loaded.

6 Click [Return to Input].

The temporarily saved data will be loaded onto the [Application] screen, allowing you to resume entry.

6.3 Reusing the Information Entered for Past Applications

You can reuse the information entered for the same application in the past to fill in the fields automatically.

The information can be reused for two years after it is entered.

If the contents of the items have been changed since the time of your previous application due to factors such as amendments to ministerial ordinances, the information may not be set automatically. Check and correct the entry as necessary.

1 Click [Auto-Fill Input Values from Past Applications] on the [Application] screen.



The screenshot shows an 'Application' screen. At the top, there is a button labeled 'Auto-Fill Input Values from Past Applications'. A red box highlights this button.

The [The past application list] screen is displayed.

2 If you cannot find the application whose information you want to use, enter information related to the intended past application in each field under [Search by Keyword].

The past application list

Search by Keyword

① Related information ② Procedures name ③ Application date

Example input) January 23, 2000 should be entered as 20000123

Search >

Current as of 18:59 December 18 in 2025

Sort Application Date and Time Desc... Change Display Count Show 20 Items per Page

Procedures name	Related information	Application Date and Time	Processing Status	Action
Application for extension of period of stay	Temporary Reception Number: Reception Number: Name:	14:00 October 24 in 2025	Application Completed	Choice >
Application for extension of period of stay	Temporary Reception Number: Reception Number: Name:	11:00 October 24 in 2025	Application Completed	Choice >

1 2 3 Next Last

Field	Description		
① Related information	Enter any of the information displayed in the [Related information] column to search.		
② Procedures name	Searches for the procedure that contains the entered keyword. Enter two or more keywords separated by spaces. If you enter two or more keywords, the procedure containing all the keywords will be searched.		
③ Application date	Searches for the application(s) submitted on the specified date. Enter the date or click [Calendar] to select the date.		

