

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)

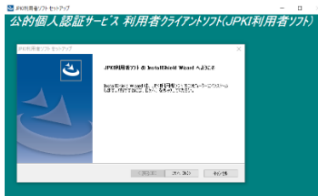
<https://www.jpki.go.jp/download/>

インストール方法

ダウンロードした利用者クライアントソフトのインストーラー (JPKIAppI03-05.exe等) をダブルクリックするとインストールが開始されます。



パソコン画面に表示される案内に従ってインストールを行ってください。



ご参考: [インストール方法の詳細](#)

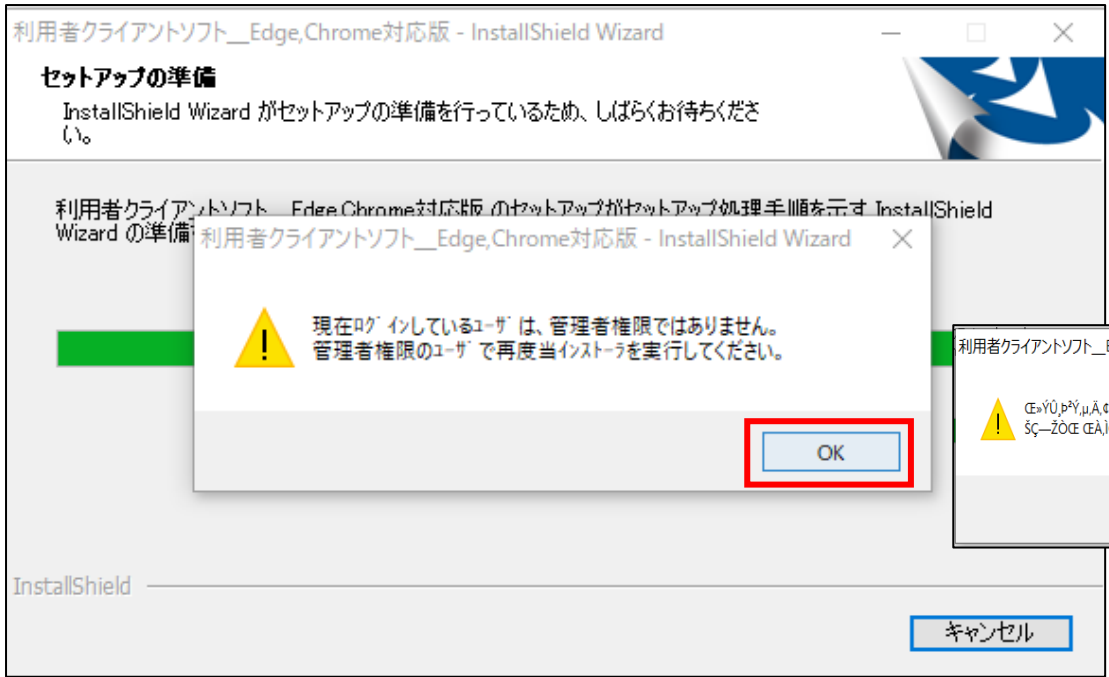
利用者クライアントソフト (Edge/Chromeブラウザ利用版) のダウンロード

Edge/Chromeブラウザを使ったWebサイト (コンビニ交付サービス戸籍利用登録申請サイト等) で利用者クライアントソフトを利用する場合は、以下の「利用者クライアントソフト (Edge/Chromeブラウザ利用版)」をダウンロードしてご利用ください。

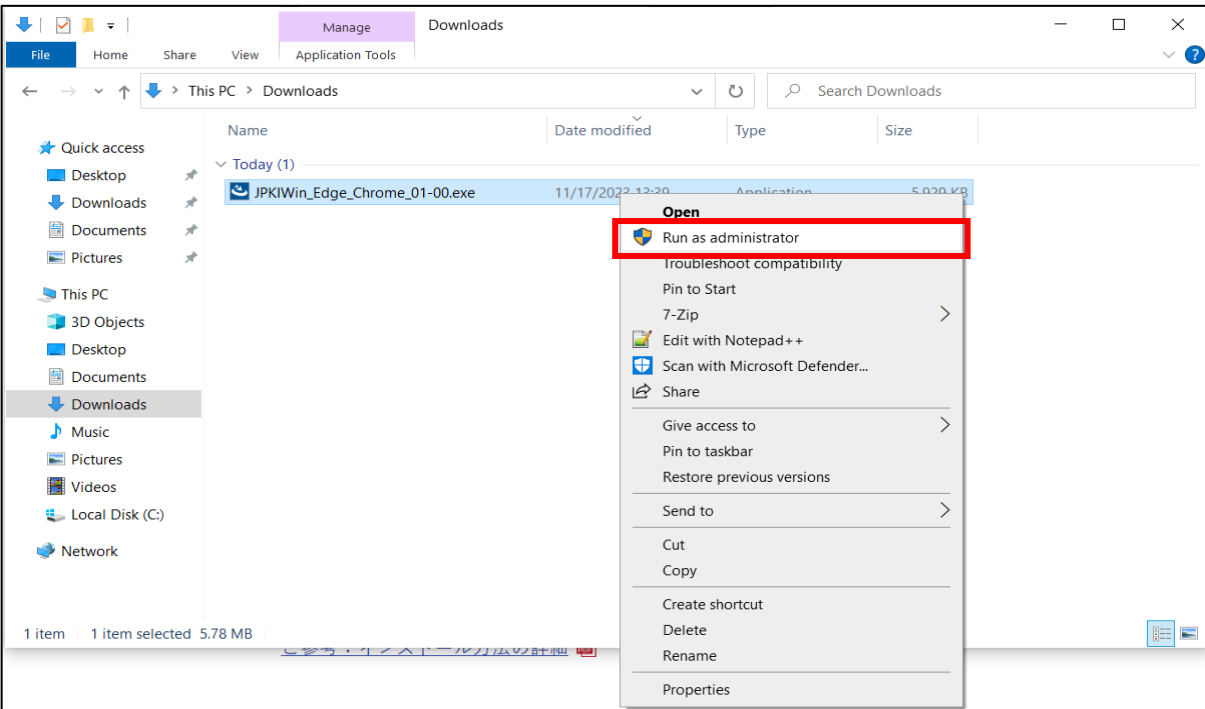
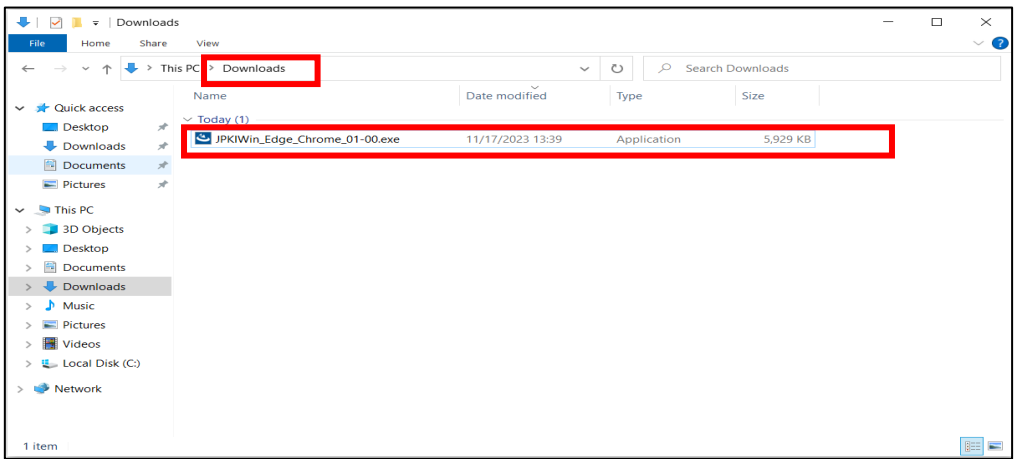
[> 利用者クライアントソフト \(Edge/Chromeブラウザ利用版\) ダウンロード](#)

