

# Application Form for IMS and Receipt

If Applicant agrees to the following conditions, please initial the box on the right side. Thank you.

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 application date.	
3	Applicant agrees to pay all fees associated with the application, including the IMS processing fee and the Immigration Bureau application fee. (Application fees for which the university is responsible shall not be paid by Applicant.)	
4	Applicant will promptly submit any additional required documents if so requested by the Immigration Bureau after submission of this application.	
5	Applicant agrees to promptly report to IMS any changes in the information contained in this application as they occur any time during the application process.	
6	IMS will keep the passport and residence card until the process has been completed. (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.	
9	If Applicant withdraws application or returns the Certificate of Eligibility (COE) via IMS, a fee of 6,600JPY (tax incl.) will apply.	

※3 months for Certificate of Eligibility applications for "Student" status, for admission in April or October

Applicant Name		Applicant Nationality	Date of Birth (年月日) / /
Proxy Name (if person applying is not Applicant)		Faculty    Researcher    Student ( D    M    B    RS )	
Department	TEL # —                      —	E-mail Address	

------(Below for IMS Use Only)-----

Receipt Date (    年    月    日 )    Campus ( Ookayama・Suzukakedai )    Representative (                      )

Received Documents ( Passport                      , Residence Card                      , Original documents to return                      )

Additional Requirements    IMS will apply for the application after we receive (                      )

The below mentioned sum of money is duly received. The above information will only be used for the application and the purposes agreed to by the applicant.

Type of Application	Fee (¥)	Stamp Fee (¥)	QTY	Sub-total
C O E ( Professor・Cultural Activities・Student・Dependent )		/		¥
Extension ( Professor・Student・Dependent )		4,000		¥
Change (                      →                      )		4,000		¥
Part-time job		/		¥
Re-entry (    Single                      ・                      Multiple                      )		3,000 / 6,000		¥
O t h e r s (                      )				¥
Total				¥

I (the Applicant) agree to be bound to the conditions listed above

to have IMS submit my application as a legal proxy.

Signature

\_\_\_\_\_

Date of Application    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Member of the Gyoseishoshi Lawyers of Tokyo

**IMS Legal Professional Corporation**

Naoto Murai, CEO

SVAX Nishishimbashi Bldg. 8F, 2-39-3

Nishishimbashi, Minato-ku, Tokyo 105-0003 Japan

TEL : 03-5402-6191    FAX : 03-5402-6192    E-mail : info@attorney-office.com

# 【SAMPLE】 【For applications other than Certificate of Eligibility】

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※3 months for Certificate of Eligibility applications for "Student" status, for admission in April or October

Applicant Name <p style="text-align: center; font-size: 1.2em;">WILLIAMS JOHN BISS</p>	Applicant Nationality <p style="text-align: center; font-size: 1.2em;">U. S. A</p>	Date of Birth (年月日) <p style="text-align: center; font-size: 1.2em;">19●● / ●● / ●●</p>
Proxy Name (if person applying is not Applicant) <p style="text-align: center;">—</p>	Faculty Researcher <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">Student</span> ( D <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">M</span> B RS )	
Department ※University name not needed <p style="font-size: 1.2em;">Graduate School of ●●</p>	TEL # <p style="font-size: 1.2em;">●●●●—●●●●—●●●●</p>	E-mail Address <p style="font-size: 1.2em; text-align: center;"><a href="mailto:xxxxxx@xxx.xxxx.ac.jp">xxxxxx@xxx.xxxx.ac.jp</a></p>

----- (Below for IMS Use Only) -----

Please leave this section blank.