3 Click [Search].

The past application list

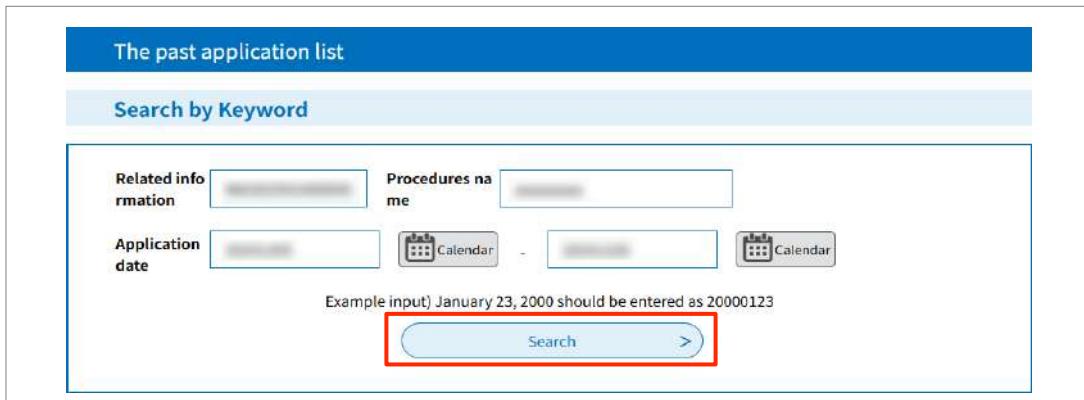
Search by Keyword

Related info
rmation Procedures na
me

Application
date -

Example input) January 23, 2000 should be entered as 20000123

>



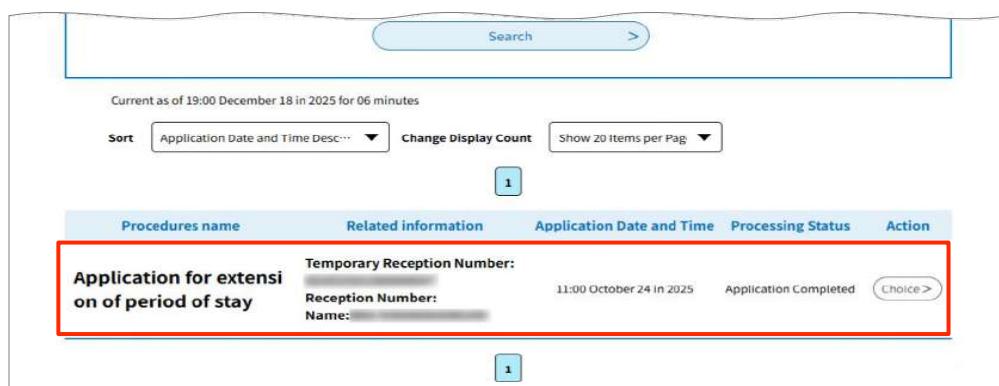
Current as of 19:00 December 18 in 2025 for 06 minutes

Sort Application Date and Time Desc... ▾ Change Display Count Show 20 Items per Page ▾

1

Procedures name	Related information	Application Date and Time	Processing Status	Action
Application for extensi on of period of stay	Temporary Reception Number: [REDACTED] Reception Number: Name: [REDACTED]	11:00 October 24 in 2025	Application Completed	<input type="button" value="Choice>"/>

1



4 Click [Choice] for the application whose information you want to use.

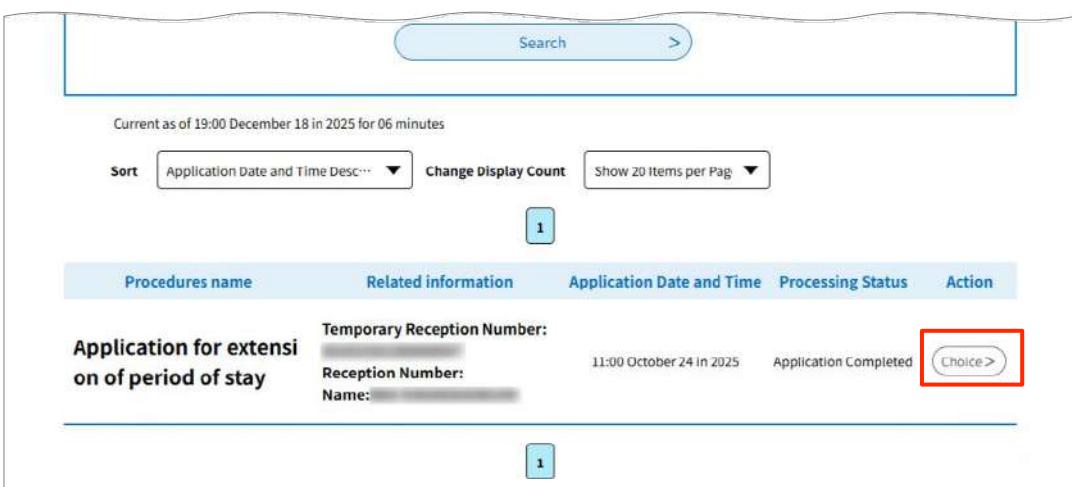
Search >

Current as of 19:00 December 18 in 2025 for 06 minutes

Sort Application Date and Time Desc... ▾ Change Display Count Show 20 Items per Page ▾

1

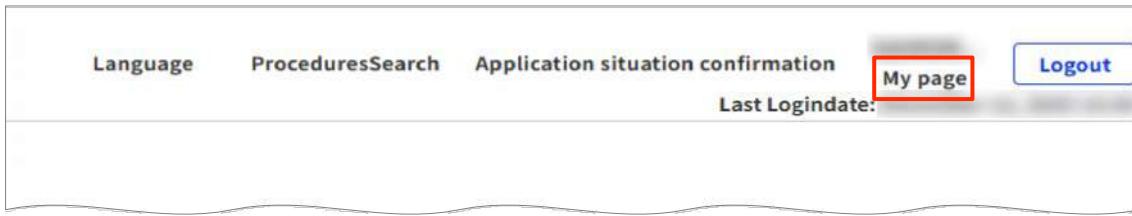
Procedures name	Related information	Application Date and Time	Processing Status	Action
Application for extensi on of period of stay	Temporary Reception Number: [REDACTED] Reception Number: Name: [REDACTED]	11:00 October 24 in 2025	Application Completed	<input type="button" value="Choice>"/>



7 How To Use My Page

My page is a user-specific page where you can check your application status and user information. You can also open frequently used procedures that you have registered as "Favorites".

