Making Online Residency Applications

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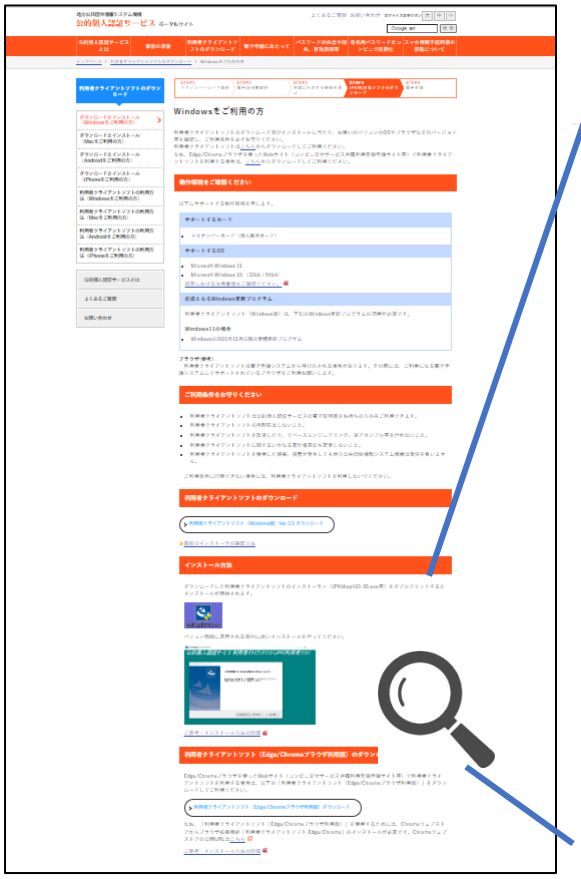
1. Download & Install JPKI Client Software /JPKI クライアントソフトのダウンロード＆インストール

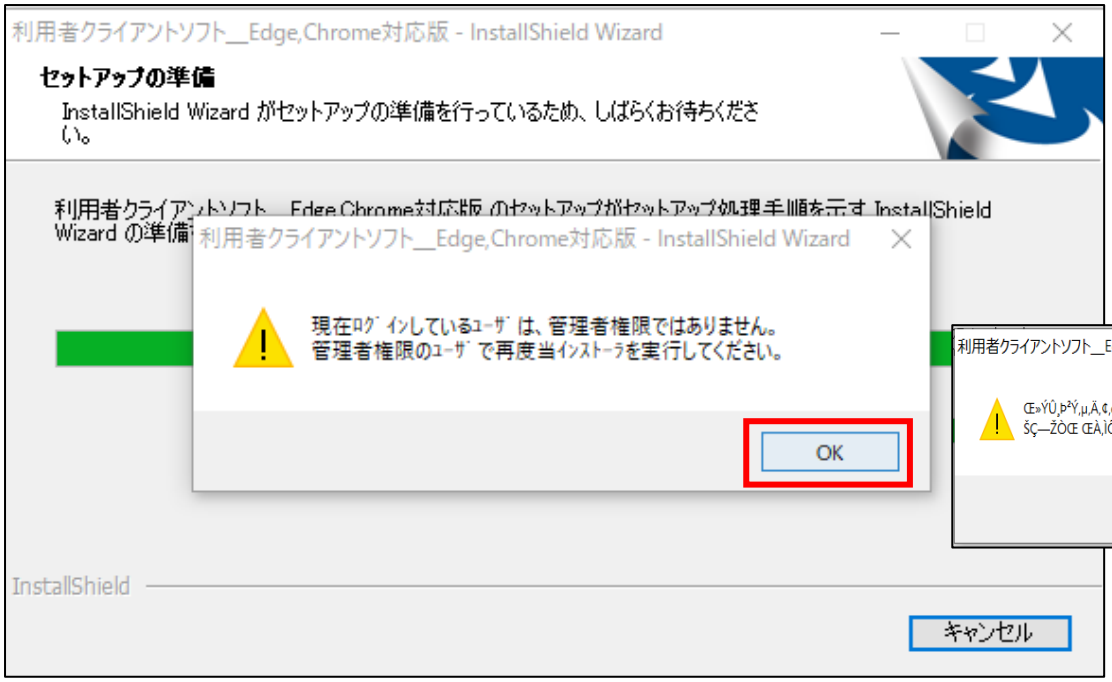
～You need to install JPKI client software in order to apply online for visa renewal

～在留手続きをオンライン申請するには JPKI クライアントソフトをインストールする必要があります

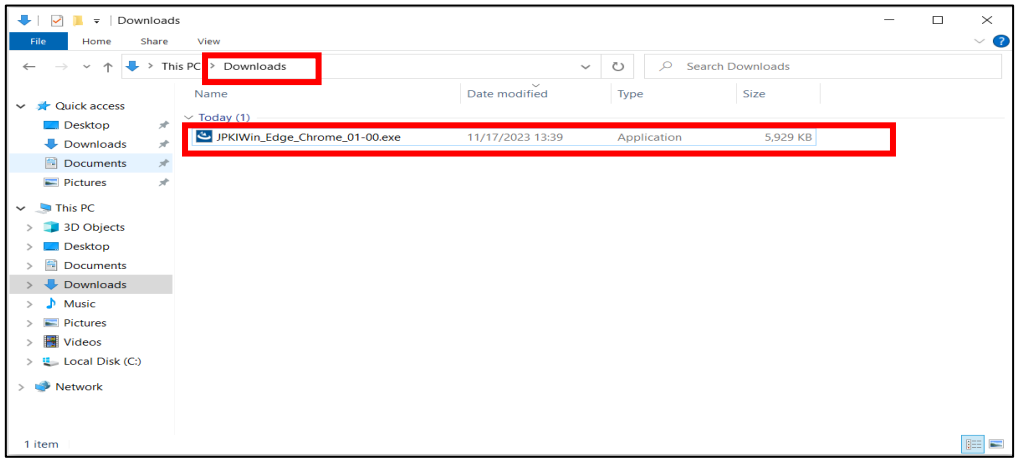
Browser: Google chrome (Windows Google chrome only)