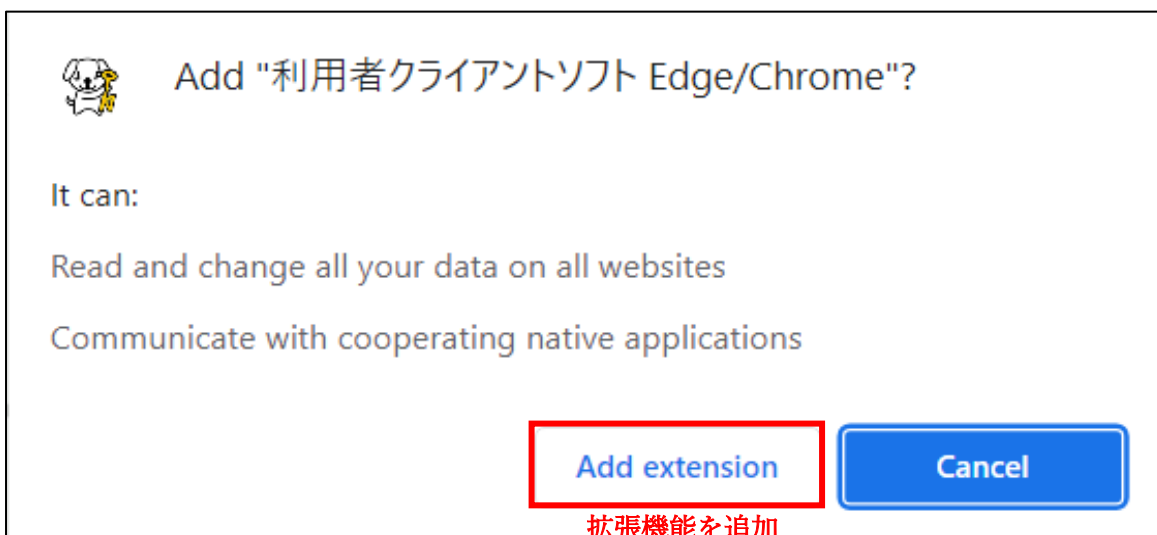
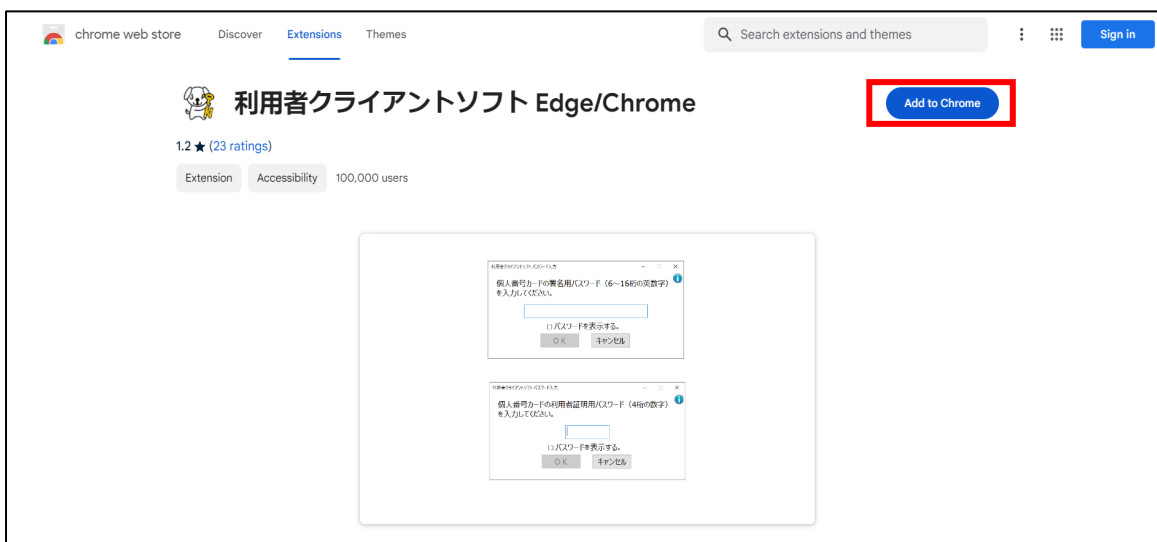
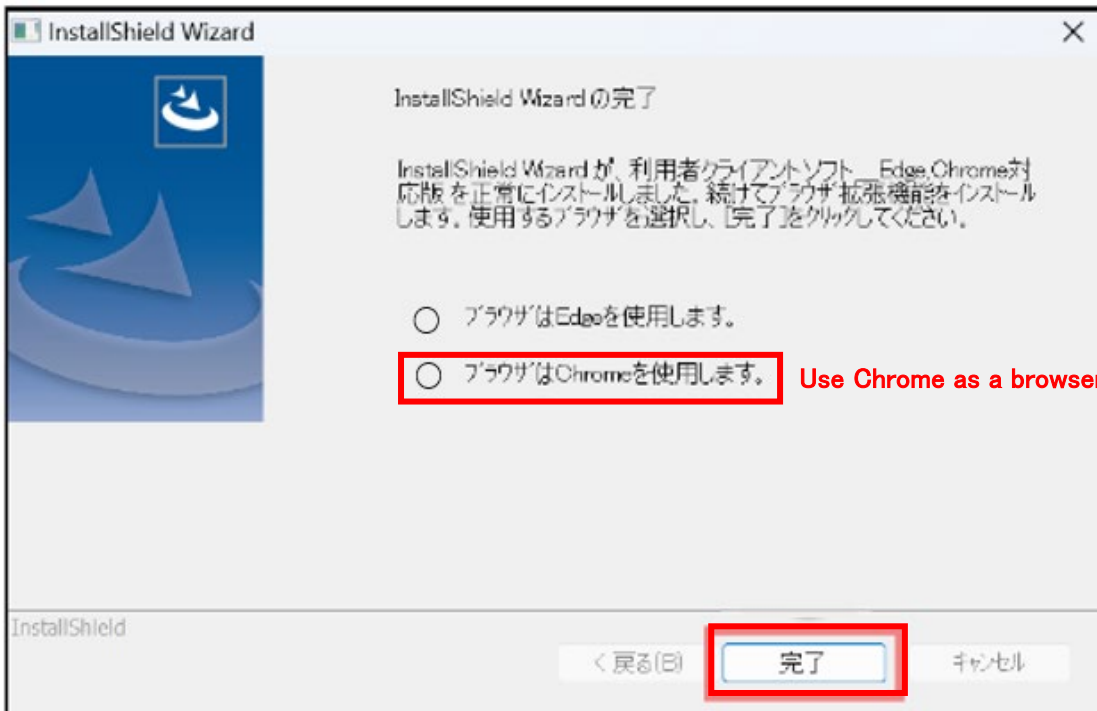
なお、「利用者クライアントソフト (Edge/Chromeブラウザ利用版)」を使用するためには、Chromeウェブストアからブラウザ拡張機能「利用者クライアントソフト Edge/Chrome」のインストールが必要です。Chromeウェブストアの公開URLは[こちら](#)

