

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**.

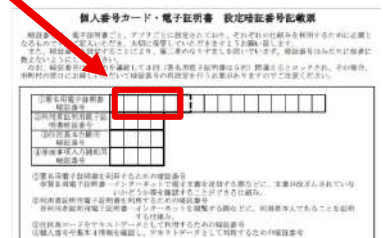
2. Initial Setup & Login (Step-by-Step)

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>

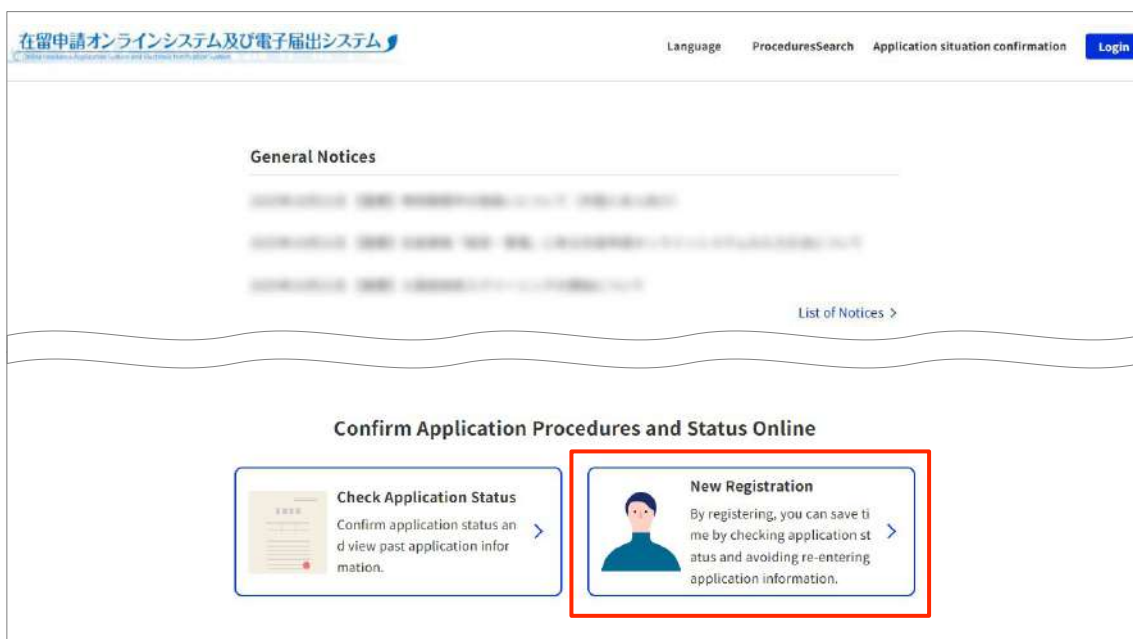
3 Preparing to Use the Online Residence Application System (User Registration and Request for Use)

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].

Explanation of User Registration

Please be sure to read the following contents.

Once you have registered your user information, you will be able to log in as a user for subsequent procedures. Furthermore, the registered information can be used for each procedure, simplifying the input process. If you plan to use this service repeatedly, we recommend registering your user information.

< terms of service >

利用規約

ご利用前にお読みください。

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なお、地方公共団体情報システム機構が提供または公的個人開示カードの運用状況により、マイナンバーカードに記録されている要添付書類の種

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.

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 [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.

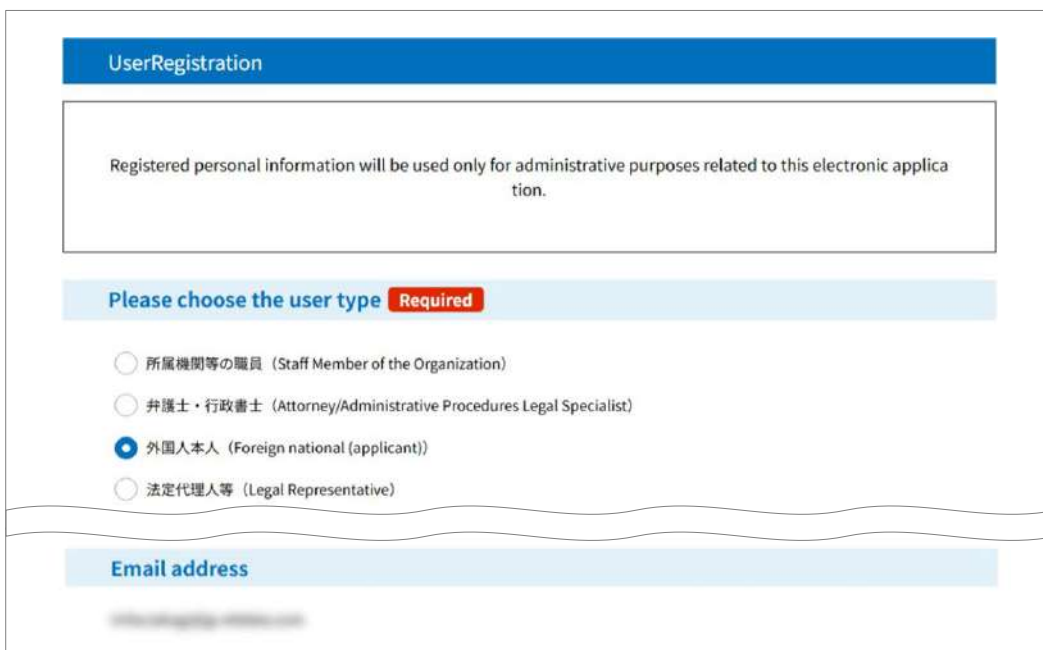
The Online Residence Application System will open in your browser.
The [UserRegistration] screen is displayed.

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 the 'UserRegistration' form. At the top, a blue header bar contains the text 'UserRegistration'. Below this, a white box contains the text: 'Registered personal information will be used only for administrative purposes related to this electronic application.' Underneath, a light blue bar prompts the user to 'Please choose the user type' with a red 'Required' label. Four radio button options are listed: '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))' (which is selected with a blue dot), and '法定代理人等 (Legal Representative)'. Below the options, another light blue bar is labeled 'Email address'.

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 the password input section. A light blue bar prompts the user to 'Please input a password' with a red 'Required' label. Below this, a small text box explains: '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.' A text input field is provided. Below that, another light blue bar prompts the user to 'Please input a password (for confirmation)' with a red 'Required' label. A small text box explains: 'Please input the same one again.' A second text input field is provided.

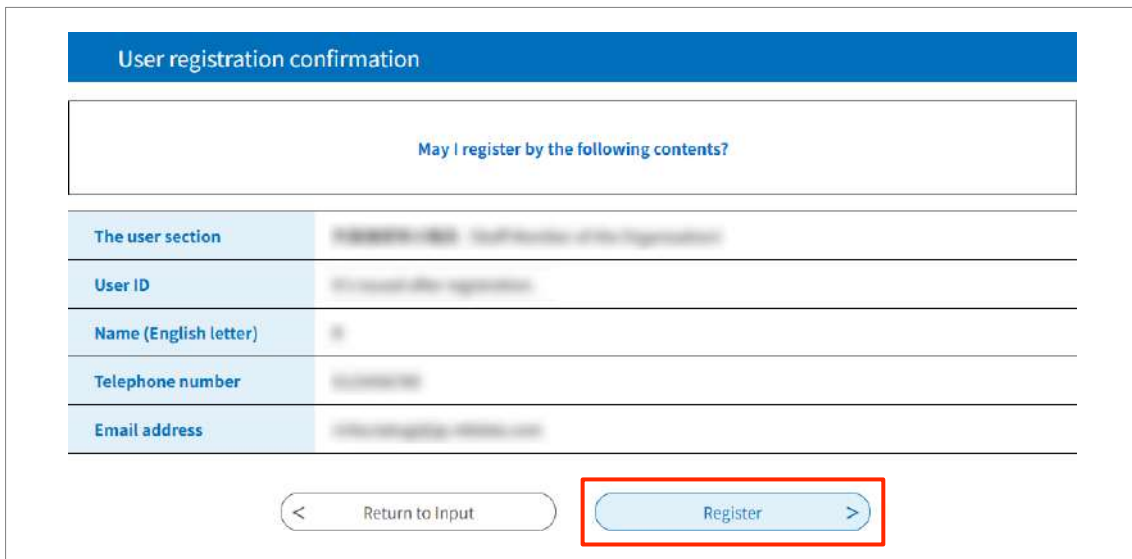
7 Review the information you entered, and then click [Proceed to Confirmation].



The screenshot shows the review screen. It features a light blue bar labeled 'Email address' with a blurred input field. At the bottom right, a button labeled 'Proceed to Confirmation' with a right-pointing arrow is highlighted by a red rectangular border.

The [User registration confirmation] screen is displayed.