- 1 Open the top page of the Residence Application Online System in your browser.**
- 2 Log into the Online Residence Application System.**
- 3 Click [My page].**



The [My page] screen is displayed.

Field	Description	Page with Detailed Descriptions
Confirm Application Details	You can check the status of your application or review the details of your past applications.	"Reviewing the Application Details" (p. 43)
Favorite Procedures	You can open the procedures that you have added to Favorites.	"How To Use Favorites" (p. 43)
Check User Information	You can check your user information or change your email address, password, or phone number.	"Viewing/Changing User Information" (p.46)

7.1 Reviewing the Application Details

Click [Confirm Application Details] on the [My page] screen to display the [Application list] screen. For the subsequent steps, see Step 4 of "[Checking the Status of Your Application](#)" (p.30).

7.2 How To Use Favorites

By adding procedures to Favorites, you can easily submit an application from your My page without searching for the procedures

■ Adding Procedures to Favorites

- 1 Click [Add to Favorites] on the [The Procedures explanation] screen for the respective application.



The Procedures explanation

Procedures name	Application for change of status of residence	<input type="button" value="Add to Favorites"/>
The explanation	<p>(Note 1) If it is found that false information was entered in the application form, you may be subject to unfavorable treatment.</p> <p>(Note 2) Please check the types of applications and residence statuses that can be applied for online below. If you apply for a non-eligible application, you will need to withdraw the application, etc.</p> <p>https://www.moj.go.jp/isa/content/001351658.pdf</p>	
Reception time	0:00 December 10 in 2025 -	

- 2 Click [Register].



The Procedures explanation

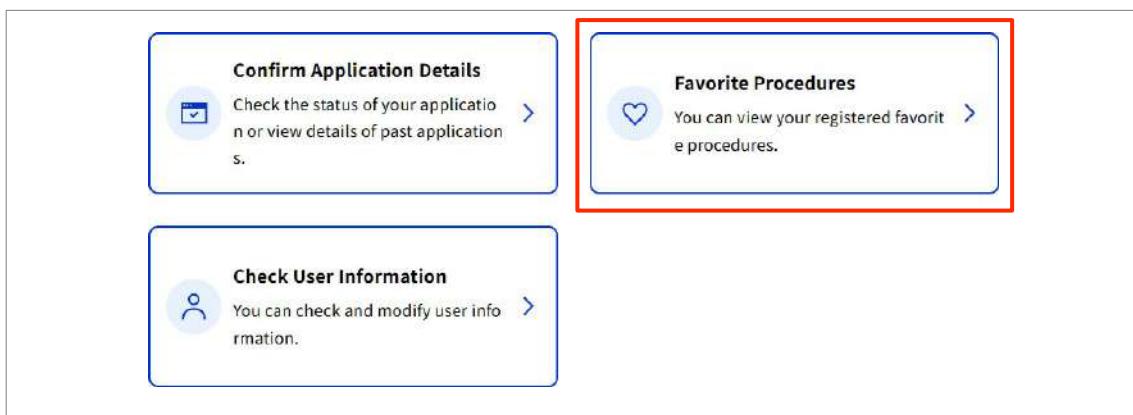
Add to Favorites

By adding to your favorites, you can easily apply for procedures from your My Page without having to search for them again next time.

Procedures name	<input type="button" value="Add to Favorites"/>
The explanation	By adding to your favorites, you can easily apply for procedures from your My Page without having to search for them again next time.
Reception time	0:00 December 10 in 2025 -

■ Calling Up Procedures Added to Favorites

- 1 Click [Favorite Procedures] on the [My page] screen.



