

Certificate of Eligibility (COE)

Q.01 What is a Certificate of Eligibility (COE)?

Certificate of Eligibility for Status of Residence (COE) is a certificate that is required when entering Japan with a status of residence other than “short-term stay”. It is delivered when the Minister of Justice has examined in advance whether or not the conditions are met and it is found that these conditions are met. You can enter Japan after receiving a visa from a Japanese diplomatic office in your country administer.

Q.02 Please tell me the procedure for obtaining a COE.

Toyo University accepts proxy applications for COE using PUGS (Toyo University Status of Residence Application System) (※). Applicants who are planning to enroll from overseas will be sent the procedure guidance email from PUGS (noreply-pugs@tugs.co.jp) to the email address you submitted at the time of application. So please click on the URL in the text of email and fill in the necessary information and attach the documents to the system. The Toyo University Support Office for COE and Status of Residence (TUGS) supports the preparation of application documents and on behalf of you to the Immigration Services Agency in Japan.

◆COE and Status of Residence application HELP page
https://www.tugs.co.jp/information/toyo_pugs/

(※)Toyo University does not accept proxy applications for applicants for international student entrance examinations and other admissions for applicants who will be implemented after February, so please contact Toyo University Support Office for COE and Status of Residence (TUGS) [toyo-putgs@tugs.co.jp] by e-mail.

Q.03 How long does it take to get a COE?

After you apply a COE, it will take about 1-2 months to be issued.

Q.04 Please tell me the required documents.

You can check the necessary documents on PUGS.
(Toyo University Status of Residence Application System)

◆COE and Status of Residence application HELP page
https://www.tugs.co.jp/information/toyo_pugs/

Q.05 The scholarship has not been decided yet and I cannot enter the information on the financial support certificate.

You can check the necessary documents on PUGS.
(Toyo University Status of Residence Application System)

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◆COE and Status of Residence application HELP page
https://www.tugs.co.jp/information/toyo_pugs/

Q.06 We plan to receive multiple scholarships. In that case, how should I fill in?

Please enter the total amount of the financial support in the column of "Scholarship". You will also need to attach a certificate to be granted of each scholarship.

Q.07 I've been to Japan several times as a tourist, so do I need to copy all the pages that have Japan immigration stamps on my passport?

It is enough to submit only the page with stamps entry and exit from Japan and the your face photo page.

Q.08 I don't know where the Japanese Embassy / Consulate is in my country.

Please check the site below.
▶<https://www.mofa.go.jp/mofaj/annai/zaigai/list/index.html>

Q.09 Where should I send the COE to?

Please make sure that you receive the COE. In case of returned delivery due to moved or unknown, you will need to apply again. Please note that it may take a month for the documents to be reshipped.

Q.10 Do you know when the COE was issued?

PUGS (Toyo University Resident Status Application System) will notify you via email and the top screen. Please obtain VISA at a Japanese diplomatic office in your country administer and check it on PUGS.

Q.11 I received a COE. What should I do after this?

1. Apply for a visa at the Japanese Embassy / Consulate of Japan
2. Arrange a flight
3. Enter Japan with your visa and Certificate of Eligibility for Status of Residence (COE)
4. Present your visa and COE to the immigration inspector
5. Residence permit is granted

Q.12 What documents do I need to apply for a VISA?

- Certificate of Eligibility for Status of Residence (COE)
- Passport
- Other

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For more details about the required documents for the application, please refer to the HP of the Embassy of Japan or Japanese Consulate General.

- ◆ 外務省ホームページ
[Japanese]
<https://www.mofa.go.jp/mofaj/annai/zaigai/list/index.html>
[English]
https://www.mofa.go.jp/about/emb_cons/over/index.html
- ◆ COE and Status of Residence application HELP page
https://www.tugs.co.jp/information/toyo_pugs/

Q.13 Should I take the COE to Japan when I receive it?

Please be sure to bring the COE. In principle, all foreigners who intend to enter Japan should come having a valid passport issued by your country's government with a visa issued by the Japanese government.

Q.14 By when do I need to go to Japan after getting a COE?

A COE is valid for 3 months. Please obtain a visa within 3 months from the date of issuing the COE and enter Japan.