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



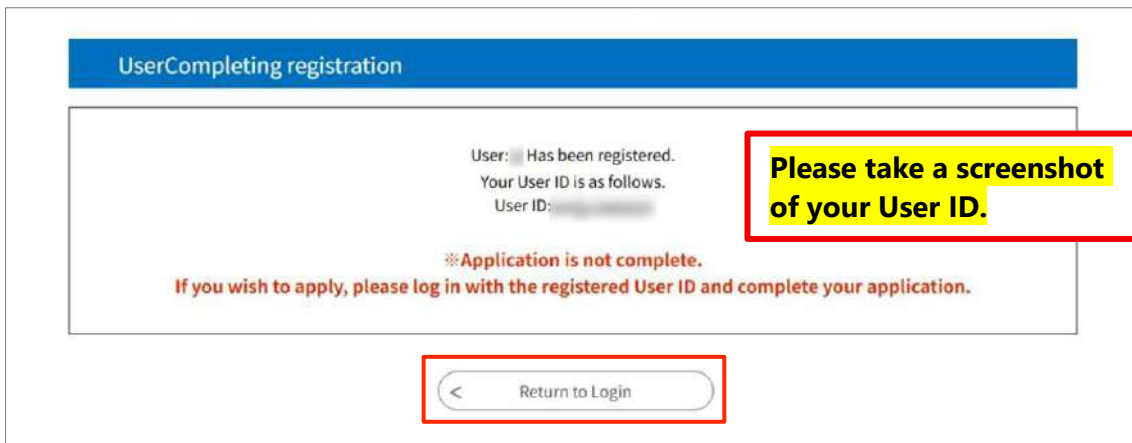
The screenshot shows the 'User registration confirmation' screen. At the top, a blue header bar contains the title. Below it, a white box asks 'May I register by the following contents?'. A table lists the registration details: 'The user section' (XXXXXXXXXX), 'User ID' (XXXXXXXXXX), 'Name (English letter)' (A), 'Telephone number' (XXXXXXXXXX), and 'Email address' (XXXXXXXXXX). At the bottom, there are two buttons: 'Return to Input' and 'Register'. The 'Register' button is highlighted with a red rectangle.

User registration confirmation	
May I register by the following contents?	
The user section	XXXXXXXXXX
User ID	XXXXXXXXXX
Name (English letter)	A
Telephone number	XXXXXXXXXX
Email address	XXXXXXXXXX

< Return to Input Register >

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].



The screenshot shows the 'UserCompleting registration' screen. A blue header bar contains the title. The main content area displays: 'User: [redacted] Has been registered.', 'Your User ID is as follows.', and 'User ID: [redacted]'. A red box highlights the text 'Please take a screenshot of your User ID.' To the right of the User ID. Below this, a red message states: '※Application is not complete. If you wish to apply, please log in with the registered User ID and complete your application.' At the bottom, there is a button labeled 'Return to Login', which is highlighted with a red rectangle.

UserCompleting registration

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

Please take a screenshot of your User ID.

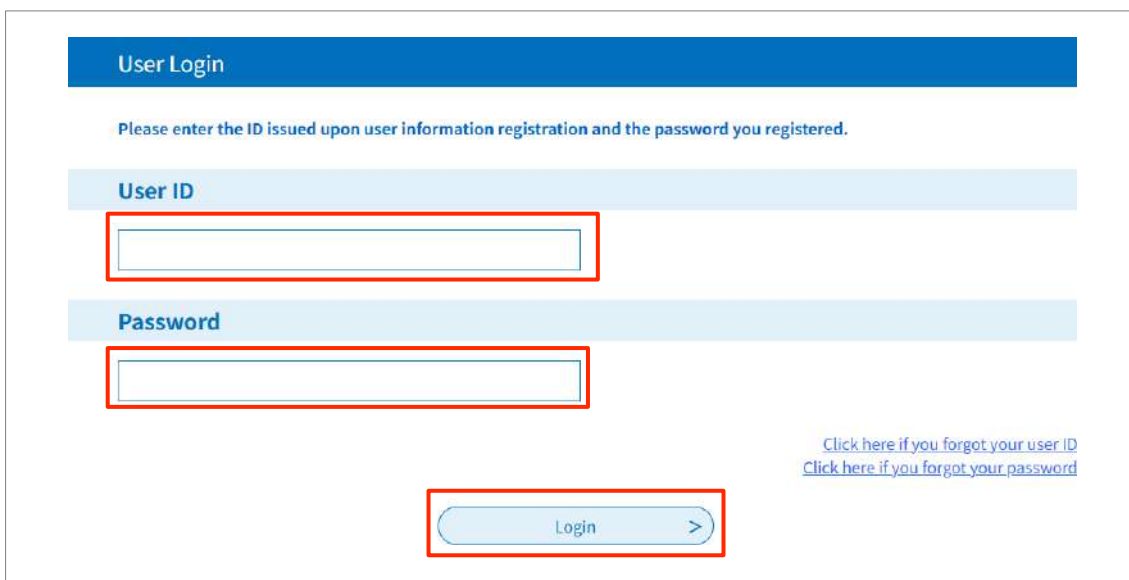
※Application is not complete.
If you wish to apply, please log in with the registered User ID and complete your application.

< Return to Login

The [User Login] screen is displayed.

3.2 Submitting a Request for Use

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

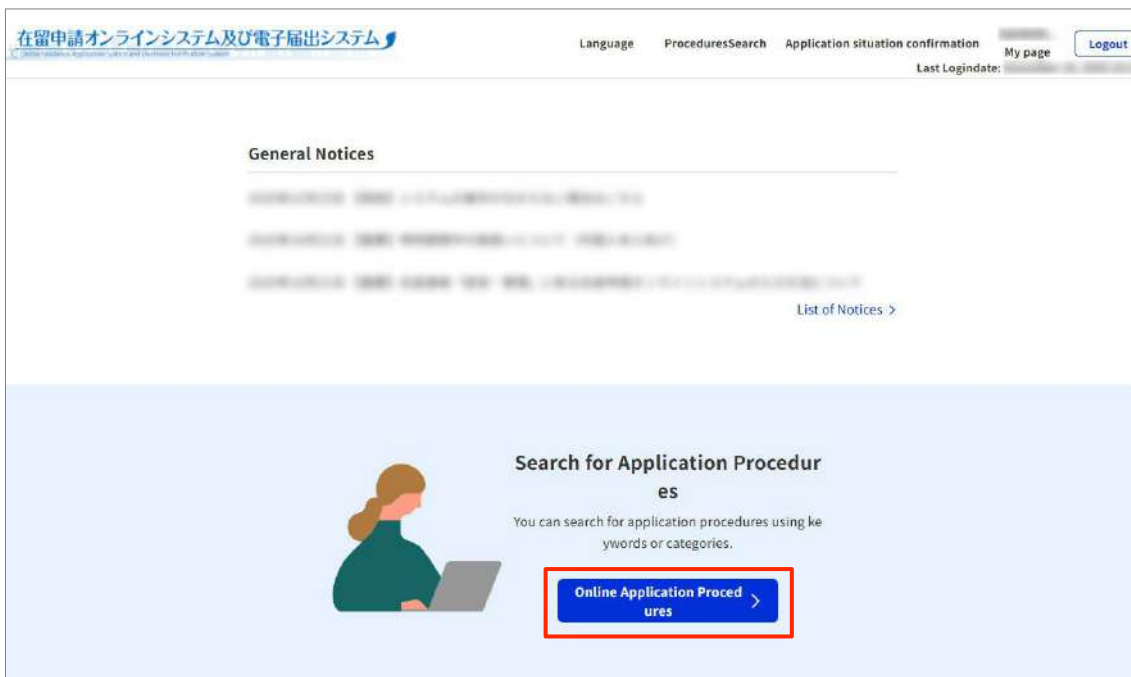


The image shows a 'User Login' form. At the top is a blue header with the text 'User Login'. Below it is a blue instruction bar: 'Please enter the ID issued upon user information registration and the password you registered.' There are two input fields: 'User ID' and 'Password', both with red rectangular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

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 main application page. At the top is a header with the title '在留申請オンラインシステム及び電子届出システム' and a navigation bar with links: 'Language', 'ProceduresSearch', 'Application situation confirmation', 'My page', and 'Logout'. Below the header is a 'General Notices' section with a list of notices and a link 'List of Notices >'. The main content area has a light blue background. On the left is an illustration of a person at a laptop. To the right is a section titled 'Search for Application Procedures' with the text 'You can search for application procedures using keywords or categories.' Below this text is a blue button with the text 'Online Application Procedures' and a right-pointing arrow, highlighted with a red rectangle.

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 Current as of 22:52 December 17 in 2025

Enter Keyword Reception starting da▼ Show 20 Items per Pa▼

☐ 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 >

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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

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.