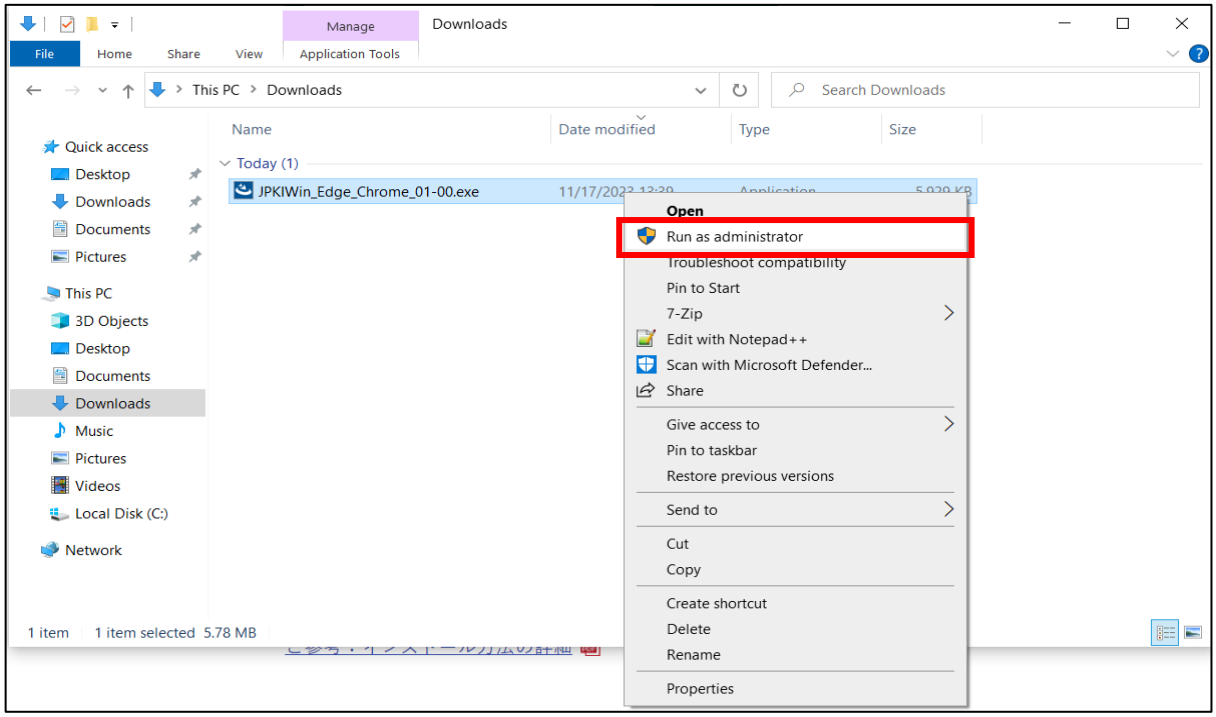
https://www.jpki.go.jp/download/

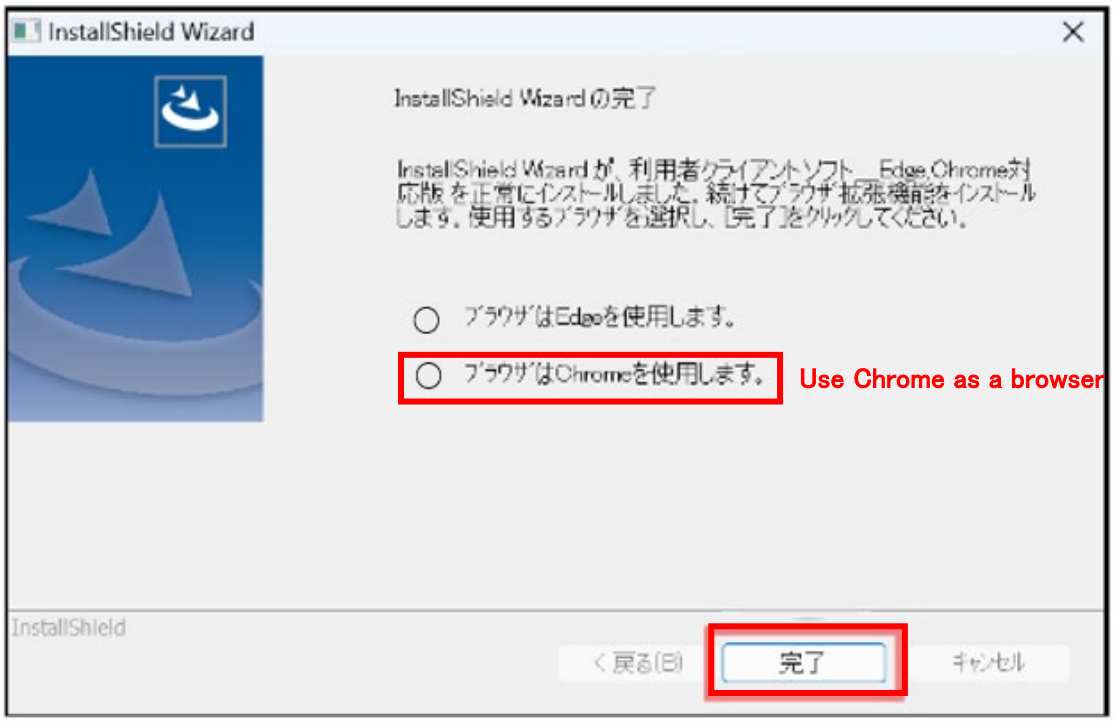


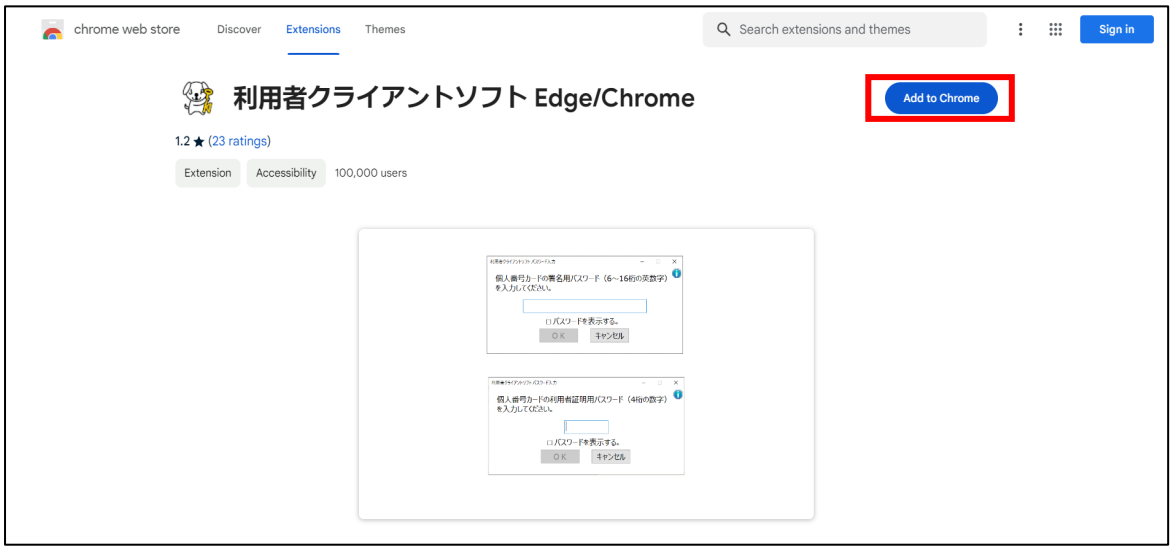


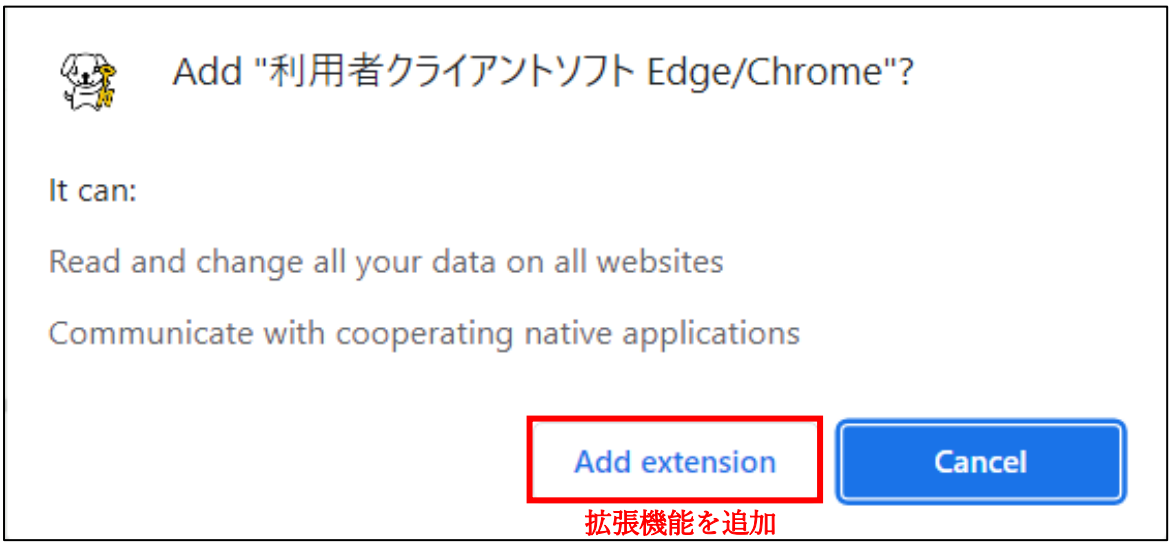
In case of garbled text






InstallShield Wizard
InstallShield Wizard の完了
InstallShield Wizard が、利用者クライアントソフト　Edge,Chrome対応版 を正常にインストールしました。続けてブラウザ拡張機能をインストールします。使用するブラウザを選択し、[完了]をクリックしてください。
ブラウザはEdgeを使用します。
ブラウザはChromeを使用します。
Use Chrome as a browser
InstallShield
< 戻る(B)
完了
キャンセル


chrome web store
Discover
Extensions
Themes
Search extensions and themes
Sign in
利用者クライアントソフト Edge/Chrome
Add to Chrome
1.2 ★ (23 ratings)
Extension
Accessibility
100,000 users


Add "利用者クライアントソフト Edge/Chrome"?
It can:
Read and change all your data on all websites
Communicate with cooperating native applications
Add extension
Cancel
拡張機能を追加

