

■郵送受付の流れ

① 申請書類を準備する。申請書等必要書類は以下 IMS サイトよりご確認・ダウンロードいただけます。

<https://attorney-office.com/japanvisa/ac-forms>

※変更申請に係る必要書類については、IMS までご相談ください。

② 書類一式のスキャンデータをメールで IMS まで送付いただく

※在留資格認定証明書交付申請の際は「安全保障輸出管理に係る該非判定結果の通知」を添付してください。

書類送付先：todai-visa-support@attorney-office.com

③ IMS で一次チェック後、修正等がある場合はご対応いただき、最終チェックを行う

④ IMS から申請代行申込書をメールで送付、同時に申請代行費用のお支払い方法についてメールでご案内

※お支払方法：銀行振込・クレジットカード決済（「教授」「文化活動」「留学」の COE 申請料金は、大学負担）

⑤ ご依頼者様から署名済みの申請代行申込書をメールにて送付いただく

⑥ 申請代行費用をお支払いいただき、ご入金確認後に IMS より書類一式の郵送をご案内

※教職員が、外国人研究者本人又は留学生本人に代わって行う在留資格認定証明書の申請（「教授」「文化活動」「留学」）は大学負担です。個人負担料金については、以下の案内をご確認ください。

東京大学ビザコンサルティングサービス <https://www.u-tokyo.ac.jp/adm/inbound/ja/life-visa-vc.html>

※郵送方法はレターパックプラスもしくは簡易書留にてお願いいたします

申請書類郵送先：〒105-0003

東京都港区西新橋 2-39-3 SVAX 西新橋ビル 8F

行政書士法人 IMS ビザコンサルティングサービス担当者宛

(TEL：03-5402-6191)

⑦ 書類一式受領後、申請代行申込書控と預かり証（対象者のみ）をメールにて送付

■ご留意点

※COE 申請以外については、以下同封の上ご郵送をお願いいたします。

- ・申請人本人のパスポート及び在留カードの原本
- ・記名済みの手数料納付書及び署名済みの依頼書
- ・許可後に IMS から書類一式返送する際の宛名を明記した返却用レターパック(赤)

※COE 申請については、申請時にご提出いただいた返信用封筒にて、入管から直接 COE が届きます。

■ Application Process via Post

- ① Prepare your application documents. Application forms and other necessary documents can be confirmed and downloaded from the IMS website below.
Japanese: <https://attorney-office.com/japanvisa/ac-forms>; English: <https://attorney-office.com/japanvisa/ac-forms-en>
※Please contact IMS for the required documents related to applications for Changes of Status of Residence.
- ② Please send scanned copies of all of your application documents to IMS at the following e-mail address.
E-mail: todai-visa-support@attorney-office.com
※When applying for the Certificate of Eligibility (COE), please also attach the "Notification of Applicability for Security Export Control".
- ③ IMS will check your documents, and if there are any questions or information to be modified, we will instruct you on the necessary steps. After receiving the corrected documents, IMS will perform a final document check.
- ④ IMS will send you the application form via e-mail as well as information for paying the application fees.
※Payment options: Bank transfer, credit card
※COE application fees for "Professor" visa, "Cultural Activities" visa, and "Student" visa are paid by the university
- ⑤ Please return the signed application form via e-mail.
- ⑥ After the applications fees have been paid and payment has been confirmed, IMS will ask you to mail your application documents to the following address:
IMS Legal Professional Corporation, c/o Visa Consulting Service Manager
SVAX Nishishimbashi Bldg 8F
2-39-3 Nishishimbashi, Minato-ku, Tokyo 105-0003 Japan (Tel: 03-5402-6191)
※Please send your documents via Letter Pack Plus (red envelope) or registered mail.
(Your documents have sensitive personal information. Do not use unregistered mail.)
※Applications for Certificate of Eligibility ("Professor," "Cultural Activities," or "College Student"), made by faculty members on behalf of the foreign researcher or foreign student themselves, are at the expense of the university. Please refer to the following guide for the fees to be paid by individuals.
University of Tokyo Visa Consulting Service <https://www.u-tokyo.ac.jp/adm/inbound/ja/life-visa-vc.html>
- ⑦ After we receive your documents, we will send you 1) a copy of your application and 2) residence card custody receipt (預かり証; if applicable) via e-mail.

■ Notes

- ※For applications **other than** Certificate of Eligibility, please **also include** the following in addition to the above:
- ☐ Applicant's original passport and original residence card
 - ☐ Signed fee payment form and request form
 - ☐ Self-addressed Letter Pack Plus (red envelope) in order for IMS to return your application documents after we receive them from the Immigration Bureau.
- ※For COE applications, the COE will be sent directly from the Immigration Office using the return envelope provided at the time of application.