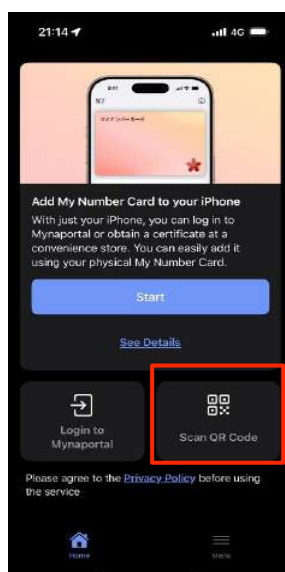


[Return to List](#)

◆◆◆ 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.




9:50 4G

Cancel Help ?

Enter the authentication passcode for your physical My Number Card

To log in to APPLY, please enter your 4-digit passcode.



[Forgot Passcode?](#)

Next

個人番号カード・電子証明書 設定暗証番号記載票

暗証番号は、電子証明書ごとく、マイナンバーに設定されており、それだけの仕組みを利用するために必要となるもので、ご記入いただく必要は、大抵に留めていただくことができます（※）お断りします。

※マイナンバーが本人確認の手段となり、第三者のなりすましを防いでいます。暗証番号はみだりに第三者に教えないようご注意ください。

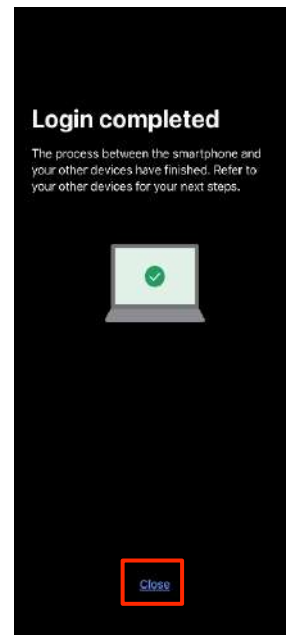
なお、暗証番号は、入力を連続して５回（匿名用電子証明書は５回）間違えるとロックされ、その場合、市町村の窓口にお越ししいただいて暗証番号の再設定を行う必要がありますのでご注意ください。

①匿名用電子証明書 暗証番号	<div style="background-color: red; width: 100px; height: 30px; margin: 0 auto;"></div>	<div style="background-color: red; width: 100px; height: 30px; margin: 0 auto;"></div>
②利用用電子証明書 暗証番号	<div style="background-color: red; width: 100px; height: 30px; margin: 0 auto;"></div>	<div style="background-color: red; width: 100px; height: 30px; margin: 0 auto;"></div>
③利用用匿名用電子証明書 暗証番号	<div style="background-color: red; width: 100px; height: 30px; margin: 0 auto;"></div>	<div style="background-color: red; width: 100px; height: 30px; margin: 0 auto;"></div>
④実用者本人確認用 暗証番号	<div style="background-color: red; width: 100px; height: 30px; margin: 0 auto;"></div>	<div style="background-color: red; width: 100px; height: 30px; margin: 0 auto;"></div>

①匿名用電子証明書を利用するための暗証番号
 ②匿名用電子証明書（インターネットで電子文書を送信する場合などに、文書が改ざんされていないかどうか等を確認するための）を利用する者などに、利用用電子証明書を利用するための暗証番号
 ③利用用電子証明書（インターネットで電子文書を送信する際などに、利用者本人であることを証明する）を利用する者などに、利用用匿名用電子証明書（匿名用電子証明書）として利用するための暗証番号
 ④個人情報や基本情報を確認し、アクセスデータとして利用するための暗証番号

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

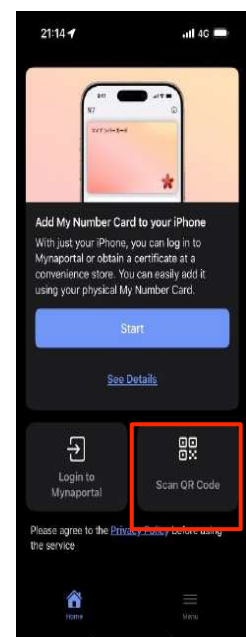
10 Tap [Close] in the Mynaportal app.



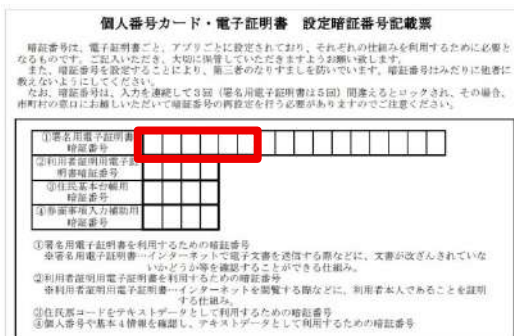
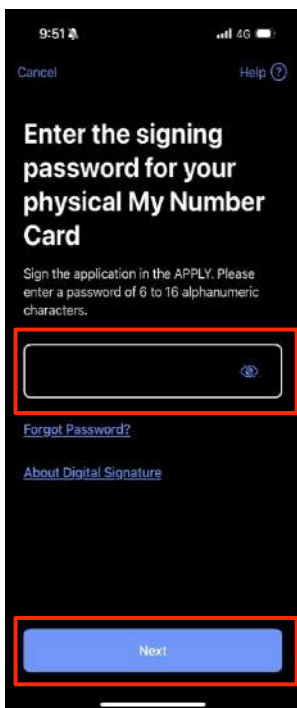
The [QR Code for smartphone basic 4 information readings] screen is displayed on your computer.



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



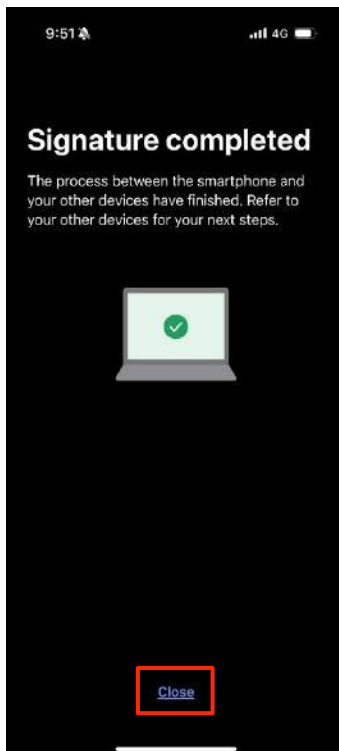
12



13



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].

The screenshot shows a form with a text input field for 'Residence Card No.' and a red 'Required' label. Below the input field, there is a note: 'I-byte alphanumeric letters (upper case), up to 12 letters' and an example: 'Example) AB12345678CD'. At the bottom right, a button labeled 'Proceed to Confirmation' with a right arrow is highlighted with a red rectangle.

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

The screenshot shows the 'Application confirmation' page. It has a blue header with the text 'Application confirmation'. Below the header, there is a red warning message: 'The application is not yet complete.' followed by instructions: 'If the following information is correct, please press the "Apply" button. If you need to make corrections, please press the "Return to Input" button.' Below this, there is a section titled 'Usage Application(For Foreign Nationals Who Wish to Begin Applying for Status of Residence)'. A 'Notice' section is followed by a 'User Information Input' section. This section contains a table with the following fields: 'UserName (English letter)', 'Sex', '1 Date of birth', 'Postal Code', 'Address in Japan', 'Telephone number', and 'Residence Card No.'. At the bottom, there are two buttons: 'Return to Input' and 'Apply'. The 'Apply' button, which has a right arrow, is highlighted with a red rectangle.

18 Click [OK].

The screenshot shows a confirmation dialog box with the title 'aws-dev.e-tumo.jp の内容'. The text inside reads: '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.' At the bottom right, a blue button labeled 'OK' is highlighted with a red rectangle.