2. User Registration for Online Application for Visa renewal /在留手続きオンライン申請のための利用者登録

Required items ：IC card reader writer

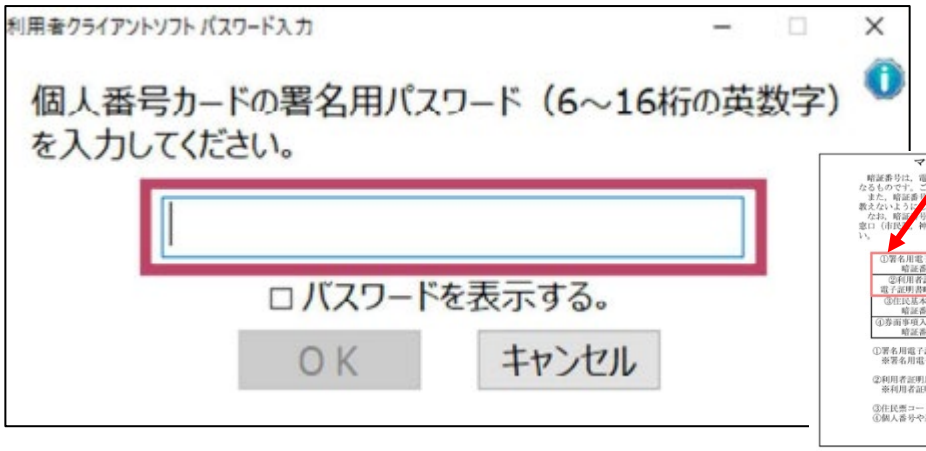
My Number Card

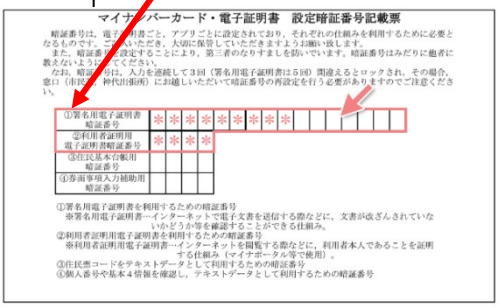
Residence card

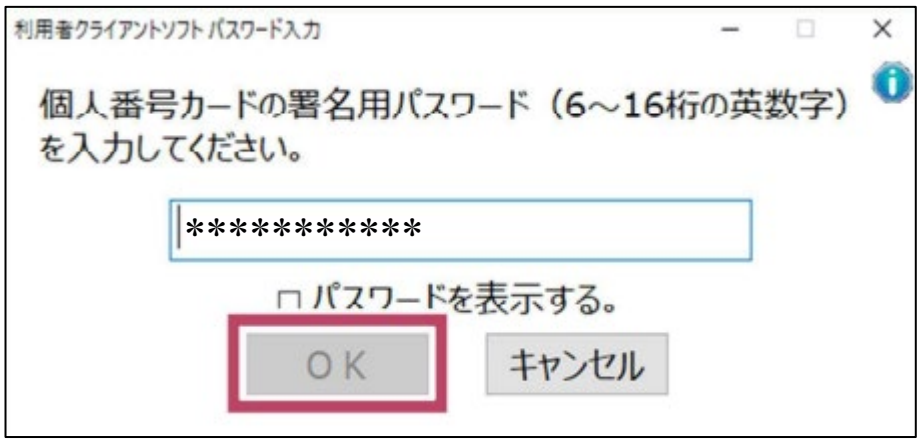
https://www.moj.go.jp/isa/applications/guide/onlineshinsei.html （Google chrome）

外国人本人・その他

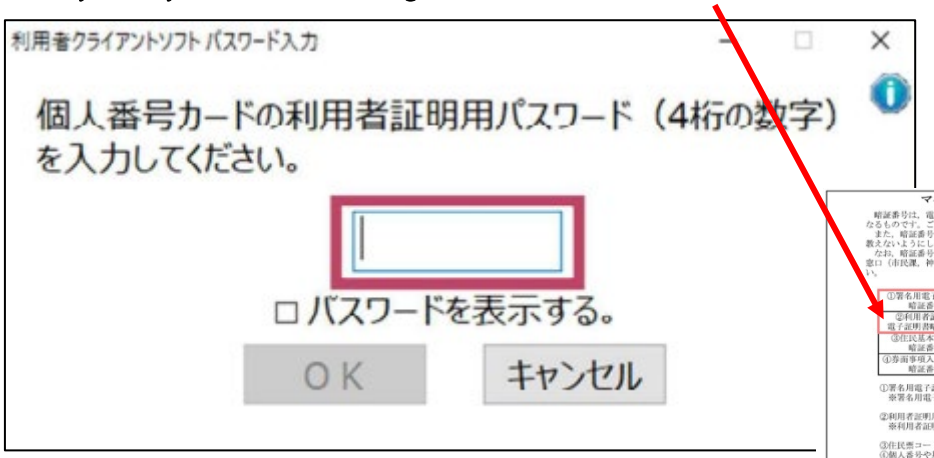
Enter your My Number card's Digital Signature PIN code. (Between six and 16digits long ①)

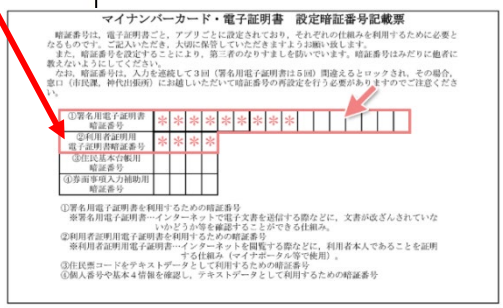


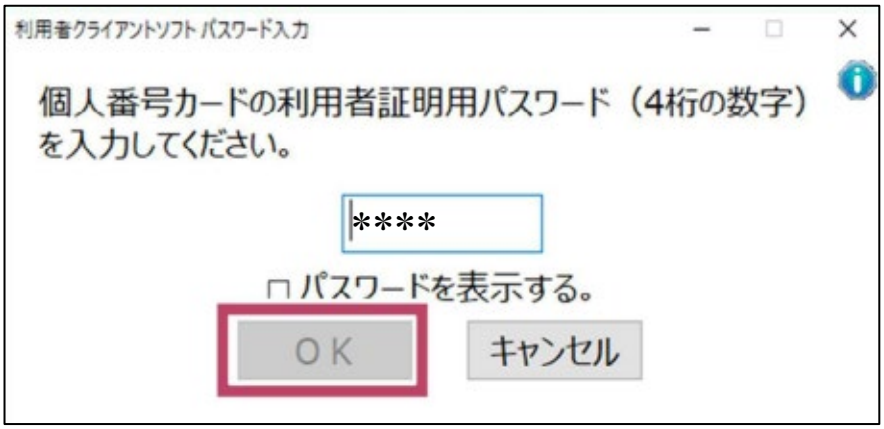




Next, enter your My Number card's Digital User ID PIN code②.







出入国在留管理庁
Immigration Services Agency of Japan

在留申請オンラインシステム

Back to Top page

User information registration

Enter user information (STEP1) / Confirm user information (STEP2) / Completion of user information registration (STEP3)

Enter user information (STEP1)

User name Required

1-byte alphabetical letters(upper case), up to 104 letters, separate two words by a space.

APU HANAKO

Same as your residence card.1-byte alphabetical letters, separate two words by a space.

Sex Required

男 Male
●女 Female

Date of birth Required

Year	Month	Day
20××	××	××

Address in Japan (the prefecture, the municipality) Required

Search

検索ボタンを押下して検索してください。 大分県別府市

Address in Japan (the town name, the street or house numbers) Required

2-byte characters, up to 80 characters

亀川町×丁目×番〇〇ハイツ×××号

Fill in the same address as your residence card.
2-byte characters.

How to 2-byte (full-width)
① Shift+無変換 key, and Type
② Use Excel sheet
Use function JIS to change from 1 byte to 2 byte characters

User contact information Required

1-byte letters, up to 12 letters

08012345678

Email address Required

1-byte alphanumeric letters and/or signs within 80 characters

****@apu.ac.jp

APU Email address

Email address (confirmation) Required

1-byte alphanumeric letters and/or signs within 80 characters

****@apu.ac.jp

User type Required

選択してください。

選択してください。
外国人本人 Foreign National (Applicant)
法定代理人 Legal Representative
配偶者，子，父又は母等（法定代理人を除く） Spouse, Child, Father, Mother, etc. (Excluding Legal Representatives)

Residence card number

Required if the selected user type is Foreign National (Applicant)
1-byte alphanumeric letters (upper case), 12 letters

Read the Terms of Use and if you agree, check "I agree to the Terms of Use."

ns of Use are here.

☑ agree to the Terms of Use.