Confirm Application Details

Check the status of your application or view details of past applications.

Favorite Procedures

You can view your registered favorite procedures.

Check User Information

You can check and modify user information.

2 Click the procedure you want to apply for.

Favorite Procedures list

Visa status change license application

I begin to receive: October 20, 2025, 00 minutes at 00 o'clock
Reception end: At any time.

From a favorite. Delete

[I return to my page.](#)

■ Deleting Procedures from Favorites

- When deleting through the [The Procedures explanation] screen

On the [The Procedures explanation] screen for each application, click [Added to favorites], and then click [Delete] on the confirmation screen.

The Procedures explanation

Procedures name	Application for change of status of residence	<input checked="" type="checkbox"/> Added to favorites
The explanation	<p>(Note 1) If it is found that false information was entered in the application form, you may be subject to unfavorable treatment.</p> <p>(Note 2) Please check the types of applications and residence statuses that can be applied for online below. If you apply for a non-eligible application, you will need to withdraw the application, etc.</p> <p>https://www.moj.go.jp/isa/content/001351658.pdf</p>	
Reception time	0:00 December 10 in 2025 -	

- When deleting through [Favorite Procedures List]

Click [Remove from Favorites], and then click [Delete] on the confirmation screen.

Favorite Procedures List

Application for change of status of residence

Start of Reception : December 10, 2025, 00 minutes at 00 o'clock
End of Reception : At Any Time

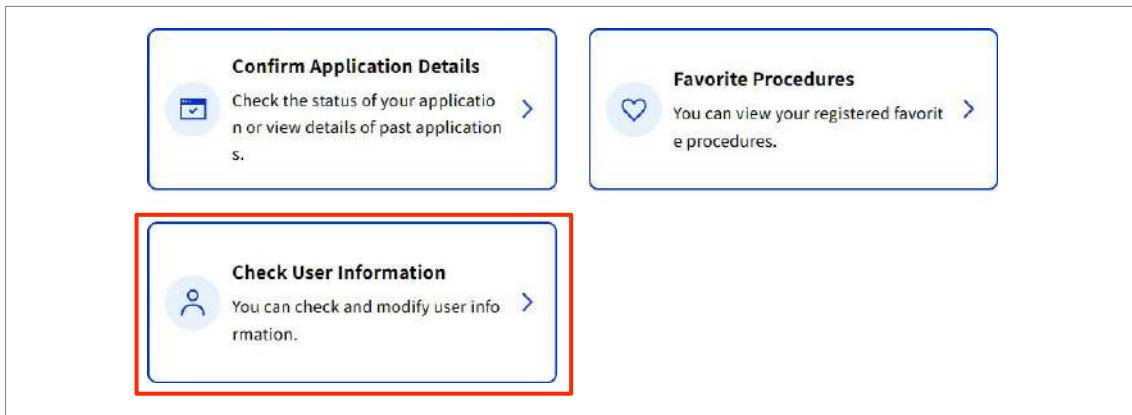
Remove from Favorites

[Return to My Page](#)

7.3 Viewing/Changing User Information

You can review your user information and change your registered email address, password, postal code, residential address, and phone number.