Q.15 Is it okay to enter Japan on a different date than when I applied for the COE?

It's acceptable after issuing a COE.

Q.16 Is it okay to enter Japan from a different airport than when I applied for COE?

Same as above.

Q.17 I haven't received my Certificate of Eligibility (COE), but please tell me the situation.

We use International Mail for delivering a COE. The delivery status can be traced using the tracking number provided in the email sent from PUGS. (Email subject is [PUGS] Notification of visa application / [PUGS] Visa application notification) Please access to the designated website and track the mail.

Q.18 I have not received a COE. Can I go on a trip?

Please note that the university takes no responsibility in case the visa acquisition is not in time for university admission because of the delay's of a COE acquisition.

Q.19 I am coming from a visa exempt country. Can I enter and study abroad without a COE?

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Please make sure to obtain a “Student” status of residence visa before entering Toyo University. Please note that the university takes no responsibility for any troubles caused by this.

Q.20 What if I already have a “Study” visa ?

If you already have a “Student” status of residence, please apply to extend your period of stay depending on the expiration date of your status of residence. You can apply from 3 months before the expiration date on the residence card, but you will receive an update email from PUGS (Toyo University Resident Status Application System) 2 months before your expiration date at Toyo University. It will be delivered to [@ toyo.jp]. When you receive the email, follow the instructions and proceed to prepare for applying. Students who have been studying at another university with “Student” status of residence or Japanese language school before entering Toyo University are required to submit a “Notification of the Accepting Organization” . Please complete the procedure within 14 days of admission. For more details, please check the Ministry of Justice.

▶http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00014.html

Q.21 What should I do if I already have a visa for “resident”, “family stay”, etc.?

If you have a residence status such as “resident” or “family stay”, you can enroll or study at Toyo University. In that case, no special procedure is required, however, if you wish to use various support systems such as tuition reductions and scholarships for international students, you must have a “Student” status of residence visa. If you wish to apply these systems, you need to change your visa as a “Student” status of residence.

In this case, please apply from PUGS (Toyo University Resident Status Application System). For more information, please refer to the document “Guide to apply Application for Extension of Period of Stay from the PUGS system” attached to the following site. For other required documents, please refer to FAQ23.

◆ Residence status HELP page

https://www.tugs.co.jp/information/toyo_pugs/

Q.22 What if I already have a “Temporary Stay” visa?

Students enrolling in Toyo University must have a “Student” status of residence. It is not possible to enroll at the University with a “Temporary Visitor” status. If you are currently in Japan for a “Temporary Visitor”, apply for a Certificate of Eligibility for Residence Status (COE). In principle, you have to leave the country once, and receive a visa at a Japanese diplomatic office in your country administer. Then you can re-enter Japan. If you wish to proxy application for COE, please contact the Toyo University Resident Status Support Office (toyo-putgs@tugs.co.jp) by email.

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Q.23 I currently have a status of residence other than "Student", but I would like to change to a "Student" visa. What should I do.

To change to a "Student" status of residence, please apply to change your status of residence (See the FAQ21 for application procedure). At that time, please prepare the following documents.

- A copy of your passport
(a page with your face photo and with stamps entry and exit from Japan)
- Double-sided copy of your current residence card
- Documents (Certificate of your bank deposit balance) certifying payment ability of expenses while you are at Toyo University
- Documents proving Japanese language ability
(i.f. certification such as JLPT)"

Q.24 I will come to Japan with my family. Are there any documents other than the visa and COE required when entering the country?

If you are going to enter Japan with your family at the same time, please bring one of the following document (English / Japanese translation). It will necessary for the ward office procedures.

- 1 marriage certificate acceptance certificate
- 1 marriage certificate (copy)
- 1 birth certification (copy)
- Documents based on the above

Q.25 I will come to Japan with my family. Are there any documents other than the visa and COE required when entering the country?

If you are going to enter Japan with your family at the same time, please bring one of the following document (English / Japanese translation). It will necessary for the ward office procedures.

- 1 marriage certificate acceptance certificate
- 1 marriage certificate (copy)
- 1 birth certification (copy)
- Documents based on the above

Q.26 I am currently attending a Japanese language school, but due to my private reasons, I decided to drop out of the school and return to my home country. How do I get a visa to continue studying at university after this?