Confirm

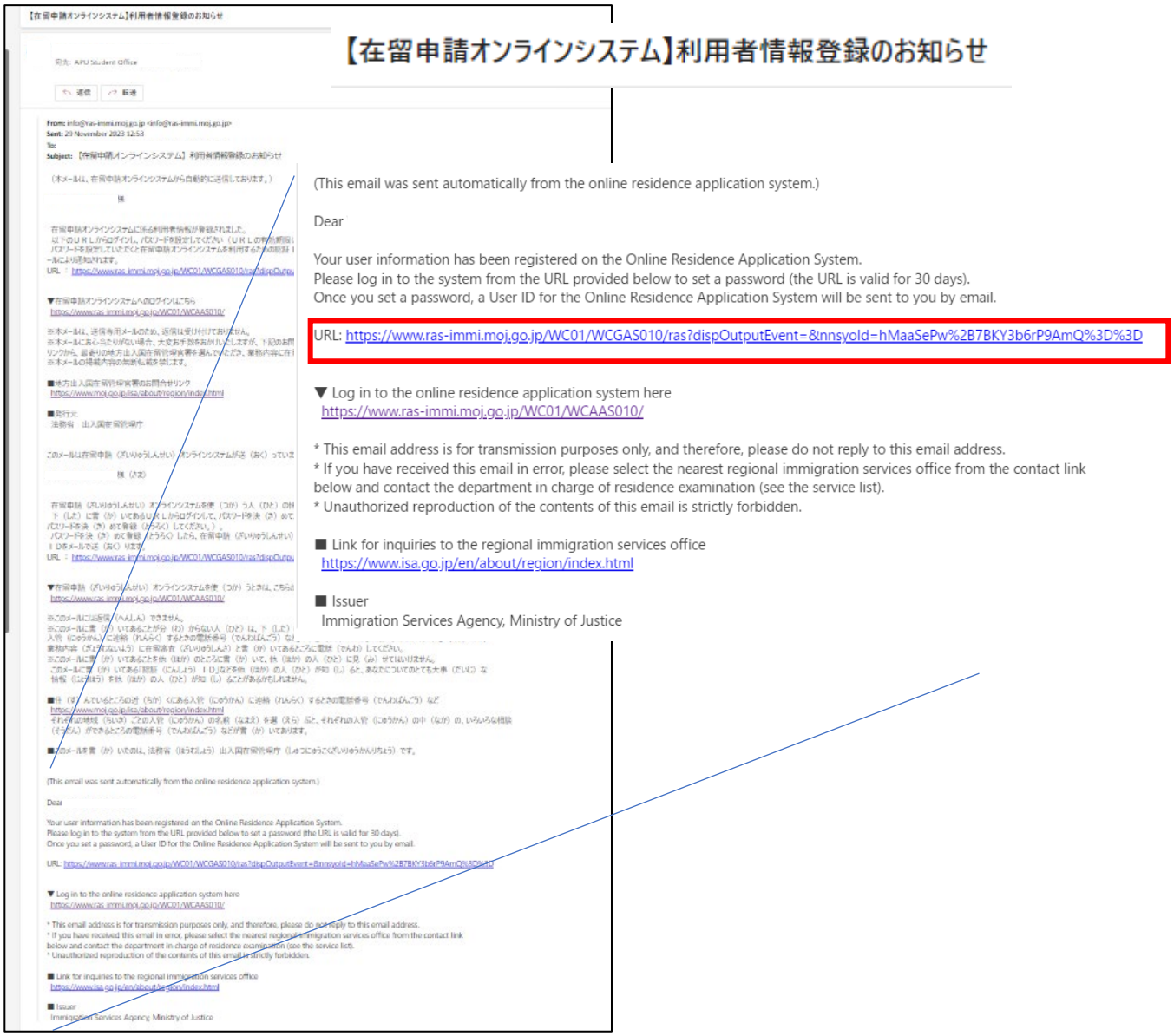
Back

(Important) Take a screenshot of your user (Authentication)ID

Close Online Residence Application System screen.

Confirm First Email from Immigration Services Agency.

Log in to the system from the URL provided below to set a password



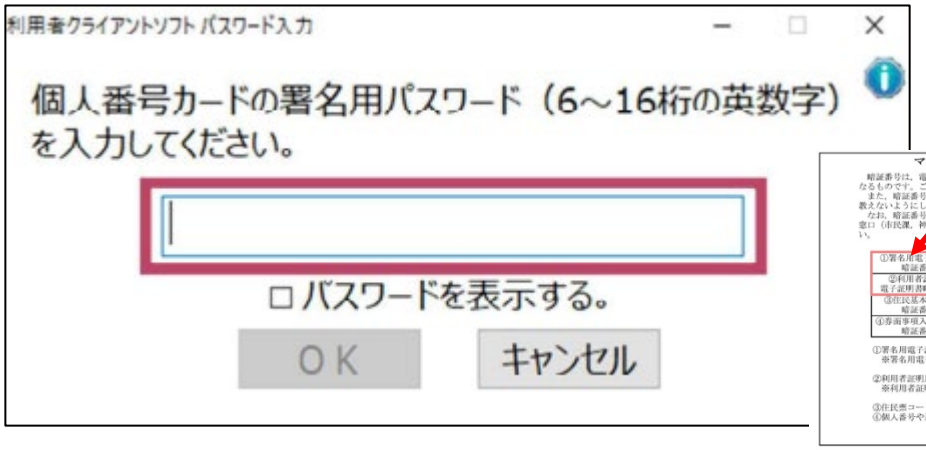
Confirm Second Email from Immigration Services Agency

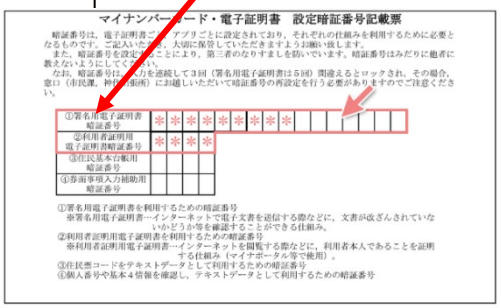
3.Making Online Residency Applications

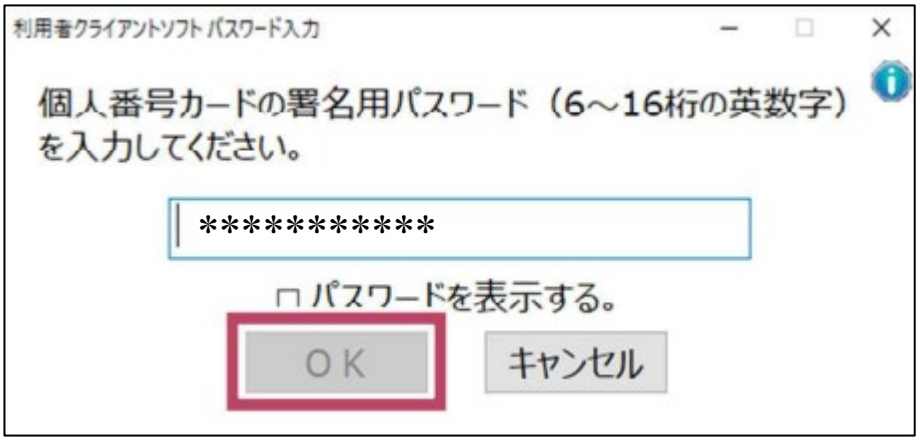
3-1. Log In

https://www.ras-immi.moj.go.jp/WC01/WCAAS010/

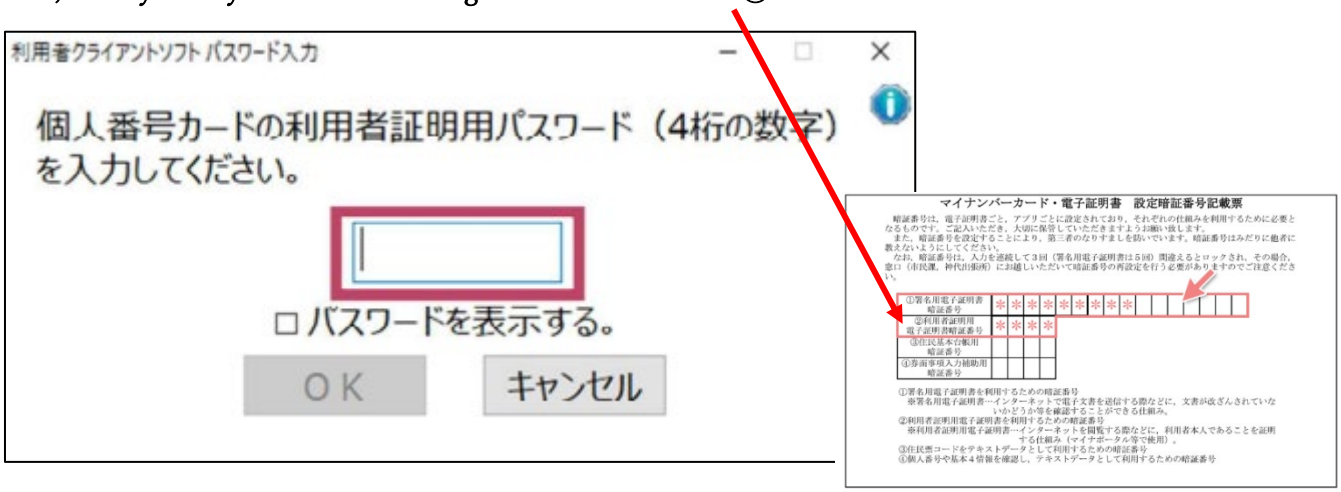
Enter your My Number card's Digital Signature PIN code. (Between six and 16digits long ①)