1 Click [Check User Information] on the [My page] screen.



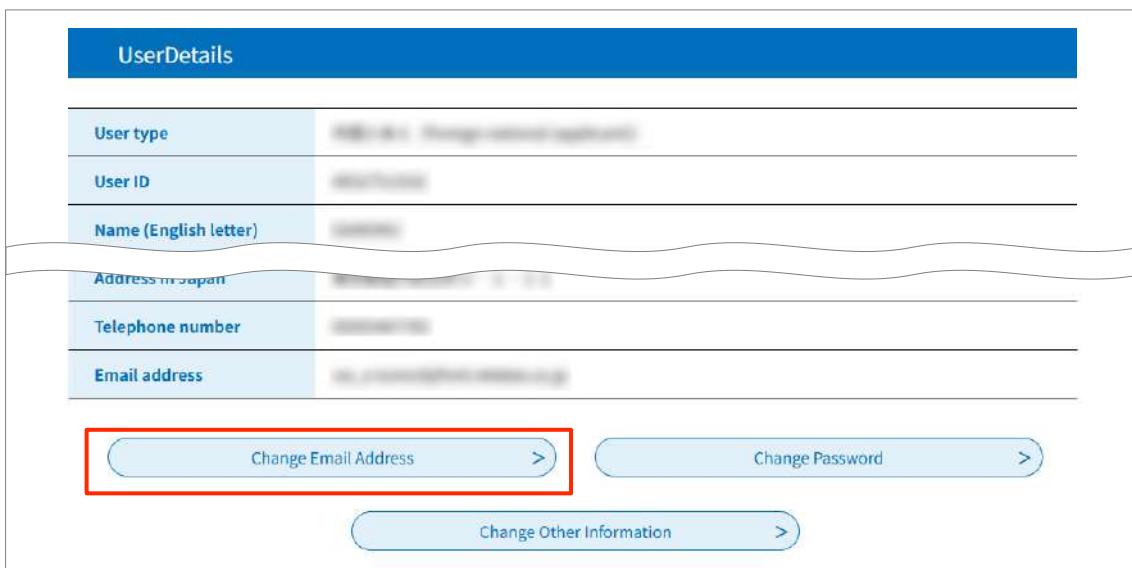
The [UserDetails] screen is displayed.

7.3.1 Changing the Email Address

Here is how to change your registered email address.

1 Click [Check User Information] on the [My page] screen.

2 Click [Change Email Address].

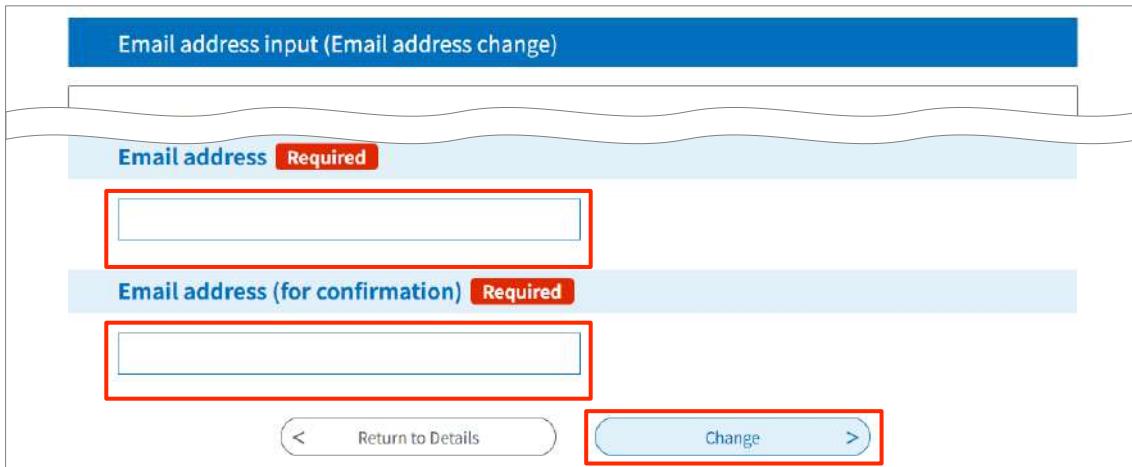


The [Email address input (Email address change)] screen is displayed.

3 Enter your new email address in the [Email address] and [Email address (for confirmation)] fields, and then click [Change].

! Important

- Configure your settings to receive emails from the domain "@rasens-immi.moj.go.jp".



Email address input (Email address change)

Email address **Required**

Email address (for confirmation) **Required**

< Return to Details > **Change** >

An email will be sent to the entered email address.