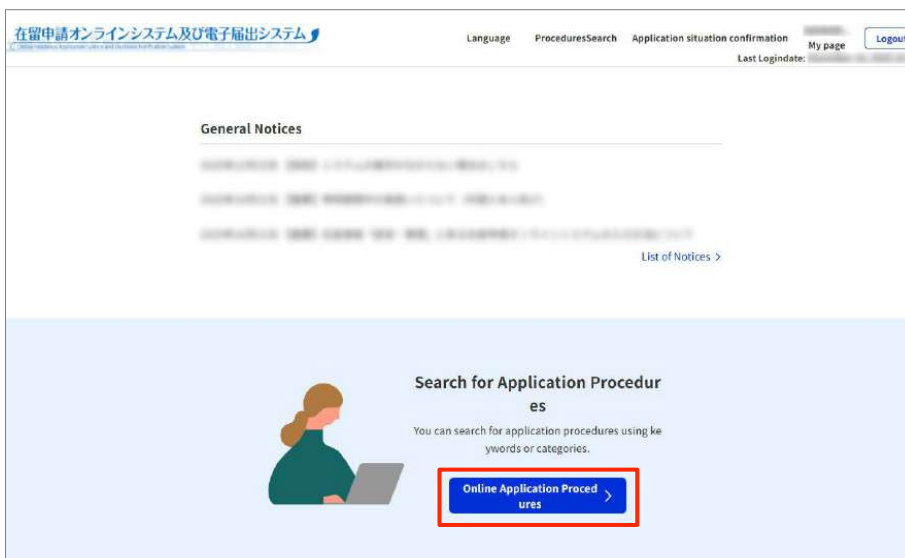
4 Submitting a Residency Application <For Foreign Nationals>

4.1 Selecting a Procedure

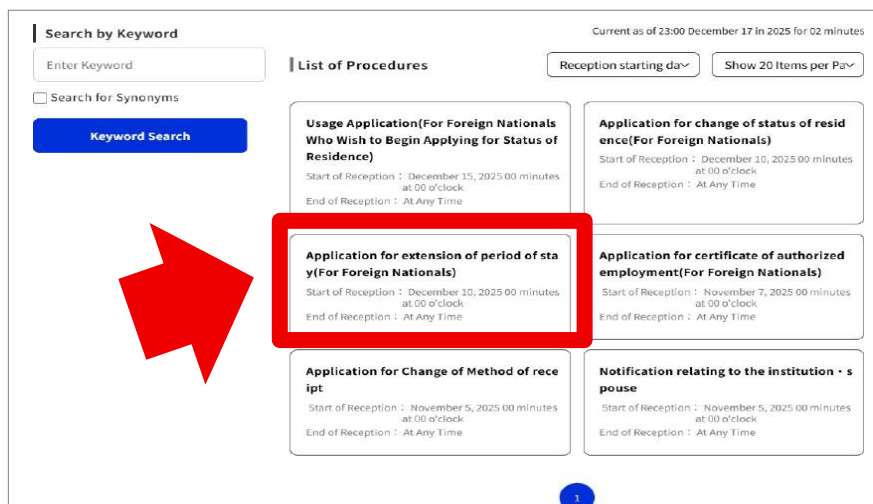
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https://www.rasens-immi.moj.go.jp/rasens-u/offer/offerList_initDisplay

- 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/jisa/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].

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And we will need to read the basic four information items (name, address, date of birth, and gender).

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Proceed to Next >

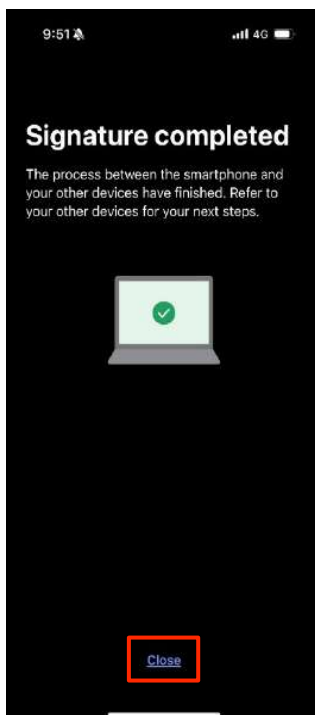
The [QR Code for smartphone basic 4 information readings] screen is displayed.

- 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.

4.2 Entering the Required Items and Submitting the Application

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 >

- 高度専門職第1号ハ・第2号（高度経営・管理活動） Highly-Skilled Professional (i)(c) & (ii)
- 経営・管理 Business Manager
- 法律・会計業務 Legal/Accounting Services
- 医療 Medical Services
- 研究、特定活動（特定研究等活動、特定情報処理活動） Researcher / Designated Activities (No.3 6, No.3 7)
- 教育 Instructor
- 技術・人文知識・国際業務、特定活動（本邦大卒者） Engineer/Humanities specialist, Int'l Services/Designated Activities (No. 4 6)
- 介護 Nursing Care
- 興行 Entertainer
- 技能 Skilled Labor
- 特定技能 Specified Skilled Worker
- 技能実習 Technical Intern Training
- 文化活動 Cultural Activities
- 留学 Student**
- 研修 Trainee
- 家族滞在、特定活動（研究等家族・情報処理家族、本邦大卒者家族、EPA家族） Dependent/Designated Activities (No.3 8, No.4 7, Family of EPA)
- 特定活動 Designated Activities
- 日本人の配偶者等 Spouse or Child of Japanese National
- 永住者の配偶者等 Spouse or Child of Permanent Resident
- 定住者 Long Term Resident

Choose “留学 Study”

4.2.2 Entering Personal Information

Identification details

1 Nationality (region) Required

2 Date of birth Required

Special Permanent Resident Certificate number
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 (upper case), 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(にほん)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(りようしゃ)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(りようしゃ)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(しんせいにな)に関(かん)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(しゅうがくねんすう)】
【小学校(しょうがっこう)～最終学歴(さいしゅうがくれき)】

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(ざ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)】

☐ 卒業 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].

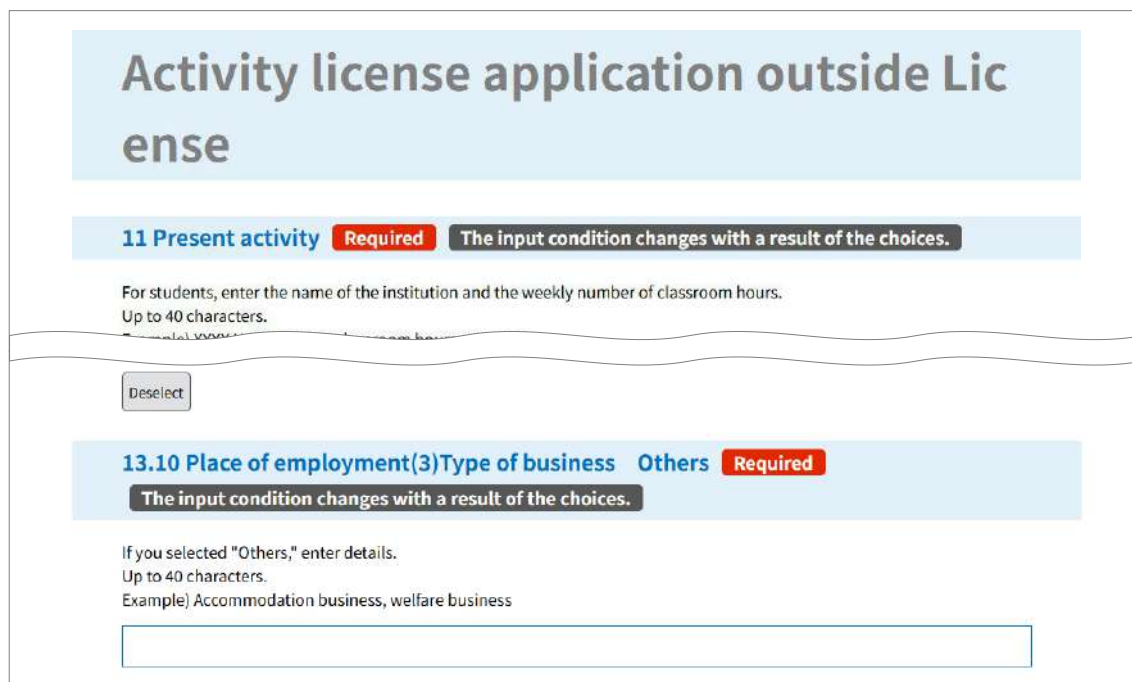


Regarding method of indicating simultaneous application

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".

☐ 郵送 Mailing

☒ 窓口 Regional office counter

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

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

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.

☒ 申請内容が事実と相違ないことの申請人本人、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].