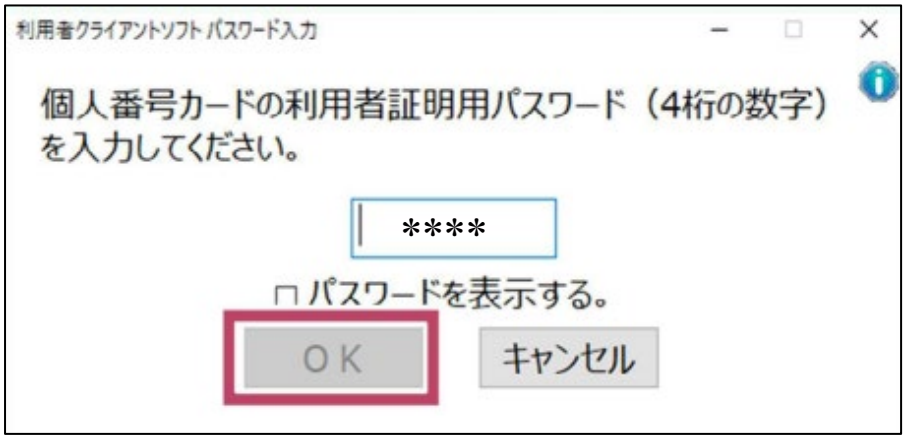


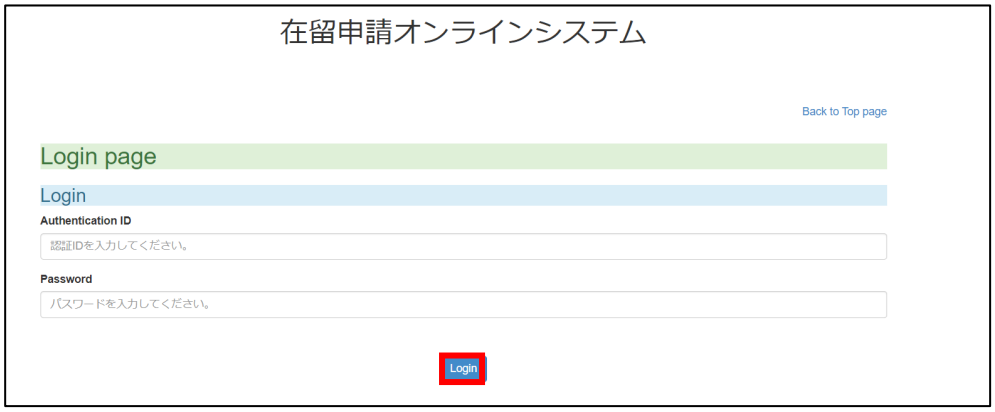




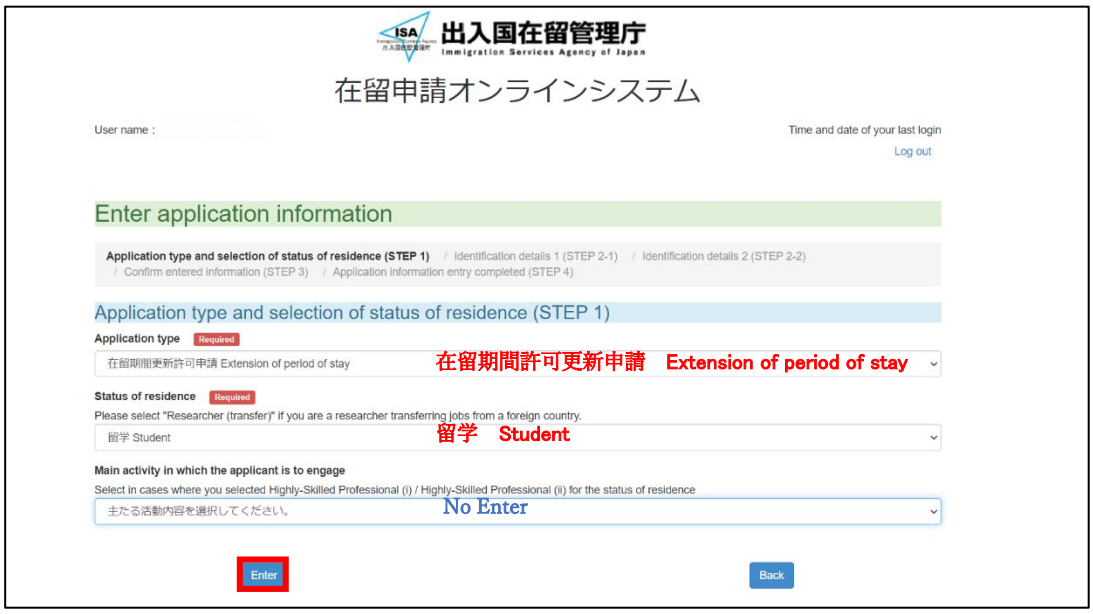
Next, enter your My Number card's Digital User ID PIN code②.