ご参考: [インストール方法の詳細](#)



In case of garbled text





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)

The screenshot shows the official website for online visa renewal applications. The main heading is "マイナンバーカードがあれば 外国人本人の方は在留手続きをオンラインで申請できます!!" (If you have a My Number Card, foreign nationals can apply for residence procedures online!!). It lists various eligible application types such as "Change of Status of Residence" and "Extension of Period of Stay". A section titled "こんなメリットがあります!" (Such benefits are available!) lists advantages like no need to visit the office, 24-hour availability, and free system fees. At the bottom, there is a QR code and a URL: <https://www.moj.go.jp/isa/applications/guide/onlineshinsei.html>.



システムメンテナンスのため、以下の期間において、在留申請オンラインシステムがご利用いただけません。
 ・令和5年11月1日(土) 12時30分から15時00分まで

在留申請オンラインシステムのご利用はこちらから。
 (在留申請オンラインシステムのトップページへリンクします。)

Register a new user

外国人本人、弁護士・行政書士、法定代理人等の方でオンライン申請を行う場合には、利用者登録が必要となります。

- 外国人本人や法定代理人の方などが利用者登録をする場合は、「外国人本人・その他」のボタンを押下してください。
- 弁護士・行政書士の方が利用者登録する場合は、「弁護士・行政書士」のボタンを押下してください。

オンラインで利用者登録が可能な方は、下記の「1. オンラインで利用者登録が可能な方」に記載していますので、確認の上、登録してください。

- オンラインで利用者登録が可能な方
 [オンラインで利用者登録が可能な方.pdf]
- 利用者登録するための準備手続
 - [利用者登録するための準備手続.pdf]
 - 公的個人認証サービスの利用者クライアントソフトのダウンロード (地方公共団体情報システム機構の公的個人認証サービスポータルサイトに移動します。)
 [https://www.jpki.go.jp/download/]

Registration options:

- Foreign national (applicant)/other
- Attorney/Administrative Procedures Legal Specialist
- Applicant (at a counter) for electronic issuance of a certificate of eligibility

外国人本人・その他

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

利用者クライアントソフト パスワード入力

個人番号カードの署名用パスワード (6~16桁の英数字) を入力してください。

パスワードを表示する。

OK キャンセル

マイナンバーカード・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、アプリごとに設定されており、それぞれの仕組みを利用するために必要となるものです。ご記入いただき、大切に保管していただきますようお願いいたします。

また、暗証番号を設定することにより、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他者に教えないようにしてください。

なお、暗証番号は、入力を連続して3回（署名用電子証明書は5回）間違えるとロックされ、その場合、窓口（住民票、神代出張所）にお越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署名用電子証明書 暗証番号	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
②利用者証明用 電子証明書暗証番号	*	*	*	*																
③住民基本台帳用 暗証番号																				
④労働事項入力補助用 暗証番号																				