If you do not study abroad for more than 3 months, please apply for COE (Certificate of Eligibility for Status of Residence).

資格外活動の許可

Q.27 I am in Japan with a "Tourist" visa. Is it okay if I go to the Immigration Bureau and apply for a Certificate of Eligibility for Status of Residence (COE)?

資格外活動の許可

It is no problem, however, you can only issue a visa at the Embassy of Japan or Japanese Consulate General in your home country. After you receive the COE, once you have to go out Japan and must apply for a visa. Then you can re-enter Japan.

Currently, it may be difficult to return home due to coronavirus. In that case, please submit a “statement of reasons” together at the time of application. In addition, if you want to change to a temporary visitor status, please contact Toyo University Status of Residence Support Office in advance.

Q.28 I would like to work part-time.
Do international students need special procedures?

In principle, those who are staying in Japan with the “Student” status of resident as a international students are not allowed to work. In order to start part-time jobs, you need to apply and obtain a permission to engage in activity other than that permitted under the status of residence previously granted from the Immigration Services Agency.

Q.29 What is a non-qualification activity permit?

Those who have a “Student” status of residence can usually work part-time up to 28 hours per week. An application for permission for activities such as part-time work is called “Permission to engage in activity other than that permitted under the status of residence previously granted” . Before starting a part-time job, it is necessary to apply directly to the Immigration Services Agency to apply for it. Once you receive the permission, the approval continue until the expiration of your period of stay.

Q.30 When I enter Japan,
can I apply for a permit activity permit at the port of entry and departure?

We will be able to apply for permission for non-qualified activities at ports of entry and departure for anyone who meets any of the following:

- New immigrants
 - ※Those who have entered Japan with a reentry permission are not eligible.
- Those for whom the “Student” status of residence has been decided
 - ※Those who have decided the “3 months” status of residence are not included.

For more details, please check Ministry of Justice site below.

▶<http://www.moj.go.jp/ONLINE/IMMIGRATION/16-8.htm>

「資格外活動許可申請」→「申請書様式」→「※新規で入国する学生はこちら【EXCEL】」

Q.31 How long can I work with a non-qualification activity permit?

Within 28 hours per week

※ During long holidays (spring, summer, winter), up to 8 hours per day

※If you work part-time beyond the time limitation, you will be punished such as diportation, fined, or imprisoned. Please be sure to follow the rules.

資格外活動の許可

Q.32 How do I apply for an activity permit for non-qualification activities?

If you are applying it for the first time after entering Japan, enter the necessary information in PUGS (Toyo University Status of Residence Application System) and apply from the top screen. For more information, please refer to the document “How to apply for permission to renew your period of stay in the PUGS system” attached to the following site. For other required documents, please refer to FAQ23.

◆ Toyo University Status of Residence HELP page
https://www.tugs.co.jp/information/toyo_pugs/

Students who apply a application for permission to engage in activity other than that permitted under the status of residence previously granted when renewing their status of residence, we will hand out the application form together with the application for extend your period of stay.

Q.33 Where can I have a part-time job?

Under the Law on Control and Improvement of Amusement Businesses (Amusement Businesses Law), part-time work in the amusement business or in a place where amusement-related business is carried out is prohibited such as the adult entertainment establishment, pachinko parlors, mahjong stores, arcades, cabarets, snacks and bars.

For details, please refer to p.36 of “Guide for International Students” .
[Japanese]

<https://www.toyo.ac.jp/ja-JP/international-exchange/international/guide/>
[English]

<https://www.toyo.ac.jp/en/international-exchange/international/guide/>

Q.34 I got a permit other than my qualification. Is there a type of part-time job you should not do?

Same as above.

Q.35 What is illegal work?

The following are considered to be illegal employment.

- (1) Income-earning activities undertaken by foreign nationals without a legitimate status of residence, such as those who have illegally entered/landed in Japan and those who have remained in the country illegally beyond their authorized period of stay
- (2) Activities related to the management of business involving income or activities for which the individual receives reward that are undertaken without permission outside the status of residence, even where the foreign national concerned holds a legitimate status of residence

資格外活動の許可

Q.36 I would like to work as a lecture assistant at a university.
Is it necessary to obtain permission for activities outside of my qualifications?