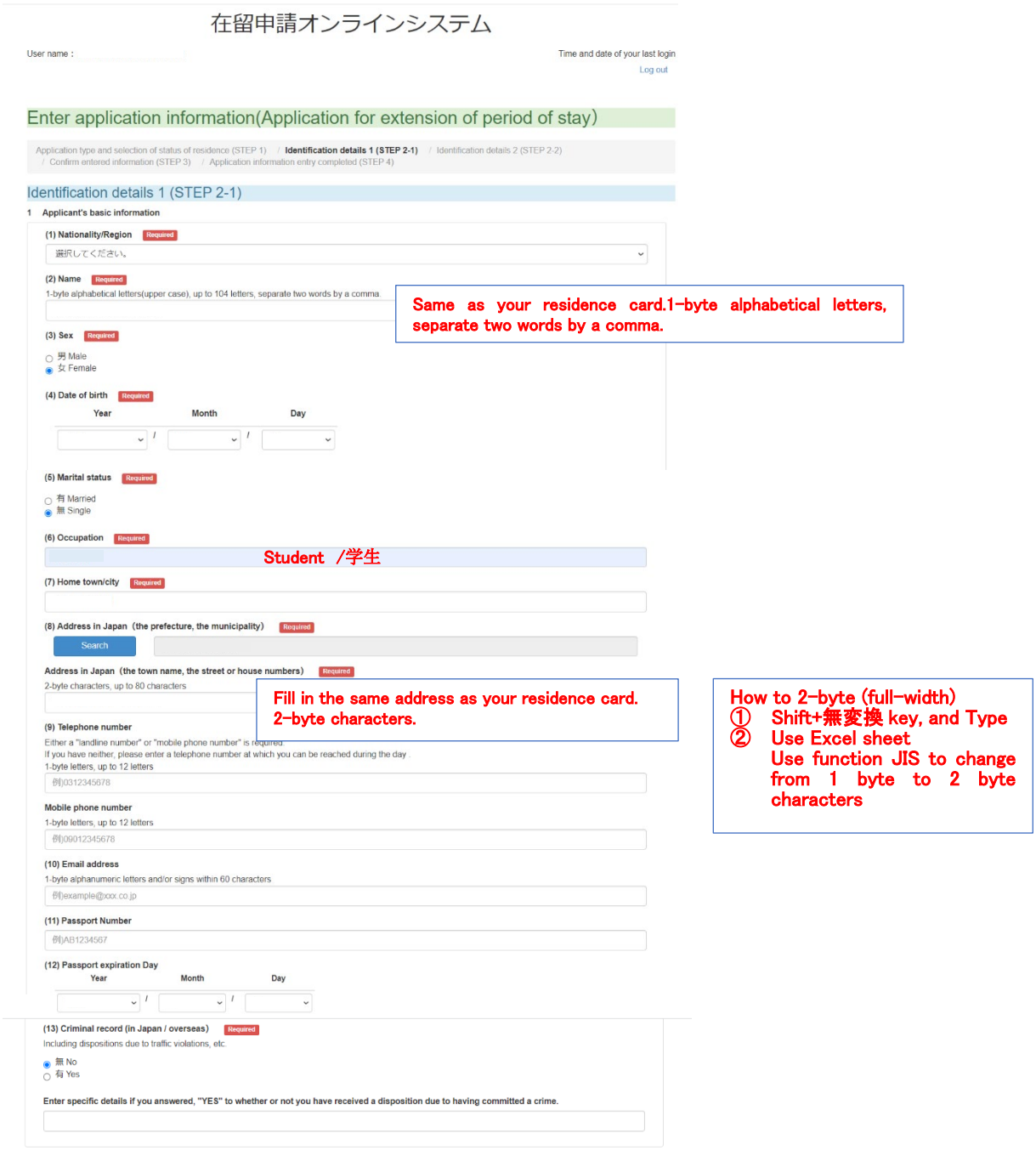


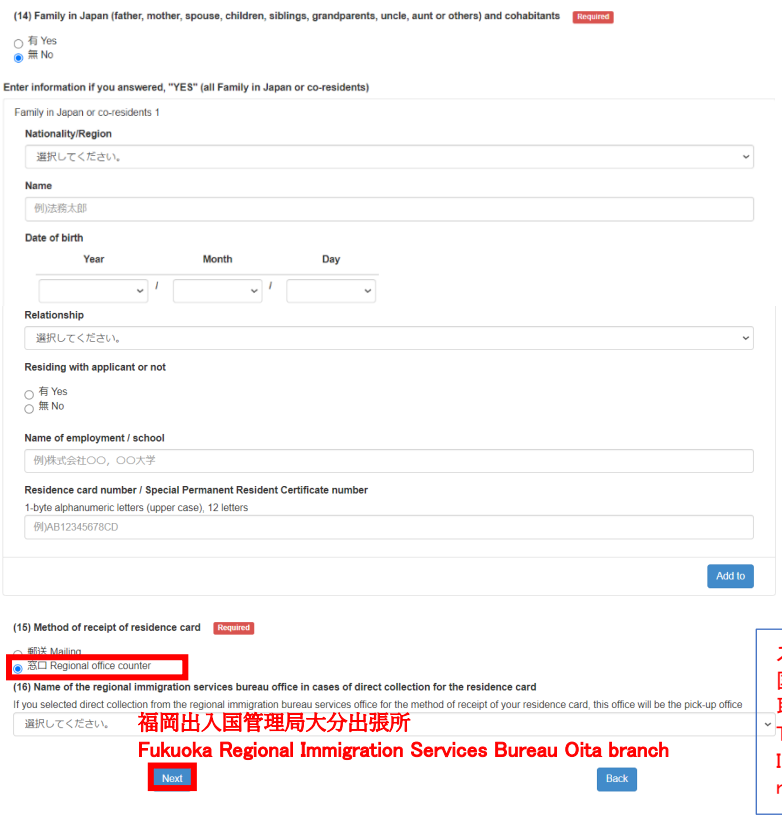


3-2. Select Application Type



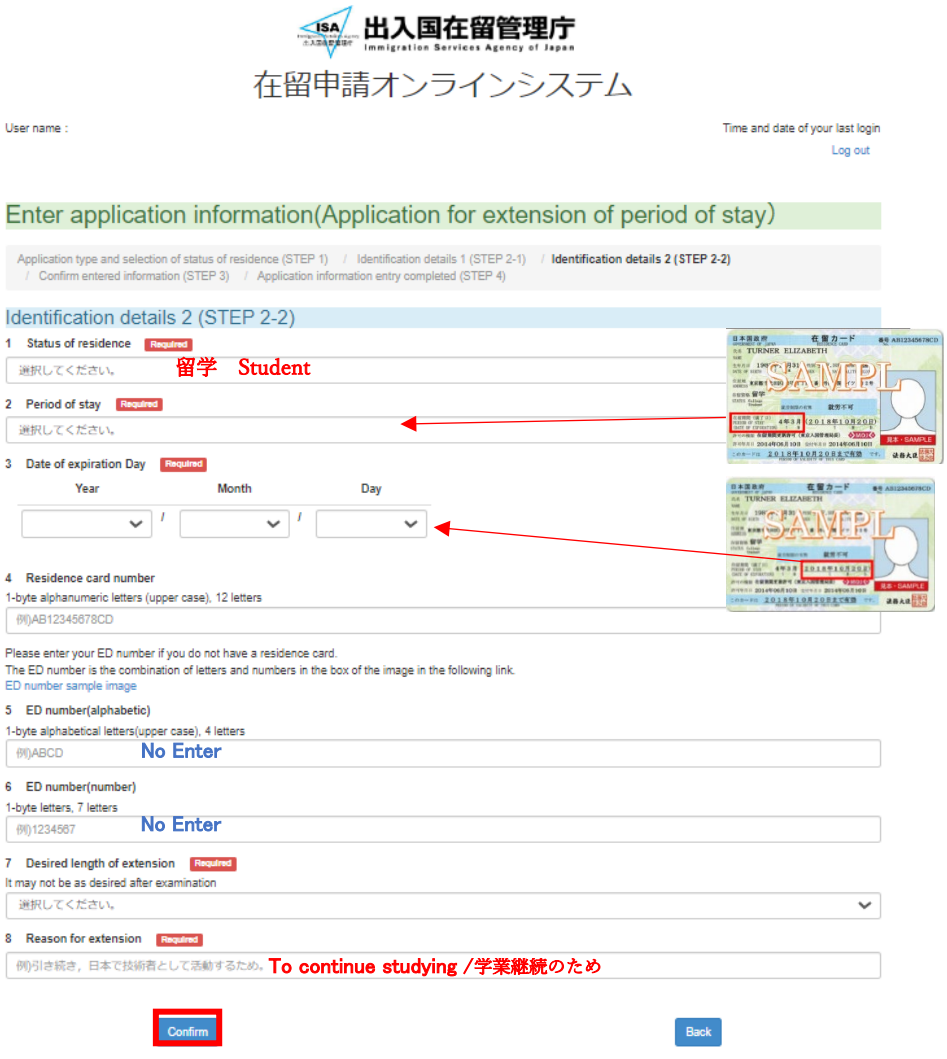
3-3. Enter Your Name and Other Detail



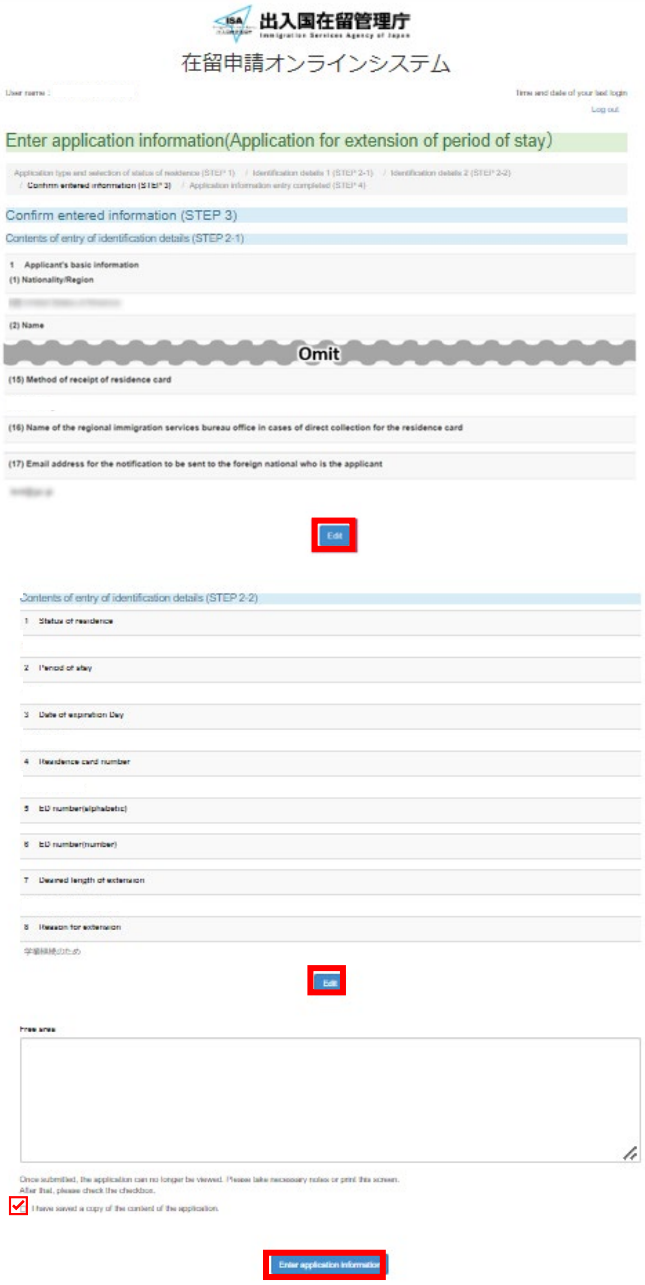


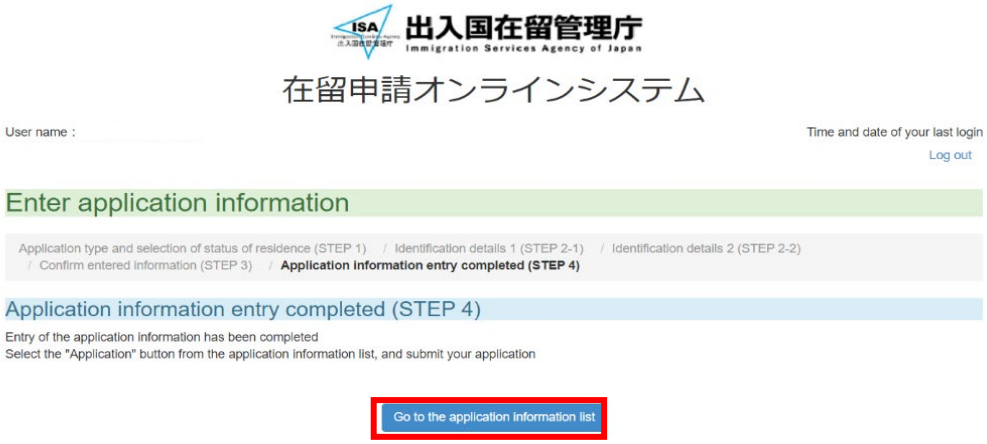
スチューデント・オフィスが代理で入国管理局に新しい在留カードを受け取りに行きます
The Student Office will go to the Immigration Bureau to pick up a new residence card on your behalf.

