



Tokyo University of Foreign Studies
Foreign Researcher
Admission Guidebook



Tokyo University of Foreign Studies
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I. Introduction

1. Regarding foreign researchers

Tokyo University of Foreign Studies admits various categories of foreign researchers. These admission categories are shown in the chart below. The departments handling the documentation and the procedures (necessary documents) differ for each example. Here, we will offer an explanation concerning foreign researchers who are not employed at the university, highlighted in green in Chart I-1.

Chart I-1. Categories of foreign scholars/researchers

Category	Explanation	Examples	Department responsible for acceptance	Admission support	Term
Foreign scholars	Foreign scholars employed by the Research Institute for Languages and Cultures of Asia and Africa (ILCAA) etc.	Visiting professors, visiting associate professors, special visiting professors, etc.	Research Promotion Division	Office for International Affairs	Between 4-11 months
Special visiting scholars		CAAS unit invitations, etc.	Office in charge of the project	Office in charge of the project	Mid-to-long-term stays
Foreign researchers	Foreign researchers participating in collaborative research with university instructors	Japan Society for the Promotion of Science projects (foreign visiting researchers, foreign special researchers, etc.) School of Global Studies, School of Global Japan Studies, etc.: Grant-in-Aid for Scientific Research subsidies, donations, commissioned research,		Office for International Affairs Office for International Affairs	1 month or more Less than 1 year (Can be renewed) Mainly long-term stays

		collaborative research with private entities, collaborative scholars admitted to the department with private funding, etc.			
Attendees of research meetings, etc.	Participants in conferences, symposiums, seminars, lecture presentations, etc. planned by the university	Participants in binational collaborative seminars, research meetings, etc. invited by the Japan Society for the Promotion of Science's International Research Meeting system		Office in charge of the project	Short-term stays
		Conferences, seminars, symposiums, etc. hosted by university departments			
Foreign visitors	People visiting for purposes of courtesy calls, observation, surveys, etc.	United Nations personnel, personnel of Japan-based embassies, visitors from foreign universities, etc. who are staying in order to observe, conduct surveys, etc.		Secretarial office or Office for International Affairs	Short-term stays
		Observation by schools with whom agreements have been signed, etc.		Office for International Affairs	

2. Statuses of residence and visas

A foreigner wishing to enter Japan must be issued a valid passport by the government of his or her country, and then obtain a visa for this passport from a Japanese embassy or consulate (diplomatic mission) prior to arrival in Japan.

The visa application system does not allow a representative to process the application in Japan, so the applicant (the foreign researcher) must carry out the application directly at a diplomatic mission. However, the documents needed for the application procedure include items issued by the university as well as several items that have to be issued and sent to the applicant after a university representative applies to a related institution on behalf of the applicant.

The documents needed for the visa application differ depending on the status of residence. Statuses belong to one of two broad categories, “short-term stay” and “other status of residence.” The states of residence of foreign researchers accepted by the university are shown in Chart I-2. **Foreign researchers that do not sign an employment contract with the university are categorized into 1 (short-term stay), 2-(B)/(C) (professor) and 4 (cultural activity) in the chart below (3 also applies in the event that family members accompany the researcher).**

Chart I-2. Common statuses of residence among foreign researchers

Status of residence	Activities that can be performed at TUFS
1. Short-term stay	Activities involving non-compensated participation in symposiums, lectures, etc. (stays of 90 days or less)
2. Professor	(A) Activities at the university related to general research, research direction or education <u>for which an employment contract has been signed</u> with the university (B) Activities at the university related to general research for which scholarships have been received from JSPS (Japan Society for the Promotion of Science) or International Exchange Funds, and for which employment contracts have not been signed (C) Consecutive lectures for a certain period (intensive lectures) for which the researcher receives compensation, but an employment contract has not been signed
3. Family stay	Everyday activities by family members dependent upon a person with a professor, research, or cultural activity status of residence
4. Cultural activity	Unpaid activities involving research, education, etc. at the university (stays of more than 90 days)

* The status of residence of a foreign researcher or instructor employed at the university is “professor.”