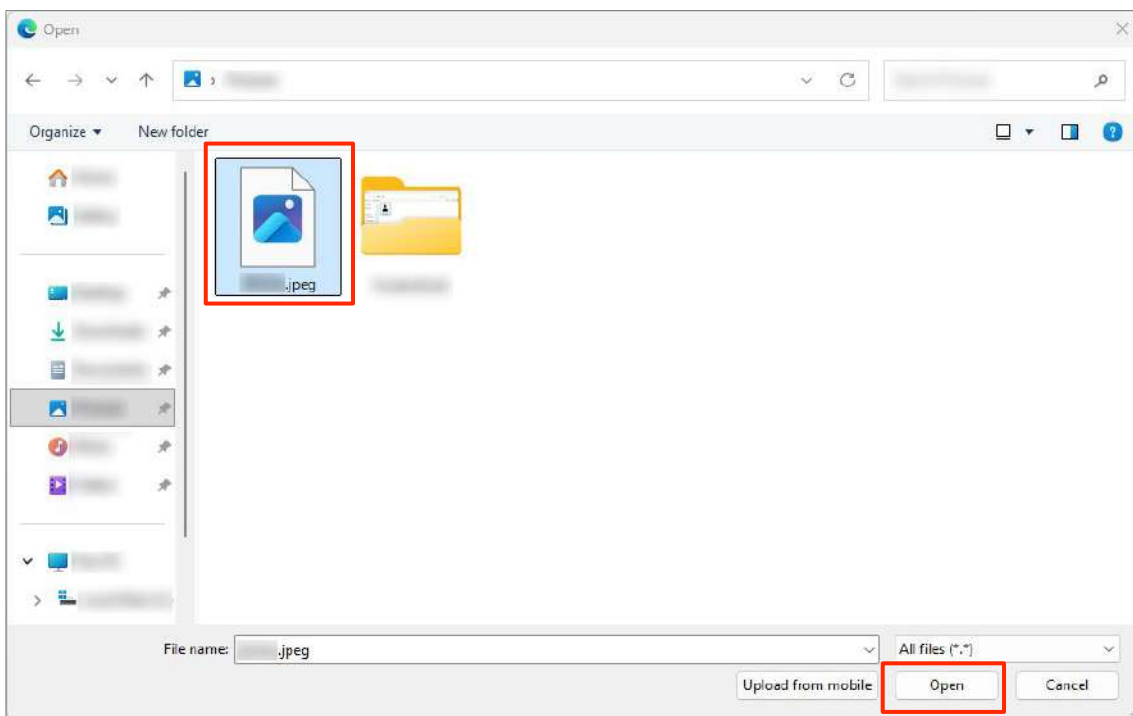
Facial photo **Required**

If a face photo submission is unnecessary, attach the "JPEG for those who do not need a face photo" below.
The case a face photo is unnecessary is those under the age of 16 or those applying for a change to a status of residence which is non-eligible for medium to long-term residents.
<https://www.moj.go.jp/isa/content/001351532.jpg>

ファイルの選択 ファイルが選択されていません

Delete

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.

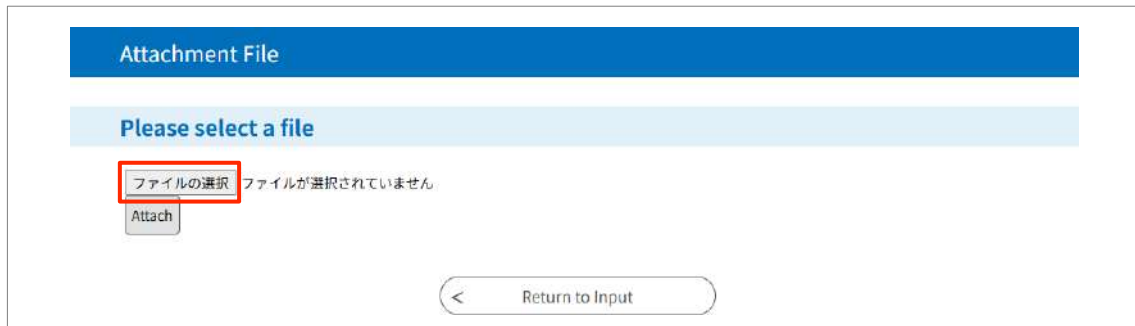
Important

- 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].



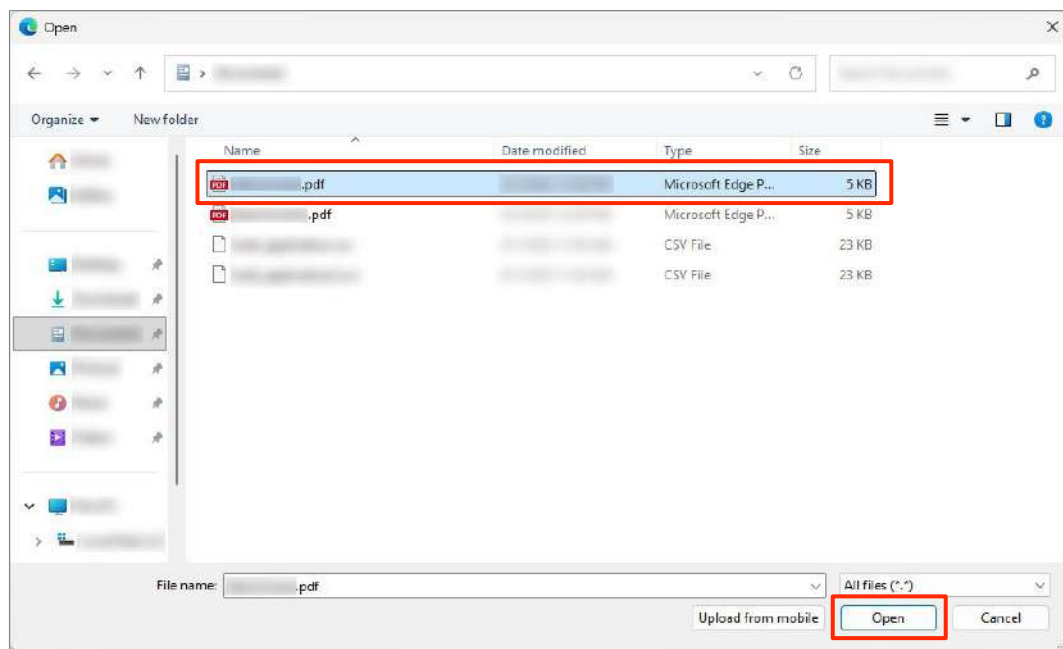
2 Click [Select File].



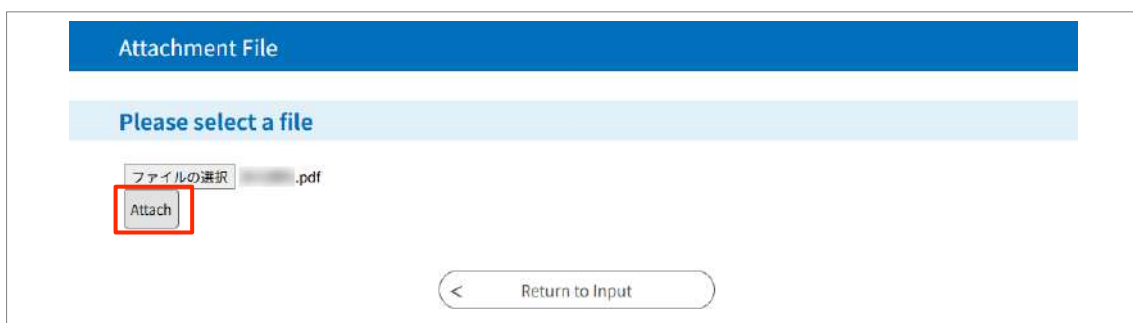
Required Documents

1. Receipt Request Form
2. For organization, part 1, 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)

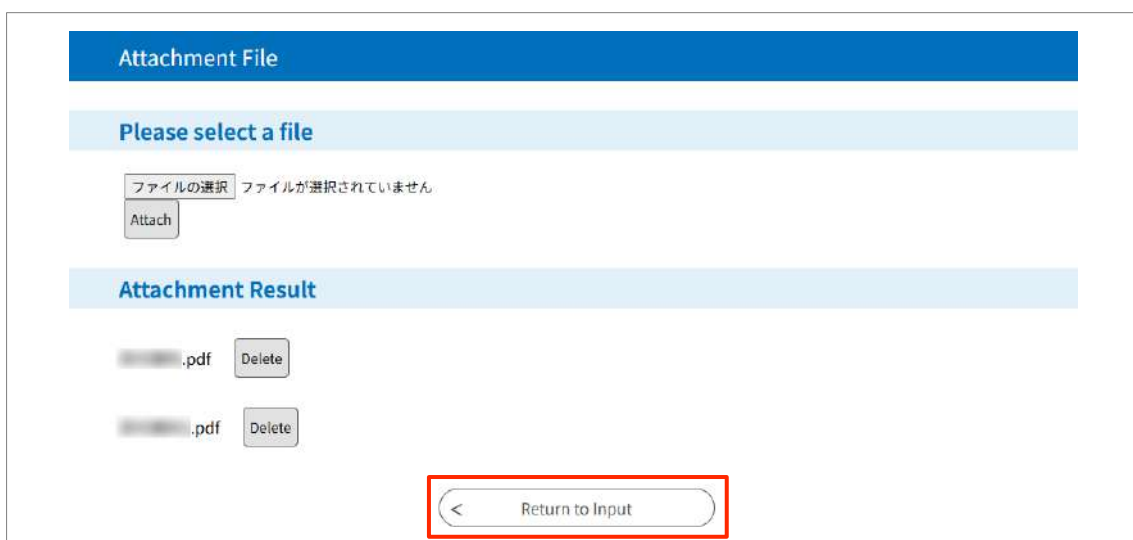
3 Select the material to attach and click [Open].



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].

The income and individual inhabitants tax information

Get Tax Information

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.

Application for Change of Status of Residence/Foreign Resident Status, Article 75, 2024 (Application for Residence, 2024)

Desired status of residence	...
Free area	...
Facial photo	...
Attachment of documents	...
The income and individual inhabitants tax information	...