Permission to engage in an activity other than that permitted under the status of residence is not required for the following duties that assist in education or research to receive compensation based on a contract with Toyo University.

- Teaching Assistant (TA), Student Assistant (SA) or as an employee of this university employed on a daily basis (short-term)
- Duties undertaken at this university for which the individual receives a monetary reward, including fees for assisting with experiments, collating materials, proofreading and correcting manuscripts, translation, interpreting, and serving as a tutor (supporter)
- Serving as a guest teacher at an elementary or junior high school, etc. in response to a request received via this university

※ Please inquire below for other services.

- ◆ Toyo University Resident Status Support Office
(Toyo University Global Services Co., Ltd.)
Place: Hakusan Campus Building No.8, 2nd floor
Email: toyo-pugs@tugs.co.jp

Q.37 Can I work part-time while on leave of absence?

It is not permitted to work part-time while you are on leave of absence, even if you have obtained a permission to engage in activity other than that permitted under status of residence previously granted.

Q.38 How do I find a part-time job?

Toyo University introduces part-time jobs on the "Toyo University part-time job introduction system (<http://www.aines.net/toyo/>)". For information on how to use the system, please refer the following website.

<https://www.toyo.ac.jp/academics/student-support/support/job/job/>

You can also search part-time at the public employment security offices. The offices are also available in English, but reservations need to be made in advance.

Q.39 Is it possible to apply for an activity permit outside the status of qualification even if the part-time job destination has not been decided?

You can apply.

Please write "Undecided" for "12. Other activity to engage in" and "13. Place of employment" in the application form.

Extension of Period of Stay

Q.40 I want to renew my period of stay, what should I do?

I will send you email from PUGS (noreply-pugs@tugs.co.jp) to Toyo University (@ toyo.jp) 2 months before your expiration date. Please log in and enter your information. Please update the application form after 1st day of next month at personnel in each campus, and then go to the Immigration Services Agency and complete the procedures by yourself.

For details, please refer to p.32-33 of “Guide for International Students” .
[Japanese]

<https://www.toyo.ac.jp/ja-JP/international-exchange/international/guide/>
[English]

<https://www.toyo.ac.jp/en/international-exchange/international/guide/>

Due to coronavirus infection, however, it will be mailed to your home address entered in PUGS during the period of enrollment.

Q.41 When can I start the procedure to renew my period of stay?

This procedure is accepted from 3 months before the expiration of the period of stay, but please see FAQ40 for the flow of procedures for renewing your period of stay at Toyo University.

Q.42 Please tell me the documents required to renew your period of stay.

The documents required to extend your period of stay are as follows.

① and ② will be created and distributed by PUGS (Toyo University Resident Status Application System), but please prepare other documents by yourself.

- ① Application for extend your period of stay (5 sheets)
- ② Application form for permission to engage in activity other than that permitted under the status of residence previously granted (1 sheet)
- ③ Certificate of enrollment
- ④ Transcripts
- ⑤ Document certifying the foreign national’s ability to pay all the expenses during your stay in Japan
- ⑥ passport
- ⑦ Residence card
- ⑧ Student ID
- ⑨ 1 photo (3cm x 4cm)

For details, please refer to p.32-33 of “Guide for International Students” .
[Japanese]

<https://www.toyo.ac.jp/ja-JP/international-exchange/international/guide/>
[English]

<https://www.toyo.ac.jp/en/international-exchange/international/guide/>

Q.43 I entered a Japanese language school (other university) and want to renew my residence immediately. What should I do with the transcript?

Extension of Period of Stay

Please request transcripts of last semester from a Japanese language school (or other university). You will also need a diploma and attendance certificate.

Q.44 I am an international student, but I need a certificate of enrollment to renew my period of stay. Where can I get it published?

Please confirm the procedure on Toyo University website.
<https://www.toyo.ac.jp/ja-JP/academics/student-support/request/certificate01/>

Q.45 I need a transcript to update my period of stay, but I cannot issue it. Can you issue a replacement?