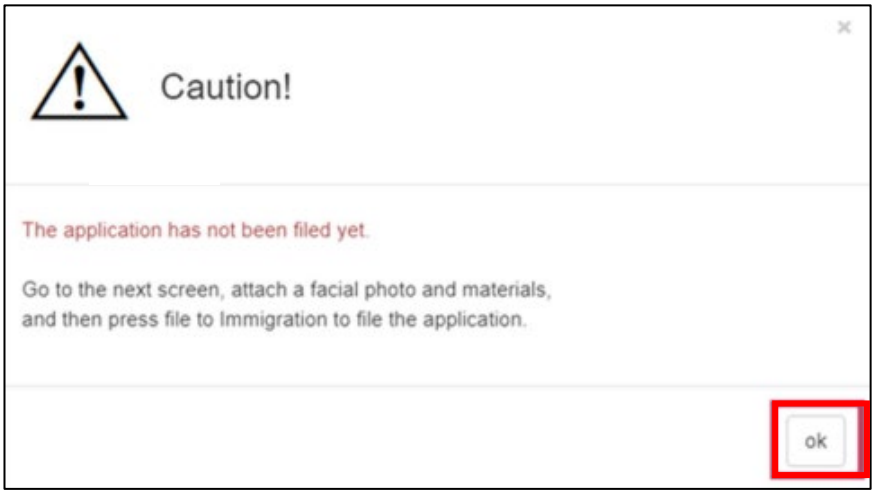
3-4. Enter Your Current Status of Residence



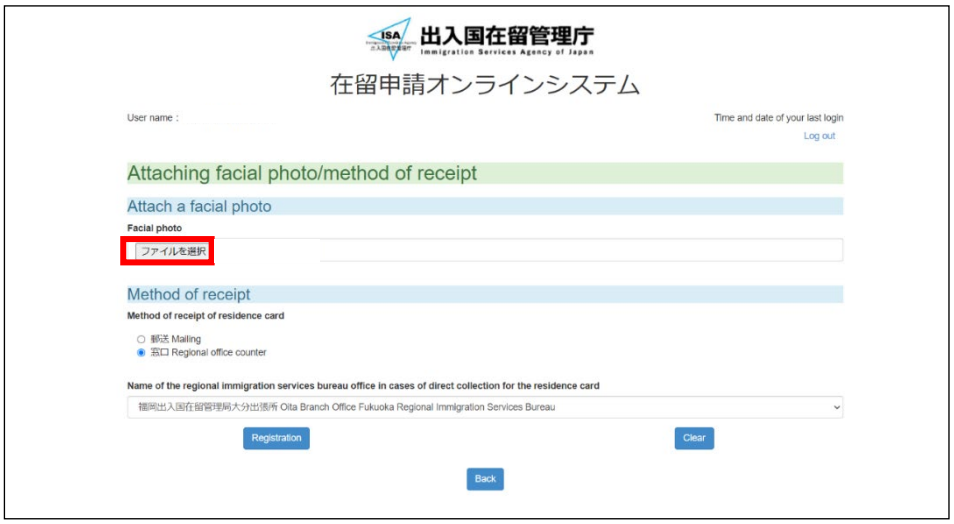
3-5. Confirm Entered Information

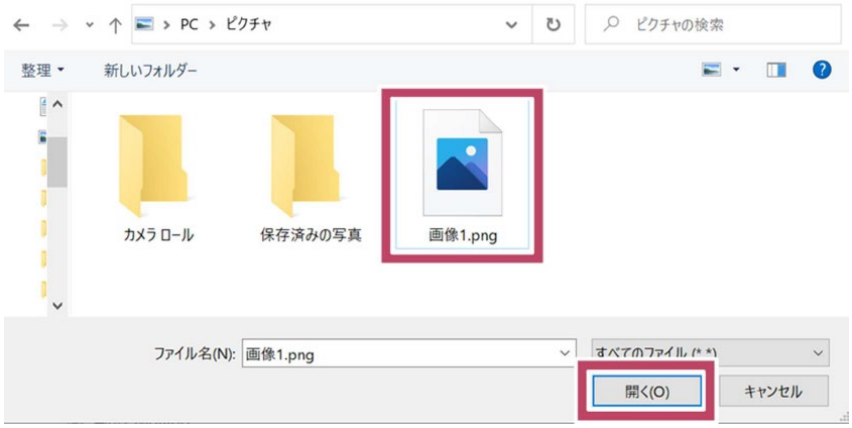


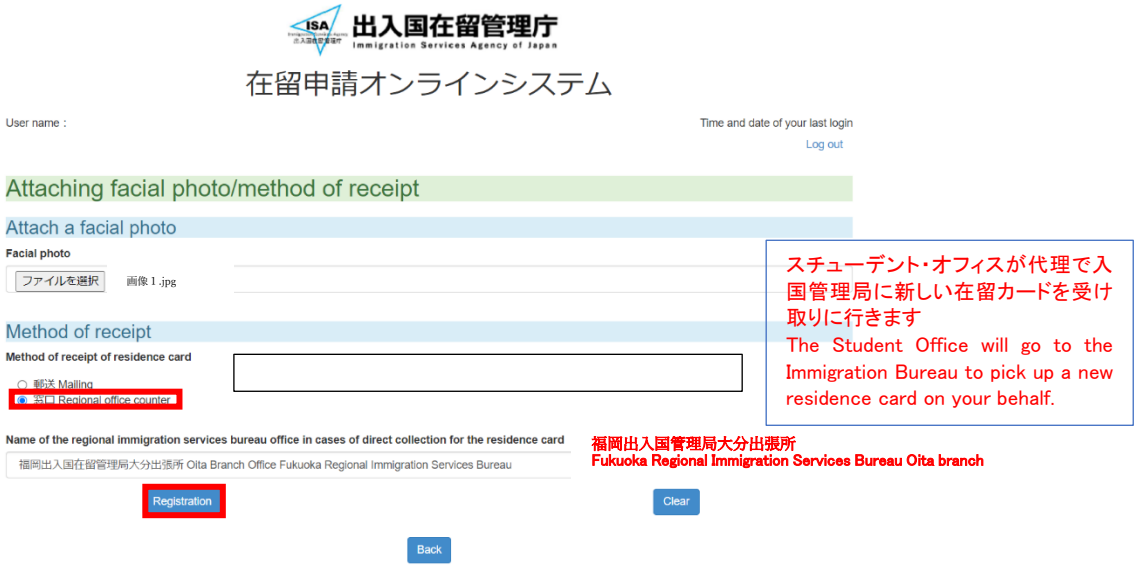




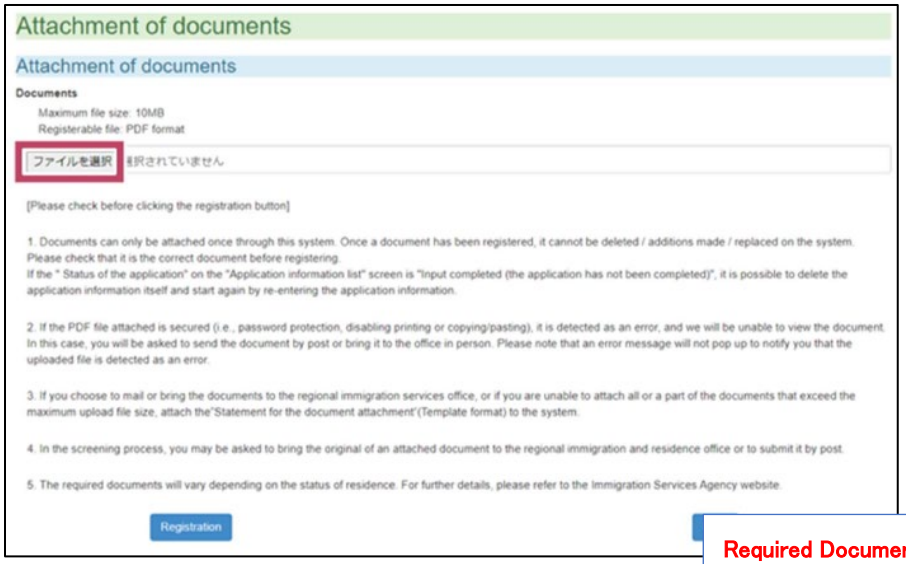
3-6. Upload Photograph







3-7. Upload Supporting Documents



Required Documents

(Combine into one PDF file. File size is less than 10MB)

1.Certificate of Enrollment/在学証明書

2.Transcript/成績証明書

3.Supplementary sheet to enter application into the online residence application system (for the status of residence "Student")