* In the event that it is unclear which status of residence applies to a foreign researcher visiting Japan, please directly contact “the Employment Examination Department” of the Tokyo Immigration Bureau (Tel: 03-5796-7252). The above chart presents general examples, but statuses of residence may change based on conditions such as compensation/contract status, the activity, etc.

* The Certificate of Eligibility (CoE) for the professor visa is issued relatively quickly, but 6-8 weeks are sometimes needed when applying afterward for a family stay visa, etc.

* In the event that the applicant is unable to enter Japan within 3 months of the issuance of the CoE, it will be necessary to apply to reissue the CoE.

Related websites

■ Tokyo Immigration Bureau <http://www.immi-moj.go.jp/soshiki/kikou/address/03.html>

■ List of diplomatic missions

<http://www.mofa.go.jp/mofaj/annai/zaigai/list/index.html>

■ Ministry of Foreign Affairs

<http://www.mofa.go.jp/mofaj/toko/visa/index.html>

3. Regarding tax treaties

“Tax treaties” refer to treaties signed between sovereign nations in order to avoid dual taxation in both the country of residence and the country of origin, or to prevent tax evasion.

In the case of researchers who obtain scholarships to carry out research activities, such as those mentioned in 2-(B) in Chart I-2, because the scholarships are not taxable and the researchers do not carry out other compensated activities, tax treaties generally do not apply, but in the event that travel expenses or other remuneration is paid, they may apply.

II. Overview of administrative procedures (flowchart)

The general administrative procedures according to status of residence are as below. Please review each entry before proceeding with administrative procedures.

II-A. Short-term stay (invitation to symposiums, etc.)

A-I Pre-arrival (also refer to p. 9)

1. Preparation of travel expenses, etc. for invitations

When the purpose of the trip is participating in a symposium, etc., or taking part in collaborative research, etc., whether or not compensation is paid, a 20% income tax applies to the travel expenses and hotel expenses. However, in the below cases, tax withholding at the source is not necessary, so one of the two procedures should be carried out.

- ① The university directly pays the travel expenses, hotel expenses, etc. to the transportation organization or lodging facility.

* When a university facility is used, depending on the amount, it may not be possible to pay directly.

- ② A taxation treaty is applied.

In the event that Japan has signed a taxation treaty with the country of the individual receiving compensation, an applicable exemption clause is available, and the researcher wishes to apply it, the procedure for applying the taxation treaty should be carried out.

* In the case of residents of the United Kingdom, the United States, France, Australia, the Netherlands, and New Zealand, there is a document (resident certificate) that must be obtained by the researcher prior to the trip. Preparations should be made early, as it can take 2-3 months for them to be issued.



2. Preparation of application documents when visas must be obtained (i.e. when the researcher gives intensive lectures) *Refer to II-C-I



3. Arrange housing (as soon as possible)

Availability of university housing should be checked at Student Exchange Division (if the researcher is a graduate student) or Office for International Affairs. In the event that a room is not available, a hotel or another short-term facility outside the university should be reserved.

* For a list of facilities near the university, see the university's website: Inside TUFS



4. Sending necessary documents/other preparations

The documents needed upon arrival in Japan (invitation letter, directions, information on employment/Tokyo University of Foreign Studies, etc.) should be sent.

A-II. Post-arrival

1. If staying in a facility at the university, the researcher should be given a card key and a room key to allow them to use the facility (the host instructor should obtain these in advance from Office for International Affairs). In the event that a housing facility outside the university is used, the researcher should be informed of the housing facility reserved.



2. Taxation treaty procedures (submit the taxation treaty notification by the day before the payment deadline.)

After preparing the necessary documents and obtaining the signature of the foreign researcher, submit forms to the applicable division.