4 Click the URL in the received email.

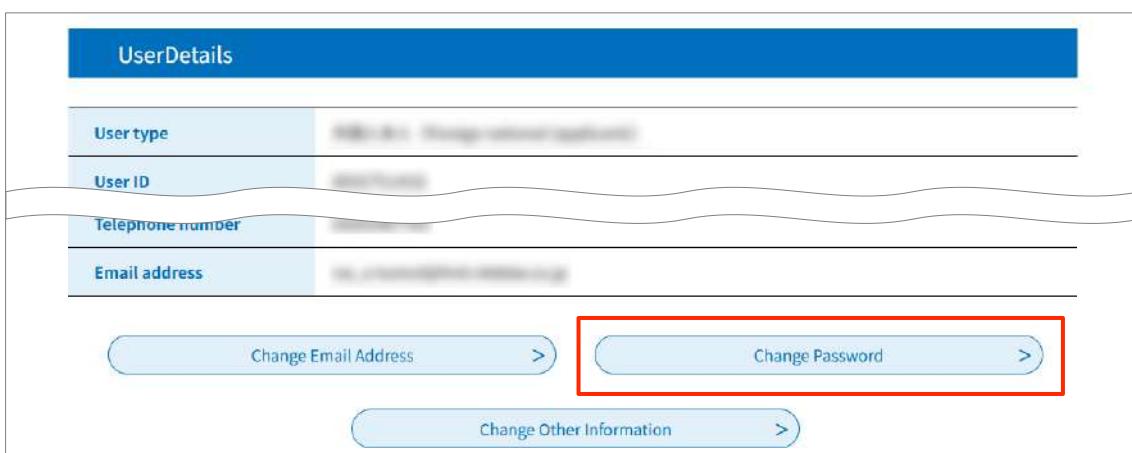
Your email address change is now complete.

7.3.2 Changing Your Password

Here is how to change your registered password.

1 Click [Check User Information] on the [My page] screen.

2 Click [Change Password].



UserDetails

User type

User ID

Telephone number

Email address

Change Email Address > **Change Password >** Change Other Information >

The [Change Password] screen is displayed.

3 Enter your new password in the [Password] and [Password (for confirmation)] fields, and then click [Change].

! Important

- The password must be 10 to 20 characters in length.
- Enter at least one character from each of the following four categories: uppercase letters, lowercase letters, numbers, and symbols (\$, %, &, =, @, _, #, *, +, -, ?, !). The entry screen states "more than 4 kinds of character", but the correct description is "4 kinds of character".

Change Password

Please enter a new password.

Password Required

Please input a password by 10-20 character and more than 4 kinds of character.
The practicable characters are an English capital letter, an English small letter, a figure and a symbol.

Password (for confirmation) Required

< Return to Details > **Change** >

The [UserChange Completed] screen is displayed.

An email confirming the change will be sent, and your password change is now complete.

7.3.3 Changing Your Postal Code, Address, and Phone Number

Here's how to change your registered postal code, address, and phone number.

- 1 Click [Check User Information] on the [My page] screen.**
- 2 Click [Change Other Information].**

UserDetails	
User type	disabled
User ID	disabled
Address in Japan	disabled
Telephone number	disabled
Email address	disabled

Change Email Address > Change Password > **Change Other Information >**

3 Enter the new information for the item(s) you want to change, and then click [Proceed to Confirmation].

UserChange

Postal Code Please input O. Required

Please input without hyphens.

Input Example) 530-0000 is input with 5300000.

Postal Code

Address Search

Please input Address in Japan. Required

Address in Japan

Address Search

Please input Telephone number Required

Please input without hyphens.

Example input) 012-345-6789 should be entered as 0123456789

Address Search

Email address

Return to Details

Proceed to Confirmation >

4 Review the newly changed content, and then click [Change].

UserChange confirmation

May I register by the following contents?

User type	普通会員
User ID	██████████
Name (English letter)	██████████
Sex	██████████
Date of birth	██████████
Postal Code	██████████
Address in Japan	██████████ 〒████████
Telephone number	██████████
Email address	██████████@████████.JP

[Return to Input](#) [Change](#)