< Return to Input Apply >

- 3 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

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.
User Logindo 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.

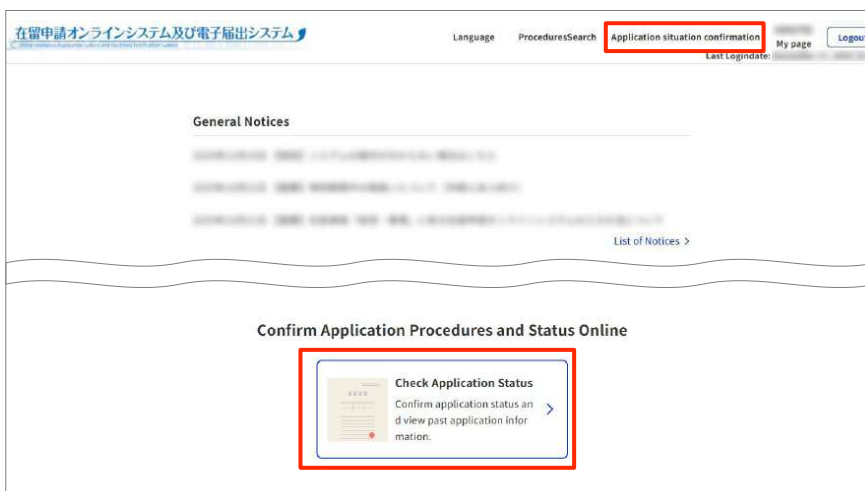
< Return to List

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.

Search >

Current as of 18:33 December 18 in 2025

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 extension of period of stay	Temporary Reception Number: Reception Number: Name:	11:00 October 24 in 2025	Application Completed	Details >

1

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].



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

Application list

Search by Keyword

Related information Procedures name

Application date Calendar - Calendar

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

Current as of 18:45 December 18 in 2025

Sort Change Display Count

1

Procedures name	Related information	Application Date and Time	Processing Status	Action
Application for extension of period of stay	Temporary Reception Number: <input type="text"/> Reception Number: <input type="text"/> Name: <input type="text"/>	11:00 October 24 in 2025	In Return Process	<input type="button" value="Details >"/>

1

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

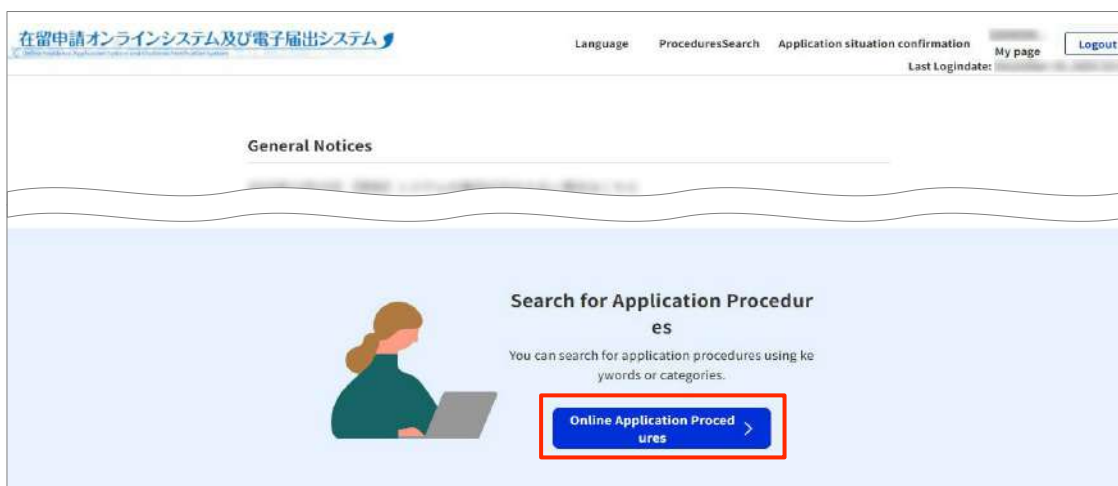
※ After confirmation, please be sure to close a browser.
If you need to modify the application details, please select the [Modify] button.

< 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].



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

Enter Keyword Search for Synonyms Keyword Search

List of Procedures Reception starting day Show 20 Items per Page

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's spouse Start of Reception : November 5, 2025 00 minutes at 00 o'clock End of Reception : At Any Time

1

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て在留申請及び出入国在留管理庁長官に対してインターネットを通じて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必要があります。
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.

< Return to List **Agree** >

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) 東オン認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) 東オン認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	変更の理由
Name of the applicant (English)	氏名
Provisional application acceptance no.	仮受付番号
Receipt number	受付番号
Method of receipt	郵送

< Return to Input

Apply >

35

9 Click [OK].

Application Completed

The application for the procedure 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

XXXXXXXXXX

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

User Logindo 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](#)

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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

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).

Search by Keyword

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

Enter Keyword

☐ Search for Synonyms

Keyword Search

List of Procedures

Reception starting day: [dropdown] Show 20 Items per Page: [dropdown]

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's spouse
Start of Reception : November 5, 2025 00 minutes at 00 o'clock
End of Reception : At Any Time

1

2 Click [Keyword Search].

Search by Keyword

December 17, 2025 Current as of 23:15

Receipt

☐ Search for Synonyms

Keyword Search

List of Procedures

Reception starting day: [dropdown] Show 10 Items per Page: [dropdown]

Receipt

Application for Change of Method of receipt
Start of Reception : October 23, 2025 00 minutes at 00 o'clock
End of Reception : At Any Time

SearchResult 1 The matter

1

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.


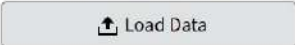


Temporary Save/Load Data Being Entered

[Temporary Save Application Data and Notice at the time of including rereading]
* Attachments are not saved temporarily. As the need arises, please attach a file to the back including rereading again.
* Temporarily saved data on your computer cannot be viewed, edited, or modified.
* Data can only be loaded on the same screen where it was saved.
*** Applicants are responsible for managing the temporarily saved data on their computers.**

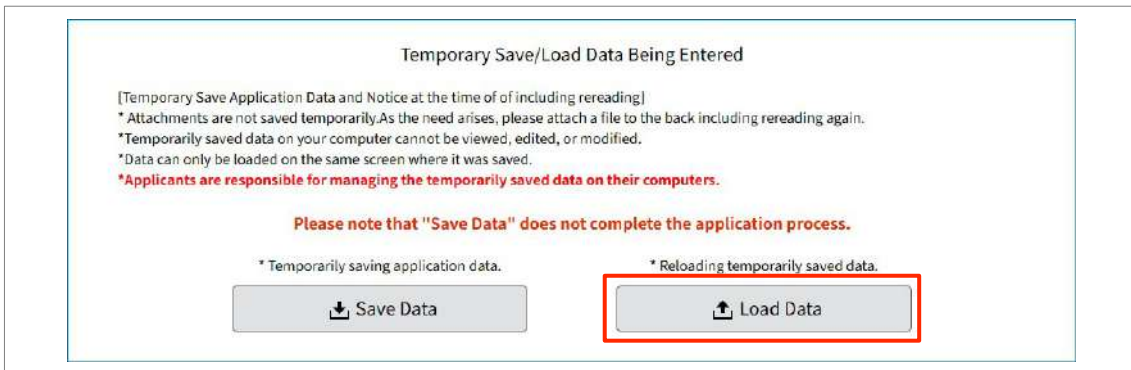
Please note that "Save Data" does not complete the application process.

* Temporarily saving application data. * Reloading temporarily saved data.

■ Loading temporarily saved data to resume

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

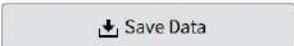



Temporary Save/Load Data Being Entered

[Temporary Save Application Data and Notice at the time of including rereading]
* Attachments are not saved temporarily. As the need arises, please attach a file to the back including rereading again.
* Temporarily saved data on your computer cannot be viewed, edited, or modified.
* Data can only be loaded on the same screen where it was saved.
*** Applicants are responsible for managing the temporarily saved data on their computers.**

Please note that "Save Data" does not complete the application process.

* Temporarily saving application data. * Reloading temporarily saved data.