[Applicable division] Payment-related: Personnel Division, Salary Kyosai Section
Travel expense/compensation-related: Accounting Division, Procurement Management Section



3. In the event that travel expenses are paid

Submit the following documents to the applicable division.

- Copies of the passport: pages of the entry stamp and the face photograph (color)
- Airline ticket stub
- Receipts, etc.



4. In the event that university facilities are used

- Account application
- Application to issue ID card

A-III. Departure

1. When staying in a university facility, return the card key and room key used to access the housing.
2. Return the ID card, if one was issued.

A-IV. Things to have the researcher return by mail to the appropriate division of the university after their return home

- Copies of the passport: pages of the exit stamp and the face photograph (color)
- Airline ticket stub

II-A. Addition: Procedures for symposiums, etc.

(1) Status of residence: “short-term stay”

① Preparation of travel expenses, etc. for invitation

In the event that the purpose of the trip is “provision of human labor,” such as attendance of workshops, symposiums, etc., or lectures, teaching of information, collaborative research, etc. (including research meetings), regardless of whether or not compensation is paid, a 20.42% income tax is paid at the source on travel expenses, hotel expenses, etc.

However, tax withholding at the source is not necessary in the below cases, so one of these procedures should be carried out.

- The university pays the travel expenses or hotel expenses directly to the transportation organization or lodging facility.

* In the event that a university facility is used, depending on the amount, it may not be possible to directly pay the expenses, so please confirm with the accounting division.

- The taxation treaty is applied.

⇒ In the event that Japan has signed a taxation treaty with the country of the individual receiving compensation, an applicable exemption clause is available, and the researcher wishes to apply it (as of March 2016), the procedure for applying the taxation treaty should be carried out.

Note: In the case of residents of the United Kingdom, United States, France, Australia, the Netherlands, Switzerland, New Zealand, etc., there is a document (residence

certificate) that must be obtained by the researcher personally prior to the trip (it may take a month or more for these to be issued), so it is necessary to begin preparations early. In the event that the researcher's nationality and country of residence are not the same, the country of residence where taxes are paid takes precedence.

- The below methods may be used for payments to non-residents who do not have personal accounts at Japanese financial institutions.

- ① Overseas remittance: obtain a "foreign remittance request and report form" in the accounting division and fill it in (processing possible only prior to the travel expense accounting deadline).

- ② Proxy receipt (commission payment): have funds transferred to the account of the host instructor, who gives cash to the researcher.

* In the event that it is not possible to take the above measures, please be sure to consult in advance with the accounting division.

- Please consult with us in advance regarding procedures for short-term stays for symposiums, etc.

II-B. "Short-term stay"

B-I. Pre-arrival (when admitted as a researcher for 90 days or less)

Following approval by the professors' committee, the host instructor should visit Office for International Affairs to inquire about the subsequent procedures.

1. Documents for obtaining the visa must be prepared 3 months prior to the researcher's date of planned arrival in Japan. **(Excluding the case when the researcher comes from visa-exempt countries (Refer to III))**

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



2. Preparation of housing **(as soon as possible)**

Availability of university housing should be checked at Office for International Affairs.

In the event that a room is not available, a hotel or another short-term facility outside the university should be reserved.



3. Sending necessary documents/other preparations

The documents needed upon arrival in Japan (directions, information about Tokyo University of Foreign Studies, etc.) should be sent.

*If necessary, the university can issue a "planned admission certificate."

B-II. Post-arrival

1. In the event that the researcher will stay in a university facility, fill out the forms needed to use the housing and deliver the card key and room key. In the event that the researcher will use a housing facility outside the university, inform them of the facility reserved.