①署名用電子証明書を利用するための暗証番号
署名用電子証明書—インターネットで電子文書を送信する際などに、文書が改ざんされていないかどうかを確認することができる仕組み。

②利用者証明用電子証明書を利用するための暗証番号
利用者証明用電子証明書—インターネットを閲覧する際などに、利用者本人であることを証明する仕組み（マイナンバーカード等で使用）。

③住民票コードをデータベースとして利用するための暗証番号

④個人番号や基本4情報を確認し、テキストデータとして利用するための暗証番号

利用者クライアントソフト パスワード入力

個人番号カードの署名用パスワード (6~16桁の英数字) を入力してください。

パスワードを表示する。

OK キャンセル

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

利用者クライアントソフト パスワード入力

個人番号カードの利用者証明用パスワード (4桁の数字) を入力してください。

パスワードを表示する。

OK キャンセル

マイナンバーカード・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、アプリごとに設定されており、それぞれの仕組みを利用するために必要となるものです。ご記入いただき、大切に保管していただきますようお願いいたします。

また、暗証番号を設定することにより、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他者に教えないようにしてください。

なお、暗証番号は、入力を連続して3回（署名用電子証明書は5回）間違えるとロックされ、その場合、窓口（住民票、神代出張所）にお越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署名用電子証明書 暗証番号	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
②利用者証明用 電子証明書暗証番号	*	*	*	*																
③住民基本台帳用 暗証番号																				
④労働事項入力補助用 暗証番号																				

①署名用電子証明書を利用するための暗証番号
署名用電子証明書—インターネットで電子文書を送信する際などに、文書が改ざんされていないかどうかを確認することができる仕組み。

②利用者証明用電子証明書を利用するための暗証番号
利用者証明用電子証明書—インターネットを閲覧する際などに、利用者本人であることを証明する仕組み（マイナンバーカード等で使用）。

③住民票コードをデータベースとして利用するための暗証番号

④個人番号や基本4情報を確認し、テキストデータとして利用するための暗証番号

利用者クライアントソフト パスワード入力

個人番号カードの利用者証明用パスワード (4桁の数字) を入力してください。

パスワードを表示する。

OK キャンセル

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**

- Male
 Female

Date of birth **Required**

Year: 20 x x / Month: x x / Day: x x

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.

User contact information **Required**

1-byte letters, up to 12 letters

08012345678

Email address **Required**

1-byte alphanumeric letters and/or signs within 60 characters

****@apu.ac.jp

APU Email address

Email address (confirmation) **Required**

1-byte alphanumeric letters and/or signs within 60 characters

****@apu.ac.jp

User type **Required**

選択してください。

選択してください。

Residence card number

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

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)

Read the Terms of Use and if you agree, check "I agree to the Terms of Use."
[Terms of Use are here.](#)

I agree to the Terms of Use.

Confirm

Back

User information registration

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

Confirm user information (STEP2)

Information entered in Enter user information (STEP1)

User name

Sex

男 male

Date of birth

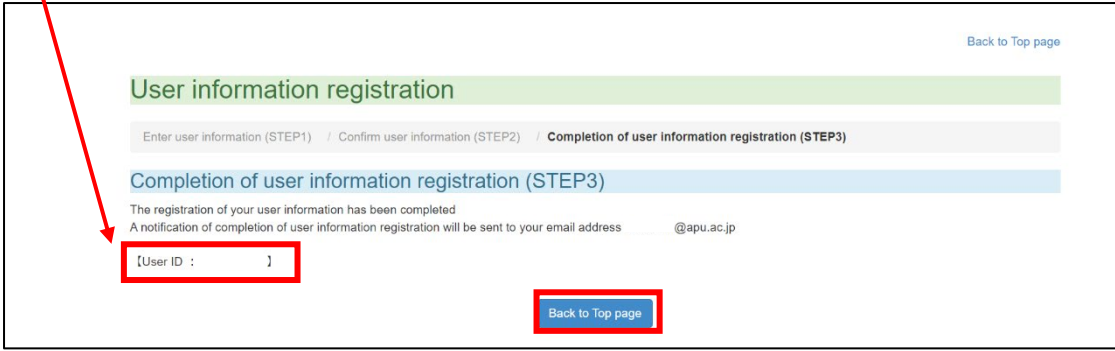
Omit

I agree to the Terms of Use.

Registration

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

【在留申請オンラインシステム】利用者情報登録のお知らせ

From: info@ras-immi.moj.go.jp [info@ras-immi.moj.go.jp]
Sent: 29 November 2023 12:53
To: [redacted]
Subject: 【在留申請オンラインシステム】利用者情報登録のお知らせ

(本メールは、在留申請オンラインシステムから自動的に送信しております。)

Dear

Your user information has been registered on the Online Residence Application System.
Please log in to the system from the URL provided below to set a password (the URL is valid for 30 days).
Once you set a password, a User ID for the Online Residence Application System will be sent to you by email.

URL: <https://www.ras-immi.moj.go.jp/WC01/WCGAS010/ras?dispOutputEvent=&nnsyoid=hMaaSePw%2B7BKY3b6rP9AmQ%3D%3D>

▼ Log in to the online residence application system here
<https://www.ras-immi.moj.go.jp/WC01/WCAAS010/>

* This email address is for transmission purposes only, and therefore, please do not reply to this email address.
* If you have received this email in error, please select the nearest regional immigration services office from the contact link below and contact the department in charge of residence examination (see the service list).
* Unauthorized reproduction of the contents of this email is strictly forbidden.

■ Link for inquiries to the regional immigration services office
<https://www.isa.go.jp/en/about/region/index.html>

■ Issuer
Immigration Services Agency, Ministry of Justice

パスワード登録 Password Registration

パスワード入力(STEP1) / パスワード登録完了(STEP2)

パスワード入力(STEP1) Enter Password

パスワード **必須**
必ず半角英字・半角数字・半角記号の3種類を混在させて、8文字以上32文字以内で入力してください。
大文字、小文字は別の文字として区別します。入力可能な記号は \$%&=@_#*+-?! です。

例)AB12345!