2 Click [Select File].

Load File

Application for change of status of residence(Section I)

Please attach the file **Required**

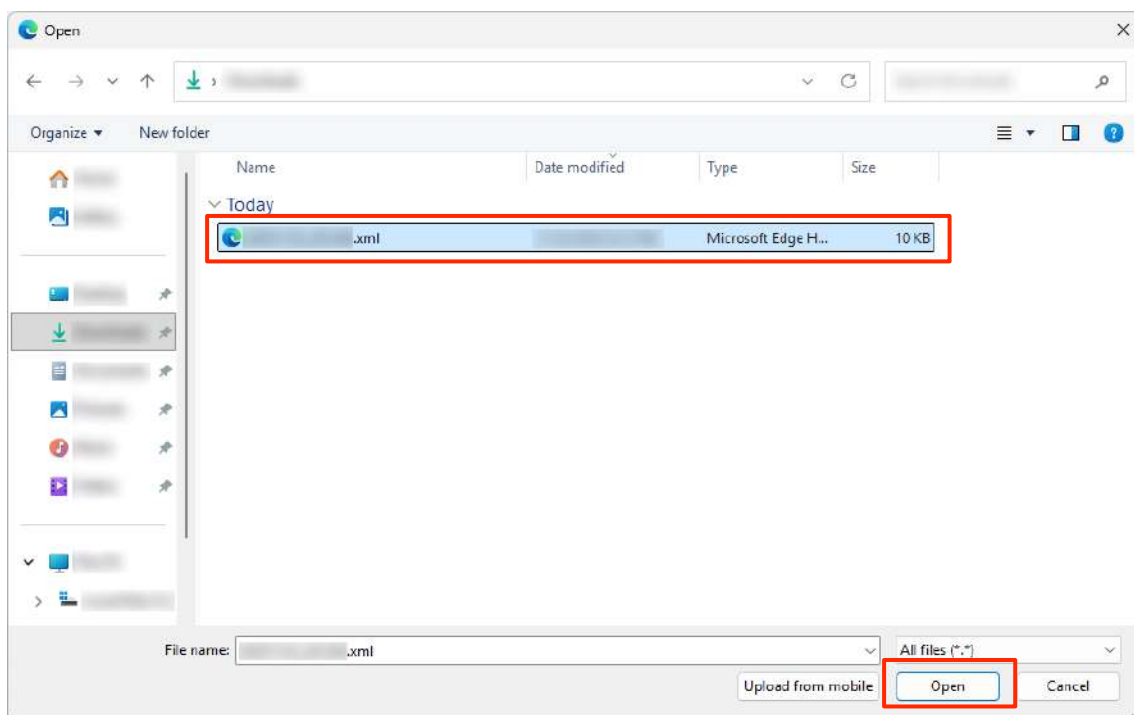
ファイルの選択

ファイルが選択されていません

< Return to Input

Proceed to Confirmation >

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



4 Click [Proceed to Confirmation].

Load File

Application for change of status of residence(Section I)

Please attach the file **Required**

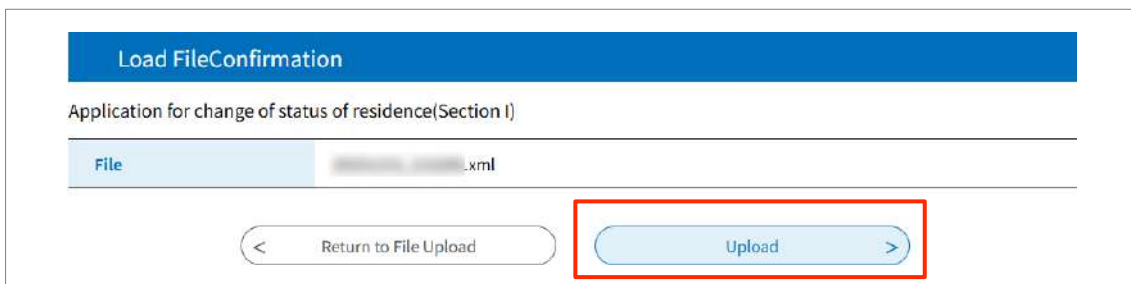
ファイルの選択

Microsoft Edge H... .xml

< Return to Input

Proceed to Confirmation >

5 Click [Upload].



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 [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 Procedures name ②

③ Application date  -  ③

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

>

Current as of 18:59 December 18 in 2025

Sort Change Display Count

② ① ③

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	<input type="button" value="Choice >"/>
Application for extension of period of stay	Temporary Reception Number: Reception Number: Name:	11:00 October 24 in 2025	Application Completed	<input type="button" value="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 information

Procedures name

Application date

Calendar

-

Calendar

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

Search

>

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 extension of period of stay	Temporary Reception Number: Reception Number: Name:	11:00 October 24 in 2025	Application Completed	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

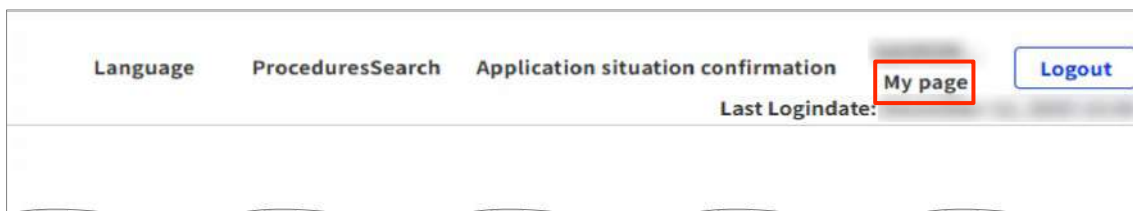
Procedures name	Related information	Application Date and Time	Processing Status	Action
Application for extension of period of stay	Temporary Reception Number: Reception Number: Name:	11:00 October 24 in 2025	Application Completed	Choice >

1

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 Add to Favorites
The explanation	(Note 1) If it is found that false information was entered in the application form, you may be subject to unfavorable treatment. (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. https://www.moj.go.jp/jisa/content/001351658.pdf
Reception time	0:00 December 10 in 2025 -

- 2 Click [Register].

The Procedures explanation	
Procedures name	Application for change of status of residence Add to Favorites
The explanation	(Note 1) If it is found that false information was entered in the application form, you may be subject to unfavorable treatment. (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. https://www.moj.go.jp/jisa/content/001351658.pdf
Reception time	0:00 December 10 in 2025 -

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.

Back Register

■ Calling Up Procedures Added to Favorites

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

<p>Confirm Application Details</p> <p>Check the status of your application or view details of past applications.</p>	<p>Favorite Procedures</p> <p>You can view your registered favorite procedures.</p>
<p>Check User Information</p> <p>You can check and modify user information.</p>	

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	★ Added to favorites
The explanation	(Note 1) If it is found that false information was entered in the application form, you may be subject to unfavorable treatment. (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. https://www.moj.go.jp/isa/content/001351658.pdf	
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

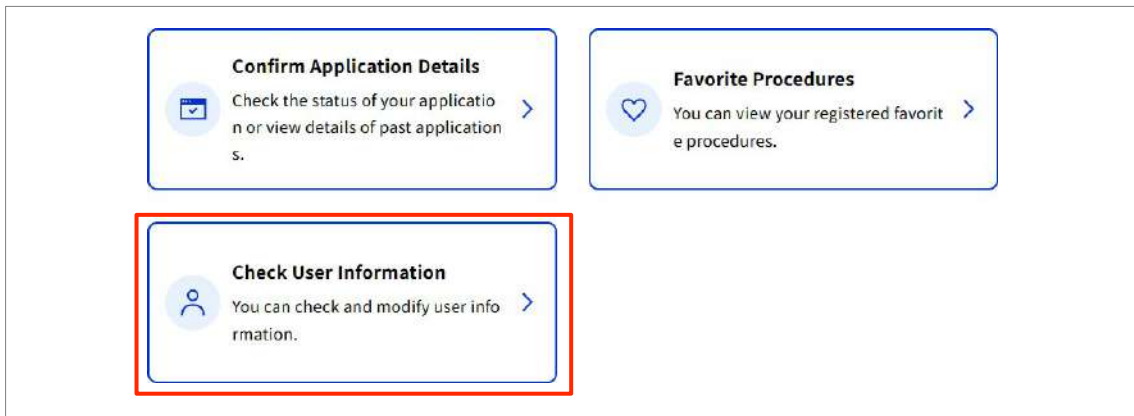
⊗ Remove from Favorites

< 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.