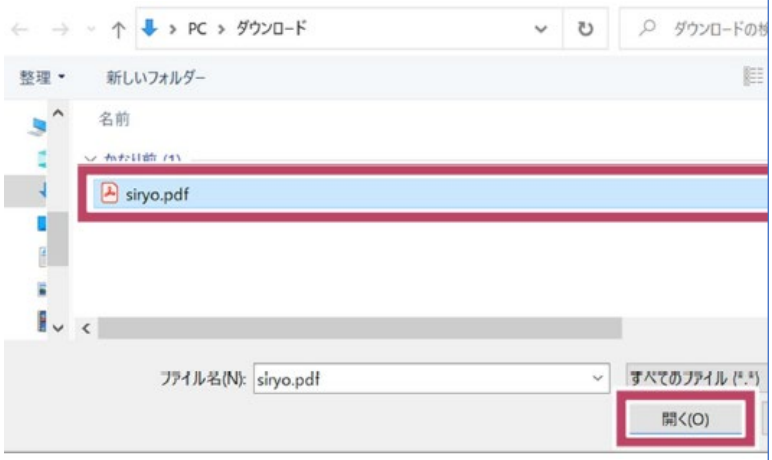
/在留申請オンラインシステム申請情報入力補助用紙（在留資格「留学」用）

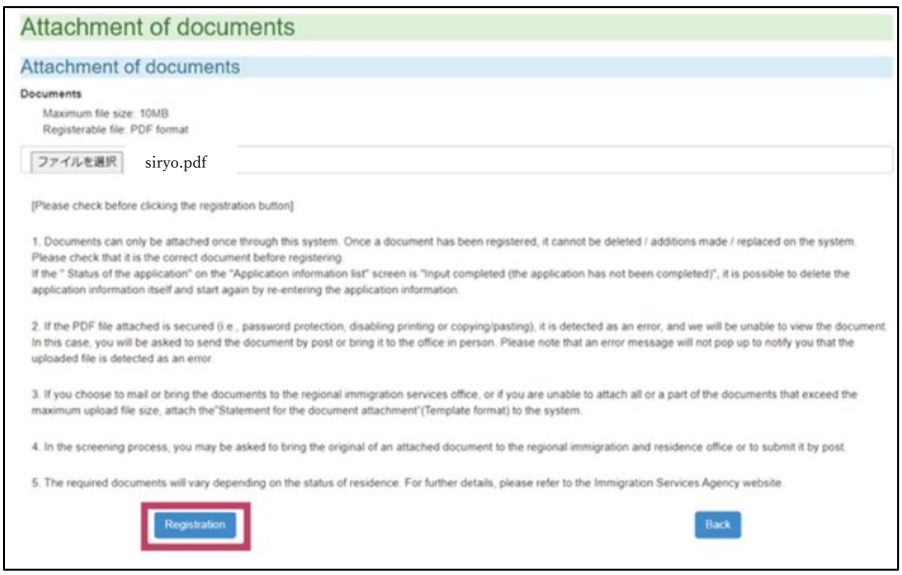
4. For organization, part 1,2p/所属機関等作成用

5. List of submitted documents/提出書類一覧表

6. Receipt Request Form

7. Others/その他





3-8. Submit Work Permit Application (If required)

出入国在留管理庁
Immigration Services Agency of Japan

在留申請オンラインシステム

User name :

Time and date of your last login

Log out

Simultaneous entry of application information (application for permission to engage in an activity other than those permitted under the status of residence previously granted)

Select application type (STEP 1) / **Identification details 1 (STEP 2-1)** / Identification details 2 (STEP 2-2) / Confirm entered information (STEP 3) / Application information entry completed (STEP 4)

Identification details 1 (STEP 2-1)

1 Nationality/Region Required

選択してください。

2 Name Required

1-byte alphabetical letters(upper case), up to 104 letters, separate two words by a comma.

例)HOUMU,TARO

Same as your residence card.1-byte alphabetical letters, separate two words by a comma.

3 Sex Required

男 Male
女 Female

4 Date of birth Required

Year / Month / Day

5 Address in Japan (the prefecture, the municipality) Required

Search

検索ボタンを押下して検索してください。

6 Address in Japan (the town name, the street or house numbers) Required

2-byte characters, up to 80 characters

例) 1－1－1霞ヶ関ハイツ２０２号

Fill in the same address as your residence card.
2-byte characters.

How to 2-byte (full-width)
① Shift+無変換 key, and Type
② Use Excel sheet
Use function JIS to change from 1 byte to 2 byte characters

7 Telephone number

Either a "landline number" or "mobile phone number" is require
If you have neither, please enter a telephone number at which you can be reached during the day .
1-byte letters, up to 12 letters

例)0312345678

8 Mobile phone number

1-byte letters, up to 12 letters

例)09012345678

9 Passport Number

例)AB1234567

10 Passport expiration Day

Year / Month / Day

Next

Back

出入国在留管理庁
Immigration Services Agency of Japan

在留申請オンラインシステム

User name :

Time and date of your last login

Log out

Simultaneous entry of application information (application for permission to engage in an activity other than those permitted under the status of residence previously granted)

Select application type (STEP 1) / Identification details 1 (STEP 2-1) / **Identification details 2 (STEP 2-2)** / Confirm entered information (STEP 3) / Application information entry completed (STEP 4)

Identification details 2 (STEP 2-2)

1 Status of residence Required

選択してください。 留学 Student

2 Period of stay Required

選択してください。

3 Date of expiration Day Required

If the "period of stay" is "indefinite", enter "9999 year 99 month 99 day"

Year / Month / Day

4 **Residence card number / Special Permanent Resident Certificate number**

1-byte alphanumeric letters (upper case), 12 letters

Please enter your ED number if you do not have a residence card.
The ED number is the combination of letters and numbers in the box of the image in the following link.
ED number sample image

5 **ED number(alphabetic)**

1-byte alphabetical letters(upper case), 4 letters

例)ABCD No Enter

6 **ED number(number)**

1-byte letters, 7 letters

例)1234567 No Enter

7 **Marital status** Required

○ 有 Married
◉ 無 Single

8 **Occupation** Required

STUDENT Student/学生

9 **Present activity (for student: name of school, lesson hours per week)** Required

Ritsumeikan Asia Pacific University/立命館アジア太平洋大学　１８単位/credits

10 **Other activity to engage in**

Type of work Required

○ 翻訳・通訳 Translation/Interpretation
○ 語学教師 Language teaching
◉ その他 Others

Enter information if you selected "Others"

☐ Undecided

11 **Term of employment contract** Required

Year / Month

☐ Undecided

12 **Working hours per week** Required

-- 時間

☐ Undecided

13 **Monthly salary** Required

千円

☐ Undecided

14 **Place of employment**

(1) Name Required

☐ Undecided

(2) Location (the prefecture, the municipality) Required

Search

Location (the town name, the street or house numbers) Required

2-byte characters, up to 80 characters

☐ Undecided

(3) Telephone number Required

1-byte letters, up to 12 letters

☐ Undecided

(4) Type of industry Required

○ 製造 Manufacturing
○ 商業 Commerce
○ 教育 Education
○ その他 Others

Enter information if you selected "Others"

例)宿泊業，福祉業

☐ Undecided

15 **Legal representative (in case of legal representative)**

Name

例)法務太郎 No Enter

Relationship with the applicant

例)父、母 No Enter

Address (the prefecture, the municipality)

Search 検索ボタンを押下して検索してください。No Enter

Address (the town name, the street or house numbers)

2-byte characters, up to 80 characters

例)１－１－１霞ヶ関ハイツ２０２号 No Enter

Telephone number

Either a "landline number" or "mobile phone number" is required.
If you have neither, please enter a telephone number at which you can be reached during the day.
1-byte letters, up to 12 letters

例)0312345678 No Enter

Mobile phone number

1-byte letters, up to 12 letters

例)09012345678 No Enter

Confirm　　Back

出入国在留管理庁

在留申請オンラインシステム

Simultaneous entry of application information (application for permission to engage in an activity other than those permitted under the status of residence previously granted)

Contents of entry of identification details (STEP 2-1)

Country/Region

Name

Omit

Mobile phone number

Passport Number

Passport expiration Day

Edit

Contents of entry of identification details (STEP 2-2)

Status of residence

Period of stay

Omit

Address（the town name, the street or house numbers）

(4) Telephone number

(5) Mobile phone number

Edit

Check the content of the application and check the checkbox.

☐ The contents of the application have been confirmed to be true and correct with the actual applicant (or with the agent in the case of an application by an agent) and the representative of the organization of affiliation.

If you click on the application information entry button, you will not be able to check or change the contents of the application afterwards.
Please take notes and screenshots of the content of your application.
Please tick the box after you have noted down the contents of your application.

☑ I have noted down the contents of application

Enter application information

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Immigration Services Agency of Japan

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User name :

Time and date of your last login

Log out

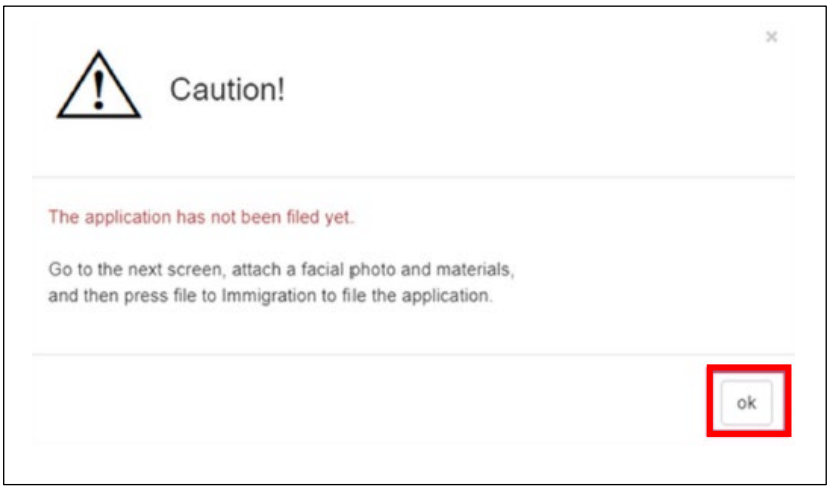
Simultaneous entry of application information

Select application type (STEP 1) / Identification details 1 (STEP 2-1) / Identification details 2 (STEP 2-2) / Confirm entered information (STEP 3) / **Application information entry completed (STEP 4)**

Application information entry completed (STEP 4)

Entry of the application information has been completed
Select the "Application" button from the application information list, and submit your application

Go to the application information list



3-9. Submit Completed Residency Application

3-10. Log Out