See p. 15 regarding departure procedures

II-C. “Professor” or “cultural activity”

C-I. Pre-arrival

1. Preparation of documents for obtaining the visa

After the determination has been made to accept the researcher following approval by the professors’ committee, etc., the host instructor should inform the researcher of the documents needed for the application to issue the Certificate of Eligibility (CoE). (*Contact Office for International Affairs for any questions)

2. No later than 3 months prior to the research start date, have the researcher send the documents needed for the application to issue the Certificate of Eligibility (CoE), and submit them to the Tokyo Immigration Bureau.

* Up to 3 months in advance, Office for International Affairs will submit the application to issue the CoE on a proxy basis, but the host instructor will do this if the application is delayed to a later time. See p. 17.



2. Arrangement of housing (after sending the invitation letter, confirm whether family members will accompany the researcher)

- A room may be available for use in the TUFS International Residence.
- Researchers not employed by the university may not use the residences in Kichijoji or Hoya.
- In addition, information may be offered on nearby monthly apartments.



3. Sending necessary documents such as the Certificate of Eligibility (CoE) and other preparations

- When the CoE is issued by the Immigration Bureau, send information on housing, etc. as well as directions, university information, and information on life in Japan (in different languages) via a trackable mailing method such as EMS.
- The host instructor should be provided with guidance concerning other necessary procedures (creating a personal seal, etc.).
- For users of the TUFS International Residence, arrangements should be made after confirming whether bed linen rental is required.

* For foreign researchers who will be accompanied by family members, the host

instructor should offer explanations concerning the Japanese education system in advance.

■ Kindergartens: In addition to the fact that it is extremely difficult for a foreigner who cannot communicate in Japanese to be admitted, and for a student to join in the middle of the year, admission will be refused if the family will stay in Japan for only a few months. In many cases, children who were not enrolled in preschool in the previous year will not even be given application forms. Admission fees are approximately 100,000-150,000 JPY, monthly tuition is 30,000-50,000 JPY, and purchase of uniforms and other items is required.

■ Preschools: Only families in which both parents work may apply, and waiting lists of around 100 children in any municipality for children aged 0-3 years present extreme challenges. Single foreign researchers coming to Japan with children are not treated as single parents, except in cases of separation or death of the spouse, so the researcher must obtain an employment/income certificate for the spouse who is working in the home country. Certified preschools that can be applied to without going through the government charge tuition of approximately 60,000-100,000 JPY per month.

* In the case of researchers not employed by the university, the university may issue an admission certificate, but it cannot issue an employment certificate or work certificate.

■ Elementary schools: Foreigners may be admitted to public elementary schools, but as a general rule, their stay in Japan must be 6 months or longer. Schools are open to consultation regarding language support. The host instructor must serve as a liaison with the school.

■ Middle schools: Students may be admitted because attendance is compulsory, based on the condition that their stay in Japan is a minimum of 6 months. The uniform costs approximately 100,000 JPY. School lunch and miscellaneous fees cost 60,000-100,000 JPY annually. Some municipalities offer language support, but this is minimal, so the educational environment is not favorable for children who cannot speak either Japanese or English.

■ High schools: Students cannot be admitted to public high schools because attendance is not compulsory. International schools are limited to children proficient in English, and tuition is approximately 2,000,000-2,500,000 JPY per year.

- Japanese language schools: Students may only be admitted if they have completed their high school education, etc. overseas.

- Universities: If a student wishes to study at a Japanese higher education institution, a foreign student visa must be obtained rather than a family stay visa.

C-II. Post-arrival

1. Pickup upon arrival, and accompanying researchers to housing

- Foreign researchers are not employed by the university, so transportation expenses for the host instructor to pick up the researcher at the airport, etc. are ineligible for payment.
- After the foreign researcher's arrival in Japan, the host instructor will escort him or her to the housing. In the event that a real estate contract is needed, the host instructor should accompany the researcher and assist by providing an explanation of the contract, the fees, etc.