A: Academic Performance Statement for doctoral student
B: Research Activity Statement for research student, degree student who used to be a research student in the previous semester, degree student who used to be a research student in the past and never submitted research activity statement before

Q.46 I am a researcher, but I need a certificate of enrollment in order to renew my period of stay. Where can I get a certificate of enrollment?

Please apply to the general affairs division of Toyo University.

Q.47 I am an international student, but I need a certificate of enrollment to renew my period of stay. Where can I get it published?

Please confirm the procedure on Toyo University website.
<https://www.toyo.ac.jp/ja-JP/academics/student-support/request/certificate01/>

Q.48 Will the regional immigration bureau, etc. keep my passport while my application to extend my period of stay is being considered? If I'm permitted to keep my passport while they are considering the application, may I go overseas during this time?

The regional immigration bureau, etc. will not keep your passport while your application to extend your period of stay is being considered. You may leave and re-enter the country based on your re-entry permit (including special re-entry permits) while your application to extend your period of stay is being considered. However, if you leave the country based on your re-entry permit (including special re-entry permits) after applying to extend your period of stay and return to the country between the expiry of your period of stay and no more than two months after that date, you will need to undergo a disposition concerning your application to extend your period of stay.

Extension of Period of Stay

Q.49 How soon will a new residence card be issued after the procedure for renewing the period of stay?

It takes about 2 weeks to 1 month.

Q.50 I attended a language school after coming to Japan, but now I am enrolling at a university. Do I need to submit some kind of notification to the immigration bureau? (Accepting organization)”

Students who belonged to a university, Japanese language school as the “Study” status of residence before entering Toyo University are required to submit “Notification of the accepting organization” . Please complete the procedure within 14 days of admission. For more details, please check the website of the Ministry of Justice.
▶http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00014.html
※Applicable format: type[A] or [B]
[A] if you are already submitting “ (2) Left the organization”
→ Submit “ (3)Transfer to a new organization”
[B] If you have not submitted “ (2) Left the organization” yet
→Submit ”(4)Left the organization and transfer to a new organization”

Q.51 Should I always carry my residence card with me?

Individuals who have a residence card must carry it at all times. However, this means that you are exempt from the previous requirement to carry your passport at all times. The residence card fits neatly into your wallet. Please note that breaches of the requirement to carry the card are punishable with a fine of no more than ¥200,000. If you still have an Alien Registration Card, please continue to carry it at all times, as before. Foreign nationals under the age of 16 and special permanent residents are exempt from the requirement to carry a residence card/Alien Registration Card/special permanent resident certificate/passport.

Designated Activities

Q.52 I’m graduating from university, but I haven’t decided where to work. I want to continue job hunting. Can I still have the status of residence as “Student”?

International students who have graduated from/ completed an undergraduate or graduate school degree program and wish to continue looking for a job after graduation/completion as they were unable to find employment while still enrolled at university must change their status of residence to ” Designated Activities for Job-seeking Activities” , because it is unable to continue job hunting while retaining the status of “student” . So be sure to change your status of residence.

Designated Activities

※Auditing students, undergraduate students, and research students are not eligible for this status. Please note that individuals who completed a doctoral program without receiving a degree may not use this system to change their status of residence to " Designated Activities" .

Q.53 What is required to change the status of residence to "the Designated Activities for Job-seeking Activities status of residence" ?

A university recommendation letter is required to apply for "the Designated Activities for Job-seeking Activities status of residence" . First, if you would like to issue a recommendation letter, please send an e-mail to the Residence Status Support office (toyo-pugs@tugs.co.jp). At that time, please send the data of the following documents.

- ① Student ID
- ② Residence card
- ③ Materials for job hunting
- ④ Expected graduation certificate or graduation certificate
- ⑤ Documents for financial support

If you confirm the documents and get permission to issue a recommendation from the university, we will contact you by e-mail, so please enter the information necessary for changing the qualification for specific activities in PUGS (Toyo University Status of Residence Application System). Please apply for the request for "Designated Activities" from the top screen. The recommendation letter and application documents will be distributed together.

For details, please refer to p.41-42 of "Guide for International Students" .
[English]

<https://www.toyo.ac.jp/en/international-exchange/international/guide/>

Q.54 How long can you stay in Japan with the status of residence of "the Designated Activities for Job-seeking Activities status of residence" ?

