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	Yokohama Campus
Location：	Taki Plaza B1 Floor	5th Bldg, 3rd Floor	H1 & H2 Bldg, 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：			
2026/ OCT	6 13 20 27	7 28	1 29
NOV	10 17 24	11 25	12 26
DEC	8 15 22	9 16	10 24
2027/ JAN	12 19 26	6 27	7 21
FEB	2 9 16	10 24	4 25
MAR	2 9 16	10 24	11 25
APR	6 13 20 27	7 21	8 22
MAY	11 18 25	12 26	6 20
JUN	8 15 22 29	9 23	3 24
JUL	6 13 20 27	7 21	8 22
AUG	3 17 31	4 18	5 26
SEP	7 14 21	8 22	2 16

【 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.)

IMS Legal Professional Corporation 行政書士法人IMS

TEL： 03-5402-6191 Email: isct-visa-support@attorney-office.com

FAX： 03-5402-6192 URL: http://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	1,210yen (University paid • Individual)
	Highly Skilled Professionals	33,000 yen (University paid • Individual)
	Dependent	19,800 yen (Individual)
	Application Documents Preparation Fee	33,000 yen (University paid • Individual)
	Additional Fee for Electronic COE Issuance	1,210yen (University paid • Individual)
Extension	Student	5,500 yen (Individual)
	Work Visa／Dependent	18,700 yen (Individual)
Change of Status	Student	19,800 yen (Individual)
	Professor	22,000 yen (Individual)
	Highly Skilled Professionals	33,000 yen (Individual)
	Dependent	22,000 yen (Individual)
	Designated Activities (Job Hunting • Waiting until job starts)	22,000 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	19,800 yen (Individual)
Other applications	Re-entry Permit	16,500 yen (Individual)
	Reissue of Residence Card	11,000 yen (Individual)
	Kanji Name Notation on Residence Card	5,500 yen (Individual)
	Permission to Acquire Status of Residence	22,000 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 Determined by the period of stay after permission is granted.
Re-entry Permit: -Single 4,000 yen, -Multiple 7,000 yen
Reissue of residence card due to desire for exchange/ Kanji Name Notation on Residence Card 1,900 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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