* Researchers who will stay for 90 days or longer

2. Go to city hall

- For stays of 90 days or longer, carry out resident's registration, and obtain two copies of a resident's certificate (jūminhyō) listing all family members.
- Review the Japanese address entered on the back of the residence card by the city hall staff.
- In the case that children accompany the researcher, the municipality will issue an infant's (children's) medical treatment certificate. An application should be made to the necessary department, such as the children's division.
- If a child is at an age where compulsory education is required, an application should be made to the school affairs division as well, and school entry/admission procedures should be carried out.
- Application for provision of childcare allowance (applicable ages differ depending on the municipality).

*** Foreign researchers who do not sign employment contracts with the university should perform procedures to enroll in national health insurance and the national pension at the city hall.**



3. Applying for internet accounts at the university

- Application to obtain internet account and email address ⇒ issued approximately 1 week after the application. Please be aware that the deadline is on Monday of each week, and accounts are issued on Friday.



4. Provision of cards for using facilities

Facility usage cards for using the university's library are available for lending.

- * Must be returned upon departure from Japan.

C-III. Regarding departure (applies to both B and C)

1. The host instructor should oversee all procedures prior to the researcher's departure
 - Bring along the passport, residence card, and personal seal
 - Give notification of transfer at the city hall
 - If the researcher has national health insurance, the amount for the final month may be calculated and the insurance certificate may be returned at the office
 - Closing of Japanese bank accounts, if the researcher opened them (if the researcher uses debit or credit card functions, the account cannot be closed until the next withdrawal date)
 - Cancellation of cellular phone contract if one has been entered into



2. The host instructor should be present for the procedures on the researcher's departure date (or the day prior)
 - If an office was used, an onsite inspection should be conducted (to determine whether the office has been cleaned, and whether personal items have been left)
 - If a key to the office has been lent out, it should be returned
 - If housing was used, the key should be returned, and documents related to moveout should be filled in and sealed
 - Return of facility usage cards
 - If the TUFS International Residence was used, read meters and calculate fees for electric and water use (the host instructor should take responsibility for contacting Tokyo Electric Power and the Tokyo Metropolitan Government Bureau of Waterworks to schedule meter reading dates)

III. Cases in which visas are not needed

The conditions are that the researcher is not working (does not receive compensation) in Japan, and that Japan has a visa exemption agreement with the foreign researcher's country of citizenship.

Foreign researchers who are citizens of these countries and regions, and whose activity type falls under the "short-term stay" qualification, do not need to obtain visas.

Chart III-1. List of visa-exempt countries and regions (as of July 2017)

Asian region: Indonesia, Singapore, Thailand, Malaysia, Brunei, South Korea, Taiwan, Hong Kong, Macao

North American region: United States, Canada

Central and South American region: Argentina, Uruguay, El Salvador, Guatemala, Costa Rica, Surinam, Chile, the Dominican Republic, the Bahamas, Barbados, Honduras, Mexico

Oceania region: Australia, New Zealand

Middle East: Israel, Turkey, United Arab Emirates

African region: Tunisia, Mauritius, Lesotho

European region: Iceland, Ireland, Andorra, Italy, Estonia, Austria, the Netherlands, Cyprus, Greece, Croatia, San Marino, Switzerland, Sweden, Spain, Slovakia, Slovenia, Serbia, the Czech Republic, Denmark, Germany, Norway, Hungary, Finland, France, Bulgaria, Belgium, Poland, Portugal, Macedonia (FYROM), Malta, Monaco, Latvia, Lithuania, Lichtenstein, Romania, Luxembourg, the United Kingdom

* Conditions differ by country and region, so please refer to the latest information on the website of the Ministry of Foreign Affairs:

<http://www.mofa.go.jp/mofaj/toko/visa/tanki/novisa.html>

[If a visa is needed for a short-term stay]

1. Those with Chinese nationality

<http://www.mofa.go.jp/mofaj/toko/visa/tanki/china.html>

2. Those with Russian, NIS, or Georgian nationality

http://www.mofa.go.jp/mofaj/toko/visa/tanki/russia_nis.html

3. Those with Filipino nationality

<http://www.mofa.go.jp/mofaj/toko/visa/tanki/philippine.html>

4. Those from other countries and regions

http://www.mofa.go.jp/mofaj/toko/visa/tanki/other_visa.html

IV. Office for International Affairs' CoE proxy application service

Office for International Affairs offers a proxy service through which we apply for the Certificate of Eligibility (CoE) of foreign researchers admitted by the university on behalf of the representatives of the applicable departments. Please request this following receipt of the planned admission certificate.