パスワード(再入力) **必須 Retype**
必ず半角英字・半角数字・半角記号の3種類を混在させて、8文字以上32文字以内で入力してください。
大文字、小文字は別の文字として区別します。入力可能な記号は \$%&=@_#*+-?! です。

例)AB12345!

Mixture of one-byte alphabetic characters,
one-byte numbers, and one-byte symbols
(\$%&=@_#*+-?!) 8 to 32 characters.

登録

Confirm Second Email from Immigration Services Agency

From info@ras-immi.moj.go.jp

【在留申請オンラインシステム】パスワード登録完了及び認証IDのお知らせ

(本メールは、在留申請オンラインシステムから自動的に送信しております。)

様

パスワードの登録が完了しました。
在留申請オンラインシステムをご利用いただくための認証IDをお知らせいたします。

認証ID :

Remember your Authentication ID and Password!

3. Making Online Residency Applications

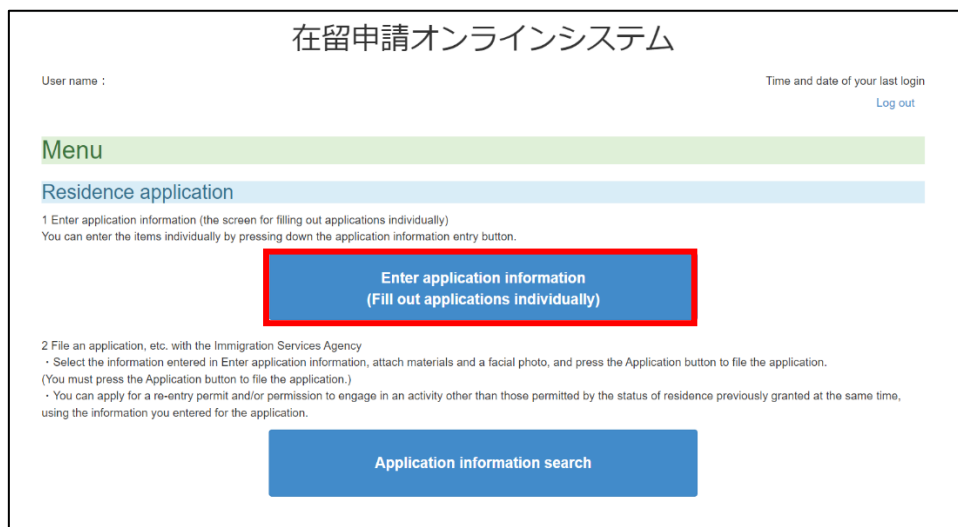
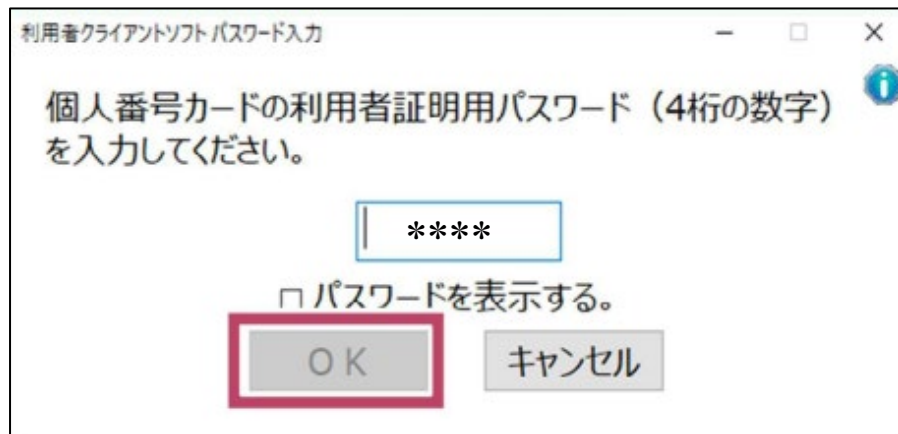
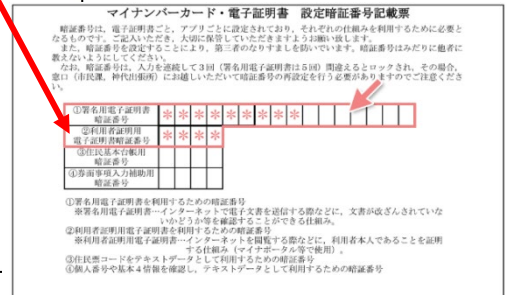
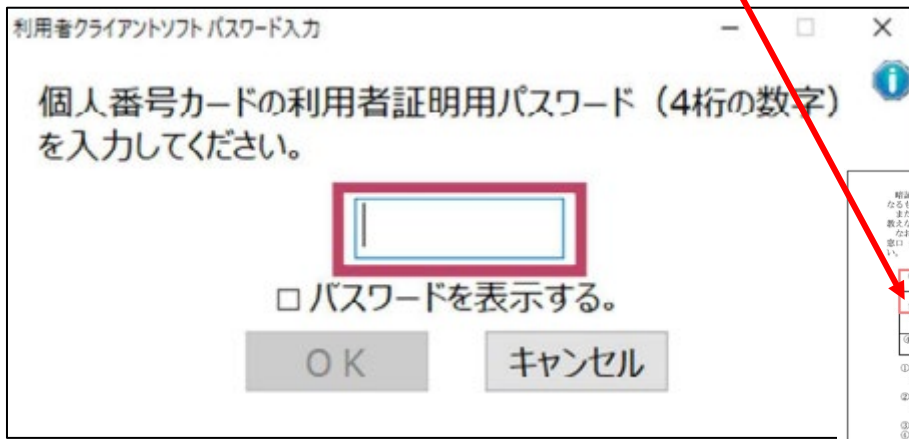
3-1. Log In

<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)

①署名用電子証明書 暗証番号	②利用用電子証明書 電子署名暗証番号	③住民基本台帳用 暗証番号	④外国人登録用 暗証番号
* * * * *	* * * *		

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



3-2. Select Application Type

**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](#)

Enter application information

Application type and selection of status of residence (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 type and selection of status of residence (STEP 1)

Application type Required

在留期間更新許可申請 Extension of period of stay 在留期間許可更新申請 Extension of period of stay

Status of residence Required

Please select "Researcher (transfer)" if you are a researcher transferring jobs from a foreign country.