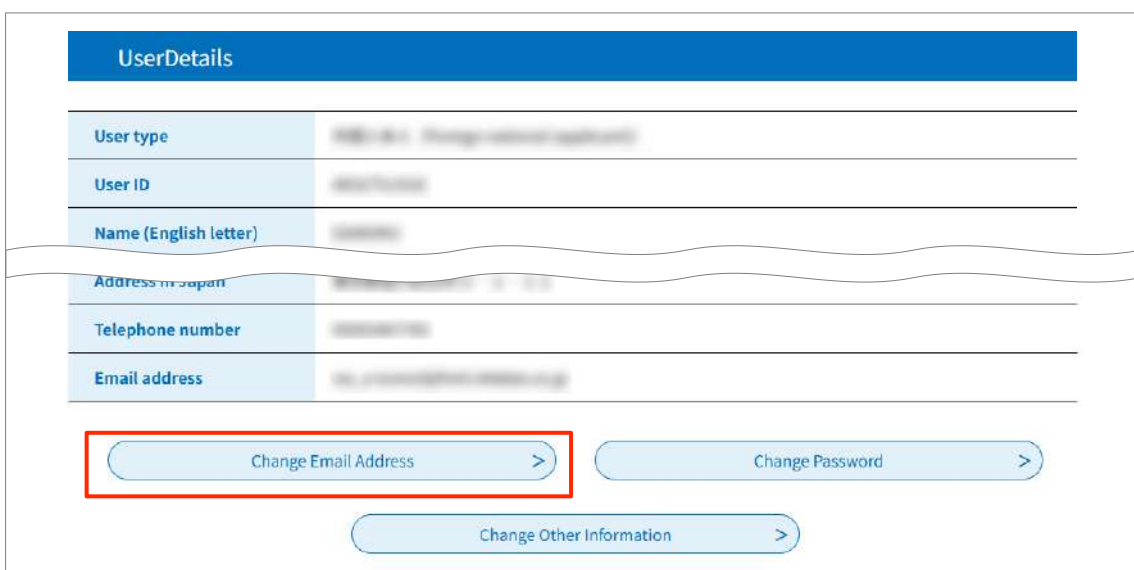


The [UserDetails] screen is displayed.

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].

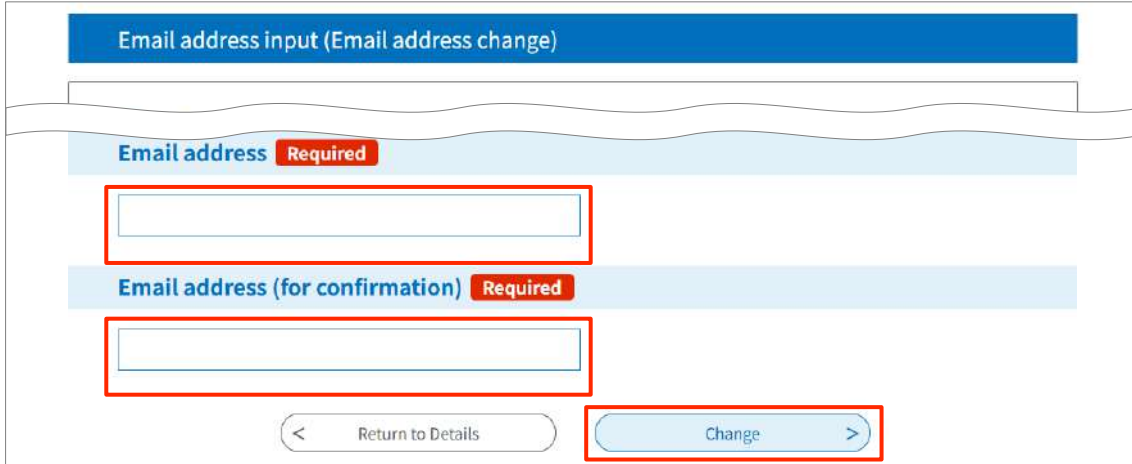


The [Email address input (Email address change)] screen is displayed.

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”.



An email will be sent to the entered email address.

4 Click the URL in the received email.

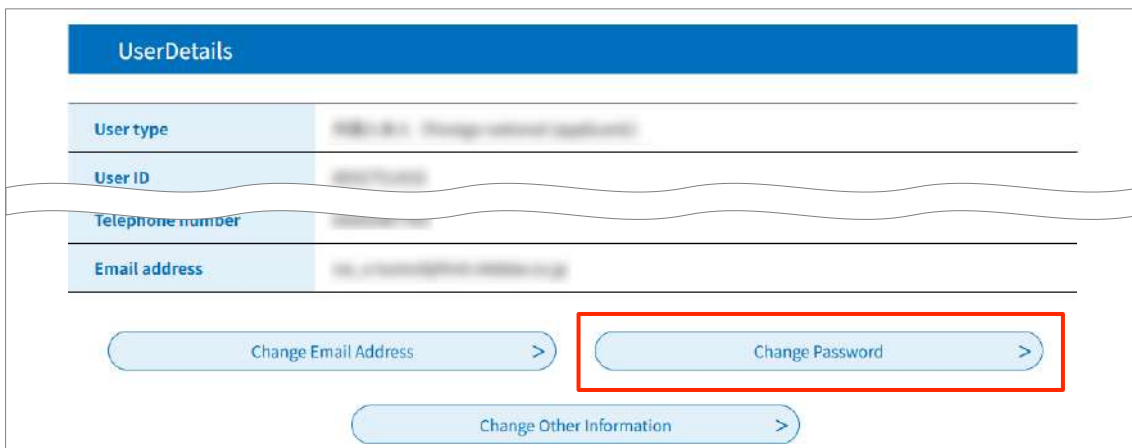
Your email address change is now complete.

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].

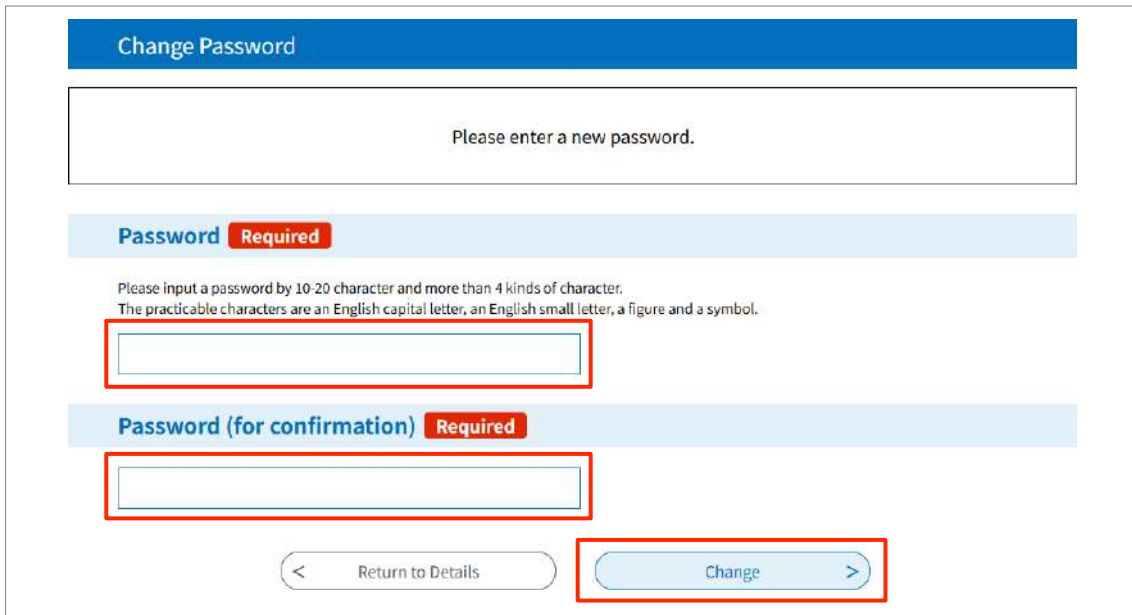


The [Change Password] screen is displayed.

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”.



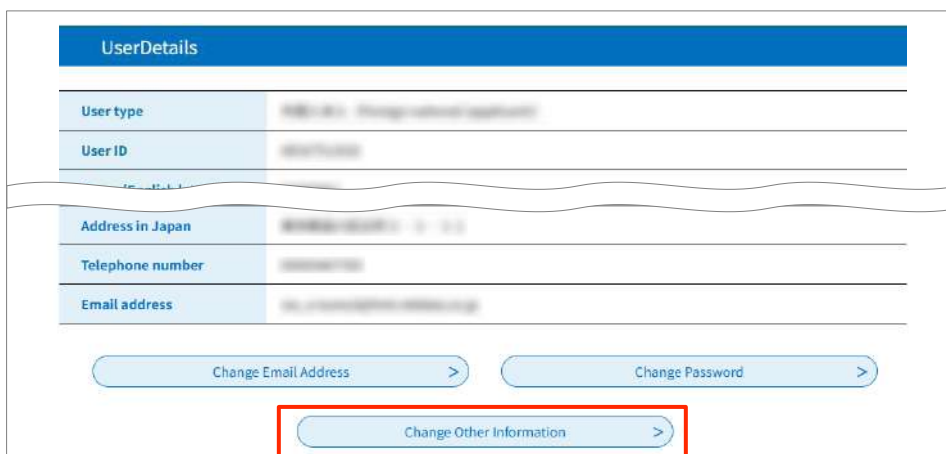
The [UserChange Completed] screen is displayed.

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].



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

UserChange

Postal CodePlease 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

Please input Telephone number Required

Please input without hyphens.
Example input) 012-345-6789 should be entered as 0123456789

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	Individual (Personal account)
User ID	00000000
Name (English letter)	000000
Sex	
Date of birth	
Postal Code	00000
Address in Japan	00000-0000 0-0-00
Telephone number	00000000
Email address	00.00000000.000000

< Return to Input

Change >