

# Immigration & Visa Consulting Service

Institute of Science Tokyo provides a US and Japanese visa consulting service for currently registered international students and international researchers.

## 【 Visa Consulting Service Schedule 】

		Ookayama Campus				Yushima Campus		Suzukakedai Campus	
Location :		Taki Plaza B1 Floor				5 <sup>th</sup> Bldg. 3rd Floor		H1 & H2 Bldgs. 2nd Floor Meeting Room No.3	
Hours of service :		10:00~12:00 12:45~14:45				10:00~12:00 12:45~14:45		10:00~12:00	
dates :									
2024	OCT	8	15	22	29	2	16	3	24
	NOV	12	19	26		6	20	7	28
	DEC	3	10	17		4	18	12	26
2025	JAN	7	14	21		8	22	9	23
	FEB	4	18	25		5	19	6	27
	MAR	4	11	18		5	19	6	13
	APR	1	8	15	22	2	16	3	17
	MAY	13	20	27		7	21	8	22
	JUN	3	10	17	24	4	18	5	19
	JUL	1	8	15	22	2	16	3	17
	AUG	5	19	26		6	20	7	21
	SEP	2	9	16		3	17	4	18

## 【【 Notes Regarding IMS Consulting Service 】】

1. IMS will not be held liable for the results of the Immigration Bureau's decision towards the application, nor any final decisions made by the Immigration Bureau over the entire screening period, nor can IMS assure the length of time required by the Bureau to process the application.
2. We will not ask the Immigration Bureau to provide an examination status update unless two months or more have passed since the initial application date.
3. Applicants are required to pay the application agency fee (except for applications paid by the university) and revenue stamp fee in cash.
4. Applicants will promptly submit any additional required documents if so requested by the Immigration Bureau after submission of this application.
5. Applicants agree to promptly report to IMS any changes in the information contained in this application as they occur, at any time during the application process.
6. IMS will keep the passport and residence card until the process has been completed. In principle, we will not temporarily return your passport and resident card while they are in our custody. If you need your passport or resident card during the application process, please submit your application yourself at the immigration office. (Except for the application for Certificate of Eligibility.)
7. Applicant acknowledges that the application may be considered void if any information contained herein is incorrect or falsified in any manner.
8. Application will be submitted to the Immigration Bureau in a timely manner after all necessary processing has been carried out at the IMS office. Please note that we do not submit application documents on the day of the receipt.

For inquiries, please contact us via telephone or email.

(Please note that there are some cases which we might not be able to accept.)



TEL : 03-5402-6191

Email: [isct-visa-support@attorney-office.com](mailto:isct-visa-support@attorney-office.com)

FAX : 03-5402-6192

URL: <https://www.attorney-office.com/>

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## 【 Visa Consulting Services and Charges 】

Service		Service fees (Tax Incl.)
Certificate of Eligibility (COE)	Student/Professor/Cultural Activities	1,210 yen (University paid • Individual)
	Highly Skilled Professionals	28,600 yen (University paid • Individual)
	Dependent	15,400 yen (Individual)
	Application Documents Preparation Fee	33,000 yen (Individual)
	Additional Fee for Electronic COE Issuance	1,210 yen (University paid • Individual)
Extension	Student	5,500 yen (Individual)
	Work Visa/Dependent	18,700 yen (Individual)
Change of Status	Student	17,160 yen (Individual)
	Professor	20,570 yen (Individual)
	Highly Skilled Professionals	28,600 yen (Individual)
	Dependent	20,570 yen (Individual)
	Designated Activities (Job Hunting • Waiting until job starts)	20,570 yen (Individual)
Part-time Job	Student (under 28 hours/week)	4,400 yen (Individual)
	Student (over 28/hours/week)	7,700 yen (Individual)
	Work Visa/Dependent	17,160 yen (Individual)
Other applications	Re-entry Permit	13,640 yen (Individual)
	Reissue of Residence Card	8,800 yen (Individual)
	Kanji Name Notation on Residence Card	5,500 yen (Individual)
	Permission to Acquire Status of Residence	17,160 yen (Individual)

\* Stamp cost for return envelope of COE: 460 yen (Standard-sized envelope for up to 8 persons)

\* Revenue Stamp Fee: Extension/Change of status 4,000 yen

Re-entry Permit: -Single 3,000 yen, -Multiple 6,000 yen

Reissue of residence card due to desire for exchange/ Kanji Name Notation on Residence Card 1,600 yen

(Not required when due to loss or damage, or Kanji Name Notation at application for Extension/Change)

\* Withdrawal of application submitted via IMS and return of Certificate of Eligibility: 6,600 yen

\* For applications other than those listed above, such as Permanent Resident permit applications, please inquire individually through the IMS website.

## 【 Payment Method 】

1. When the application fees are paid through the university, please pay via either operating grant or donation. Please bring the budget item (budget name) and budget code through which you wish to pay at time of application.
2. Payments made by individuals should be made in cash. Please bring the exact amount.

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