留学 Student 留学 Student

Main activity in which the applicant is to engage

Select in cases where you selected Highly-Skilled Professional (i) / Highly-Skilled Professional (ii) for the status of residence

主たる活動内容を選択してください。 No Enter

EnterBack

3-3. Enter Your Name and Other Detail

在留申請オンラインシステム

User name : _____ Time and date of your last login _____
[Log out](#)

Enter application information(Application for extension of period of stay)

Application type and selection of status of residence (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 Applicant's basic information

(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.

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) Marital status Required

有 Married
 無 Single

(6) Occupation Required

Student / 学生

(7) Home town/city Required

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

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

2-byte characters, up to 80 characters

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

(9) 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

Mobile phone number

1-byte letters, up to 12 letters

例)09012345678

(10) Email address

1-byte alphanumeric letters and/or signs within 60 characters

例)example@xxx.co.jp

(11) Passport Number

例)AB1234567

(12) Passport expiration Day

Year / Month / Day

(13) Criminal record (in Japan / overseas) Required

Including dispositions due to traffic violations, etc.

無 No
 有 Yes

Enter specific details if you answered, "YES" to whether or not you have received a disposition due to having committed a crime.

(14) Family in Japan (father, mother, spouse, children, siblings, grandparents, uncle, aunt or others) and cohabitants **Required**

有 Yes
 無 No

Enter information if you answered, "YES" (all Family in Japan or co-residents)

Family in Japan or co-residents 1

Nationality/Region
選択してください。

Name
例 法務太郎

Date of birth
Year / Month / Day

Relationship
選択してください。

Residing with applicant or not
 有 Yes
 無 No

Name of employment / school
例 株式会社〇〇, 〇〇大学

Residence card number / Special Permanent Resident Certificate number
1-byte alphanumeric letters (upper case), 12 letters
例 AB12345678CD

Add to

(15) Method of receipt of residence card **Required**

郵送 Mailing
 窓口 Regional office counter

(16) Name of the regional immigration services bureau office in cases of direct collection for the residence card

If you selected direct collection from the regional immigration bureau services office for the method of receipt of your residence card, this office will be the pick-up office
選択してください。

福岡出入国管理局大分出張所
Fukuoka Regional Immigration Services Bureau Oita branch

Next

Back

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



User name :

Time and date of your last login

[Log out](#)

Enter application information (Application for extension of period of stay)

Application type and selection of status of residence (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**
Year / Month / Day

4 **Residence card number**
1-byte alphanumeric letters (upper case), 12 letters
例 AB12345678CD

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 **Desired length of extension** **Required**
It may not be as desired after examination
選択してください。

8 **Reason for extension** **Required**
例 引き続き、日本で技術者として活動するため。 **To continue studying / 学業継続のため**

Confirm

Back

3-5. Confirm Entered Information

 **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

Enter application information(Application for extension of period of stay)

Application type and selection of status of residence (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)

Confirm entered information (STEP 3)

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

1 Applicant's basic information

(1) Nationality/Region

(2) Name

Omit

(15) Method of receipt of residence card

(16) Name of the regional immigration services bureau office in cases of direct collection for the residence card

(17) Email address for the notification to be sent to the foreign national who is the applicant

Next

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

1 Status of residence

2 Period of stay

3 Date of expiration Day

4 Residence card number

5 ID number(alphabetic)

6 ID number(number)

7 Desired length of extension

8 Reason for extension

Next

Free area

Once submitted, the application can no longer be viewed. Please take necessary notes or print this screen.
After that, please check the checklist.

I have saved a copy of the content of the application.

Enter application information

 **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

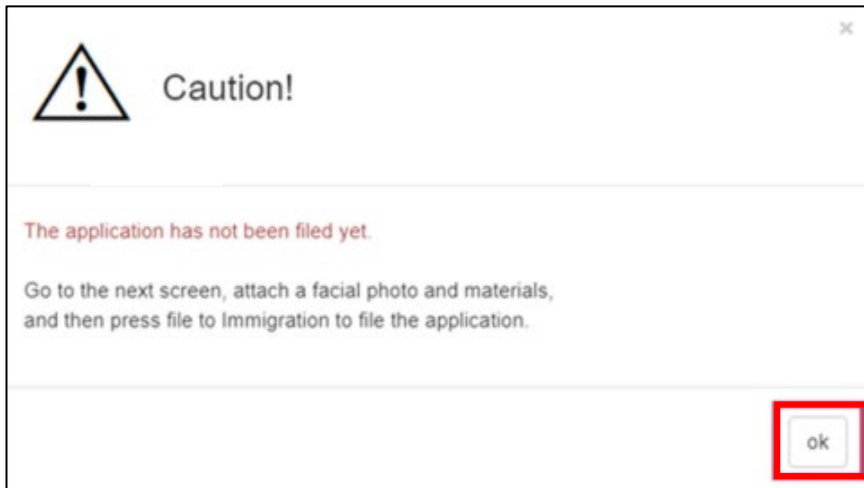
Enter application information

Application type and selection of status of residence (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



3-6. Upload Photograph


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](#)

Application information search

Attach materials

Attach a facial photo

Simultaneous application

Change receipt method for residence card or certificate of eligibility

Check Facial photo

Delete application information

File an application with the Immigration Services Agency


(Select the relevant record(s) from the list of application information, attach a facial photo and the materials and then submit the application)
 * You must press Submit to Immigration to complete the application procedure.