You may stay in Japan for 6 months, but if you apply to extend your period of stay further, you may remain for up to a year.

※If you wish to apply for an extension to your period of stay after the initial 6 month period, you will need to go through the same procedures and submit the same documents again. You are advised to keep a record of your job-seeking activities, which is necessary for the university to issue a letter of recommendation.

In addition, if you are eligible for an employment support project (internship) implemented by a local government, you may retain further 1 year (2 years in total).

Q.55 Is it okay to work part-time after changing my status of residence to "the Designated Activities for Job-seeking Activities status of residence" ?

If you permitted "change your status of residence" when you change from "Student" status of residence to "the Designated Activities for Job-seeking Activities status of residence" , you can work part-time if you are approved.

Designated Activities

- Q.56** An international student who graduated from university at the end of March of this year and was conducting job hunting with the status of residence of “the Designated Activities for Job-seeking Activities status of residence”. I got a job, but I will join the company in April next year. Is it ok to keep the status of residence as “the Designated Activities for Job-seeking Activities status of residence”?

Individuals who have obtained a job offer as a result of looking for a job while holding the Designated Activities for Job-seeking Activities status of residence and will start their job in the following fiscal year must change their status of residence to Designated Activities with a Job Offer until they start their job.
This procedure is not possible at the university, so please apply it by yourself.

- Q.57** I am planning to bring my family to Japan and live together. What kind of procedure is required?

If you wish to invite your family to stay with you, it is advised to bring your family once you have become accustomed to life in Japan and find a place for them to live. Be sure to obtain the consent of your academic advisor before you come as a couple or family. If they will stay more than 90 days, please obtain a “Certificate of Eligibility for Status of Residence (COE)” for your family from the Immigration Service Agency.
Please mail the issued certificate to your family in your home country. Family members can obtain a “family stay” visa smoothly by performing this procedure at a Japanese embassy or consulate abroad with this certificate. The certificate is valid for 3 months, so your family member must enter the country within that period.
In addition, after a family member who has a residence status of “Family Stay” comes to Japan, it is necessary to go through the procedures at the municipal office where the residence is located. Please prepare the original marriage certificate and birth certificate and the Japanese translation in advance.

- Q.58** A child was born. Is it necessary to submit a birth notification to the Immigration Service Agency?

If the child that has been born will stay in Japan for more than 60 days, you must obtain a status of residence for that child. Please take the child’s birth certificate or certificate of acceptance of birth notification to the Immigration Services Agency to apply for a status of residence within 30 days of the birth.

- Q.59** A child was born. Is birth notification required at the ward office?

Within 14 days from the date of birth of your child, please submit a birth notification at the district, town, or village office where you live. A birth certificate (made by a doctor) and “Boshi-techo(a mother and child health handbook)” are required for the procedure.

Designated Activities

Q.60 I would like to return to Japan for a long vacation such as summer vacation or winter vacation. Do I need special procedures for re-entry?

If you have a valid passport and resident card (※1) and want to return to your home country for a long vacation such as summer vacation or winter vacation, you can use the “Special reentry permit system” , so the “re-entry permit” is not required. However, it is necessary to re-enter Japan within 1 year after your departure (※2).

(※1) The special re-entry permit system also applies to those in possession of a stating “A residence card is to be issued later” , or an Alien Registration Certificate deemed to be equivalent to the residence card.

(※2) If your period of stay expires within 1 year after your departure, please ensure that you re-enter Japan before the expiration of your period of stay.

When you departure Japan, present your resident card at the departure counter at the airport, and check a statement to your Embarkation and Disembarkation Card for Re-entrants (ED card for Re-entrants) “You wish to re-entry Japan” .

Please note that if your Status of Residence expires while you are abroad, you will not be able to enter Japan unless you obtain a new Status of Residence.

For more information about the special re-entry system and ED card for Re-entrants, please check the website of the Ministry of Justice below.

※Special re-entry permit system

<http://www.immi-moj.go.jp/tetuduki/zairyuu/minashisainyukoku.html>

※Embarkation and Disembarkation Card (ED card)

http://www.immi-moj.go.jp/re-ed/EDcard_leaf_ja.pdf