

Immigration & Visa Consulting Service

To all enrolled international students, researchers, faculty, staff, and Japanese students at Keio: we provide free consulting on Japanese and U.S. visas, as well as a service for making Japanese visa applications on your behalf.

※Please feel free to use our consultation and application services at locations other than your affiliated campus.

【Mita Campus Schedule】 Hours: 10:00–12:00

APR 2023	7 (FRI)	21 (FRI)	OCT	6 (FRI)	20 (FRI)
MAY	12 (FRI)	26 (FRI)	NOV	10 (FRI)	29 (WED)
JUNE	9 (FRI)	23 (FRI)	DEC	8 (FRI)	22 (FRI)
JULY	7 (FRI)	21 (FRI)	JAN 2024	12 (FRI)	23 (TUE)
AUG	4 (FRI)	18 (FRI)	FEB	9 (FRI)	16 (FRI)
SEPT	8 (FRI)	22 (FRI)	MAR	1 (FRI)	15 (FRI)

※Visa consulting services this year will be conducted via Skype

【Hiyoshi Campus Schedule】 Hours: 10:00–12:00

APR 2023	5 (WED)	19 (WED)	OCT	4 (WED)	18 (WED)
MAY	10 (WED)	24 (WED)	NOV	8 (WED)	22 (WED)
JUNE	7 (WED)	21 (WED)	DEC	6 (WED)	20 (WED)
JULY	5 (WED)	20 (THU)	JAN 2024	19 (FRI)	24 (WED)
AUG	9 (WED)	23 (WED)	FEB	7 (WED)	21 (WED)
SEPT	6 (WED)	27 (WED)	MAR	6 (WED)	22 (FRI)

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【Yagami Campus Schedule】 Hours: 13:00–15:00 Location:

Sosokan 3rd Floor, Meeting Room DS31 (Excluding ※1)

APR 2023	5 (WED)	19 (WED)	OCT	4 (WED)	18 (WED)
MAY	10 (WED)	24 (WED)	NOV	8 (WED)	22 (WED)
JUNE	7 (WED)	21 (WED)	DEC	6 (WED)	20 (WED)
JULY	5 (WED)	20 (THU)	JAN 2024	19 (FRI)	24 (WED)
AUG	7 (MON)*1	23 (WED)*1	FEB	7 (WED)	21 (WED)
SEPT	6 (WED)	27 (WED)	MAR	6 (WED)	22 (FRI)

※1 14th Building (Sosokan) 3rd Floor, Meeting Room DS34

【Shonan Fujisawa Campus Schedule】 Hours: 13:30–15:30

APR 2023	3 (MON)	17 (MON)	OCT	2 (MON)	16 (MON)
MAY	8 (MON)	22 (MON)	NOV	6 (MON)	20 (MON)
JUNE	5 (MON)	19 (MON)	DEC	4 (MON)	18 (MON)
JULY	3 (MON)	19 (WED)	JAN 2024	11 (THU)	22 (MON)
AUG	7 (MON)	21 (MON)	FEB	5 (MON)	19 (MON)
SEPT	4 (MON)	20 (WED)	MAR	4 (MON)	18 (MON)

※Visa consulting services this year will be conducted via Skype

【Shinanomachi Campus Schedule】 Hours: 10:00–12:00

APR 2023	12 (WED)	AUG	16 (WED)	DEC	13 (WED)
MAY	17 (WED)	SEPT	13 (WED)	JAN 2024	17 (WED)
JUNE	14 (WED)	OCT	11 (WED)	FEB	14 (WED)
JULY	12 (WED)	NOV	15 (WED)	MAR	13 (WED)

※Visa consulting services this year will be conducted via Skype

se Consulting Service, please skype them.

Search "keio-visa-support@attorney-office.com" or "行政書士法人IMS" in your skype account and add them to talk.

Service Fees for Visa Applications

- ※1 Application expenses for researchers, teaching staff and students will be borne entirely by the person or client involved in the application. Please confirm with the funding source regarding the possibility of payment via external funds.
- ※2 If you have any questions or concerns regarding application proxy services, please contact the Human Resources Department.
- ※3 Depending on your application details and/or situation, we may be unable to accept your request. We ask for your understanding in this matter.

Certificate of Eligibility (COE)	Service Fee: (for Professor, Student, Cultural Activities, Dependent, or Engineer/Specialist in Humanities/ International Services status) 5,500 yen Please provide 404 yen for return-postage (for 1-4 simultaneous applications) at the time of application.
Application for Extension ※Revenue Stamp: 4,000 yen	Service Fee: (for Student status) 5,500 yen, (for other status) 8,800yen, (for Spouse or Child of Japanese National status) 13,200 yen
Application for Change of Status ※Revenue Stamp: 4,000 yen	Service Fee: (Changing from Student to Designated Activities (Job Hunting), Cultural Activities, Professor, Researcher, or Engineer/Specialist in Humanities/International Services status) 8,800 yen Service Fee: (Changing from Professor to Highly Skilled Professional (i)(a) status) 11,000 yen Service Fee: (Changing from Professor to Spouse or Child of Japanese National status) 27,500 yen
Permission to Engage in Part-Time Job	Revenue stamp not required. Service Fee: (Student visa status) 4,400 yen, (for other visa status) 7,700yen
Re-Entry Permission	Service Fee: 4,400 yen ※Revenue Stamp: 【Single Entry】 3,000 yen 【Multiple Entry】 6,000 yen
Application Documents Preparation	Application Documents Preparation Fee: (for "Certificate of Eligibility") 22,000 yen (for Professor, Student, Cultural Activities, Dependent, or Engineer/Specialist in Humanities/International Services status) ※Includes communication with applicant as well as application submission ※404 yen return-postage is <u>not</u> required Application Documents Preparation Fee: (for "Renewal of Period of Stay" or "Change of Status") 22,000 yen ※Includes communication with applicant as well as application submission ※Revenue Stamp: 4,000 yen Application Documents Preparation Fee: (for "Renewal of Period of Stay" or "Change of Status") 16,500 yen ※Includes communication with applicant. We are unable to submit applications on behalf of applicants living <u>outside</u> the Tokyo Immigration Bureau jurisdiction area

Inquiries via Telephone, Email ※Please mention your campus and affiliation (faculty/graduate school, office name, etc.) when contacting us.



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