[Back](#)

Application information list

Total no. of cases 1
 Currently displaying 1-1 cases

Select	#	Receipt no.	Status of the application	Facial photo	Attached materials	Simultaneous application	Method of receipt	Preferred the regional immigration services bureau office in cases of d
<input checked="" type="checkbox"/>	1	福オンE P 23000000	入力完了 (申請未了)	未登録	未登録	なし	窓口	福岡出入国在留管理庁大分出張所


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](#)

Attaching facial photo/method of receipt

Attach a facial photo

Facial photo

ファイルを選択

Method of receipt

Method of receipt of residence card

郵送 Mailing
 窓口 Regional office counter

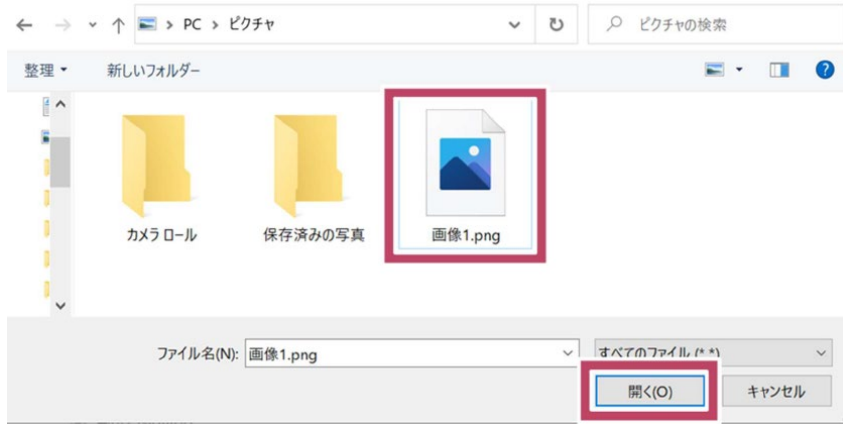
Name of the regional immigration services bureau office in cases of direct collection for the residence card

福岡出入国在留管理庁大分出張所 Oita Branch Office Fukuoka Regional Immigration Services Bureau

Registration

Clear

[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](#)

Attaching facial photo/method of receipt

Attach a facial photo

Facial photo
 画像1.jpg

Method of receipt

Method of receipt of residence card
 郵送 Mailing
 窓口 Regional office counter

Name of the regional immigration services bureau office in cases of direct collection for the residence card

福岡出入国管理局大分出張所
Fukuoka Regional Immigration Services Bureau Oita branch

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.

3-7. Upload Supporting Documents


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](#)

Application information search

File an application with the Immigration Services Agency

(Select the relevant record(s) from the list of application information, attach a facial photo and the materials and then submit the application)
 * You must press Submit to Immigration to complete the application procedure.

Application information list

Total no. of cases 1
 Currently displaying 1-1 cases

Select	#	Receipt no.	Status of the application	Facial photo	Attached materials	Simultaneous application	Method of receipt	Preferred the regional immigration services bureau office in cases of di
<input checked="" type="checkbox"/>	1	福オシ E P 23000000	入力完了 (申請未了)	登録済	未登録	なし	窓口	福岡出入国在留管理局大分出張所

Attachment of documents

Attachment of documents

Documents
Maximum file size: 10MB
Registerable file: PDF format

ファイルを選択 選択されていません

[Please check before clicking the registration button]

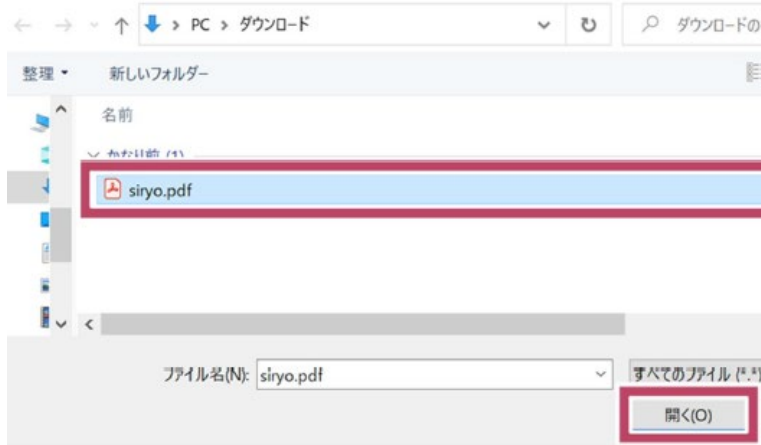
- Documents can only be attached once through this system. Once a document has been registered, it cannot be deleted / additions made / replaced on the system. Please check that it is the correct document before registering. If the "Status of the application" on the "Application information list" screen is "input completed (the application has not been completed)", it is possible to delete the application information itself and start again by re-entering the application information.
- If the PDF file attached is secured (i.e., password protection, disabling printing or copying/pasting), it is detected as an error, and we will be unable to view the document. In this case, you will be asked to send the document by post or bring it to the office in person. Please note that an error message will not pop up to notify you that the uploaded file is detected as an error.
- If you choose to mail or bring the documents to the regional immigration services office, or if you are unable to attach all or a part of the documents that exceed the maximum upload file size, attach the "Statement for the document attachment" (Template format) to the system.
- In the screening process, you may be asked to bring the original of an attached document to the regional immigration and residence office or to submit it by post.
- The required documents will vary depending on the status of residence. For further details, please refer to the Immigration Services Agency website.

