

Foreign instructors: Application to bring family members (family stay visa, for stays of 90 days or longer)

* Office for International Affairs does not carry out proxy applications for family stay visas except at the time of the researcher's appointment, so in this case the instructors themselves must complete the application.

Procedure

(1) The instructor prepares documents needed for immigration application in Japan.**

- Various types of documents, identification photographs, etc. are needed for family members from overseas to accompany the instructor, so it is necessary to promptly begin preparations (please see the websites below for the necessary documents).

http://www.moj.go.jp/ONLINE/IMMIGRATION/ZAIRYU_NINTEI/zairyu_nintei10_19.html (Ministry of Justice) (in Japanese)

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01.html> (Immigration Bureau of Japan)

(2) The instructor goes to the Tokyo Immigration Bureau to apply for the Certificate of Eligibility (CoE).

- The stamps and return envelopes/postal stamps needed to apply for issuance of the CoE can be purchased from a convenience store inside the Shinagawa Tokyo Immigration Bureau.

(3) CoE is sent by mail from the Tokyo Immigration Bureau to the instructor.

* It takes longer to issue a CoE for a family member than for a professor, in some cases longer by approximately 3 months.



(Sample of Certificate of Eligibility)

(4) The instructor sends the CoE via EMS, etc. to the family members who will be brought to Japan.

- At such time, confirm in advance with the Japanese embassy overseas which documents are needed, and if any documents need to be sent from Japan, place them in the same package.

(5) The instructor's spouse takes the documents needed along with the CoE to the Japanese embassy overseas, and applies to have the visa issued.

- Please confirm with the Japanese embassy overseas which documents are needed.

(6) The visa is issued by the Japanese embassy overseas.

(7) The instructor reserves the flight for the family members.

(8) The family members arrive in Japan. The residence card will be issued on arrival by immigration authorities at Narita or Haneda Airport.

(9) Family members complete resident's registration at the city hall of their residence.

(10) The instructor submits one duplicate of the certificate of residence listing all family members (original, not listing the social security and tax number) and copies of the passports and residence cards of all family members to the Salary Kyosai Section, Personnel Division, and performs the insurance and pension procedures to include them as dependents.

**The documents needed for (1) include:

“6. Documents certifying the occupation and income of the supporter

1) In the event that the supporter is engaged in a business that pays a salary or remunerated activities

a. One copy of the employment certificate or business license

* Please submit a document that lists the supporter's occupation.

b. Certification of the imposition (or non-imposition) of residence tax and tax payment certificate (listing annual total income and tax payment status), one copy each

* Issued by the city hall of the municipality of residence as of January 1

* If the certification lists both the annual total income and tax payment status (whether or not tax was paid), one or the other is acceptable.”

(from the website of the Ministry of Justice)

Among these:

a. Office for International Affairs can assist by requesting issuance of one copy of the employment certificate from the Personnel Division. If necessary, please contact us.

b. The resident's taxation certificate and tax payment certificate are issued by the city hall of your residence.

Example: Instructors at Kichijoji Residence should request certificates from Musashino City Hall.

● In the yellow portion of the attached PDF file, enter the necessary information, print out the sheet, and bring it along with the other necessary documents to the Immigration Bureau. One form each must be created for the spouse and children. With regard to Sheet 3, instructors employed by the university who already reside in Japan will complete an application to bring the family members, so the university will not fill in anything or apply a seal.

* Regarding short-term stay visas (for visits by family), see the website of the Ministry of Justice:

http://www.mofa.go.jp/j_info/visit/visa/index.html