Registration

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, about Japanese language ability/提出書類一覧表、各種確認書
6. Receipt Request Form
7. Others/その他



Attachment of documents

Attachment of documents

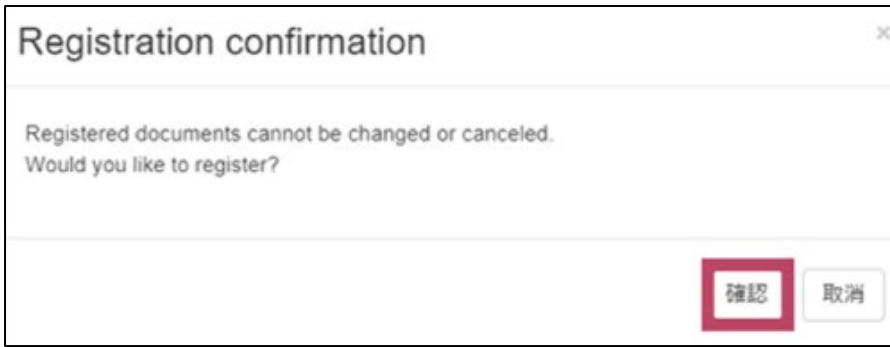
Documents
Maximum file size: 10MB
Registerable file: PDF format

ファイルを選択 siryu.pdf

[Please check before clicking the registration button]

- Documents can only be attached once through this system. Once a document has been registered, it cannot be deleted / additions made / replaced on the system. Please check that it is the correct document before registering. If the "Status of the application" on the "Application information list" screen is "input completed (the application has not been completed)", it is possible to delete the application information itself and start again by re-entering the application information.
- If the PDF file attached is secured (i.e., password protection, disabling printing or copying/pasting), it is detected as an error, and we will be unable to view the document. In this case, you will be asked to send the document by post or bring it to the office in person. Please note that an error message will not pop up to notify you that the uploaded file is detected as an error.
- If you choose to mail or bring the documents to the regional immigration services office, or if you are unable to attach all or a part of the documents that exceed the maximum upload file size, attach the "Statement for the document attachment" (Template format) to the system.
- In the screening process, you may be asked to bring the original of an attached document to the regional immigration and residence office or to submit it by post.
- The required documents will vary depending on the status of residence. For further details, please refer to the Immigration Services Agency website.

Registration Back



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

Application information search

File an application with the Immigration Services Agency

(Select the relevant record(s) from the list of application information, attach a facial photo and the materials and then submit the application)
 * You must press Submit to Immigration to complete the application procedure.

Application information list

Total no. of cases 1
 Currently displaying 1-1 cases

Select	#	Receipt no.	Status of the application	Facial photo	Attached materials	Simultaneous application	Method of receipt	Preferred the regional immigration services bureau office in cases of dire
<input checked="" type="checkbox"/>	1	届オン E P 23000000	入力完了 (申請未了)	登録済	登録済	なし	窓口	福岡出入国在留管理第六分事務所


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

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)

Select application type (STEP 1)

Application type Required

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

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 番々四ハイツ2 0 2号

7 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

8 Mobile phone number
 1-byte letters, up to 12 letters
 例)09012345678

9 Passpor Number
 例)AB1234567

10 Passport expiration Day
 Year / Month / Day

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

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

[Next](#)

[Back](#)

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)

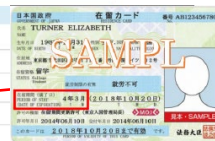
Select application type (STEP 1) / Identification details 1 (STEP 2-1) / **Identification details 2 (STEP 2-2)** / Confirm entered information (STEP 3)
 / Application information entry completed (STEP 4)

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 1 8 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)酒泊業、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 鹿ヶ岡ハイツ2.0.2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

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)

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

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

(4) Telephone number

(5) Mobile phone number

Omit

[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](#)

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

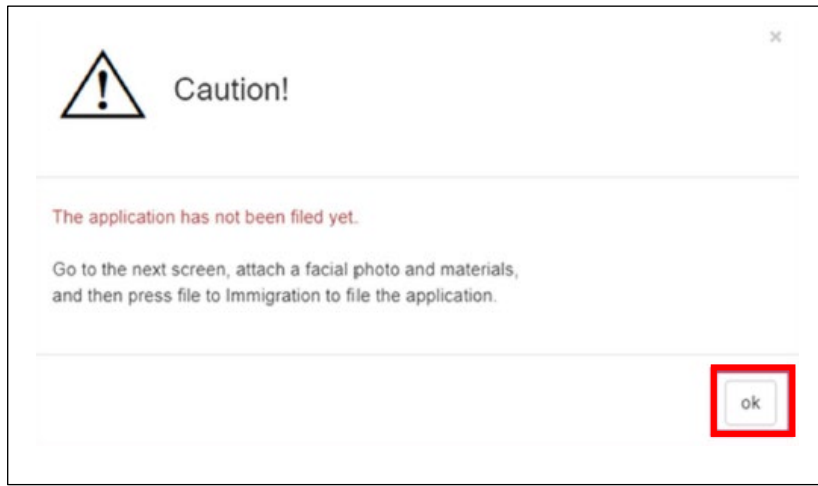
Select application type (STEP 1) / Identification details 1 (STEP 2-1) / Identification details 2 (STEP 2-2) / Confirm entered information (STEP 3)
/ **Application information entry completed (STEP 4)**

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


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

Application information search

(Select the relevant record(s) from the list of application information, attach a facial photo and the materials and then submit the application)
 * You must press Submit to Immigration to complete the application procedure.

Application information list

Total no. of cases 2
 Currently displaying 1-2 cases

Select	#	Receipt no.	Status of the application	Facial photo	Attached materials	Simultaneous application	Method of receipt	Preferred the regional immigration services bureau office in cases of direct collection for
<input checked="" type="radio"/>	1	福オンE P23000000	入力完了 (申請未了)	登録済	登録済	あり	窓口	福岡出入国在留管理庁大分出張所
<input type="radio"/>	2	福オンO23000000	入力完了 (申請未了)	対象外	未登録	あり	窓口	福岡出入国在留管理庁大分出張所

3-10. Log Out


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 _____

Application information registration

Completion of application receipt

Your application has been received.
 A notification of completion of receipt will be sent to your email address _____@apu.ac.jp.

If you do not receive an email after a while, there is the possibility that your application has not been received, and therefore, please contact us as given below.
 If your inquiry is outside of the hours given below, please contact us during the inquiry hours.

[For inquiries]
 Help Desk
 TEL : 050-3786-3053
 E-MAIL : mjt.support.cv@hitachi-systems.com
 Inquiry hours: Monday to Friday from 9:00 to 17:00 (excluding holidays specified in the Public Holidays Act and from December 29 to January 3 of the following month)

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