* Please note that only the procedures related to the certificate of eligibility are carried out by proxy, and we do not perform renewal procedures by proxy for statuses of residence. We provide support for applications for issuance of admission certificates from the university, which are needed to update statuses of residence.

■ Creation of application form, etc. & intermediation (available until 3 months prior to arrival in Japan)

We complete tasks related to applications for the Certificate of Eligibility.

- Creation of application forms for the Certificates of Eligibility
- Communication with the researcher themselves, etc. (only in English)
- Proxy applications to the Tokyo Immigration Bureau

[Required documents]

- ① A document certifying future acceptance, such as the planned admission certificate
- ② A copy of the passport (name and face photo)
- ③ Items required for the application, such as photos, resumes, and academic record certificates
- ④ (If the researcher is accompanied by family members) Original marriage certificate, birth certificate, etc.
- ⑤ In the event that the above documents are written in a language other than English, please submit them along with a full Japanese translation.

V. Social security treaties

There are social security treaties regarding pensions and insurance premiums. People from countries with which such treaties have been signed may take measures such as exempting themselves from welfare pensions, etc. while in Japan by obtaining a document called an “applicability certificate” in their home countries and performing a procedure at the national pension office after arrival in Japan.

For details: <https://www.nenkin.go.jp/service/kaigaikyoju/shaho-kyotei/kyotei-gaiyou/20141125.html>

* It can take 3 months or more for the application certificate to be issued, so it is necessary to begin preparations promptly.

* In the event that the national pension is paid for 6 months or more without applying the social security treaty, an application for “lump-sum withdrawal payment” may be made after leaving Japan. Example: even in the event that an individual is enrolled in and pays for a national pension for more than 6 months, with a first stay in Japan lasting 5 months and a second stay in Japan lasting 2 months, a lump-sum withdrawal payment may be applied. Please handle the pension book with care.

Information in various languages regarding lump-sum withdrawal payment

<English>

<https://www.nenkin.go.jp/service/jukyu/todoke/kyotsu/20150406.files/A.pdf>

<Chinese>

<https://www.nenkin.go.jp/service/jukyu/todoke/kyotsu/20150406.files/B.pdf>

<Korean>

<https://www.nenkin.go.jp/service/jukyu/todoke/kyotsu/20150406.files/C.pdf>

<Portuguese>

<https://www.nenkin.go.jp/service/jukyu/todoke/kyotsu/20150406.files/D.pdf>

<Spanish>

<https://www.nenkin.go.jp/service/jukyu/todoke/kyotsu/20150406.files/E.pdf>

<Indonesian>

<https://www.nenkin.go.jp/service/jukyu/todoke/kyotsu/20150406.files/F.pdf>

<Filipino>

<https://www.nenkin.go.jp/service/jukyu/todoke/kyotsu/20150406.files/G.pdf>

<Thai>

<https://www.nenkin.go.jp/service/jukyu/todoke/kyotsu/20150406.files/H.pdf>

<Vietnamese>

<https://www.nenkin.go.jp/service/jukyu/todoke/kyotsu/20150406.files/I.pdf>

<Burmese>

<https://www.nenkin.go.jp/service/jukyu/todoke/kyotsu/20150406.files/MYANMAR.pdf>

<Cambodian>

<https://www.nenkin.go.jp/service/jukyu/todoke/kyotsu/20150406.files/CAM.pdf>

For any other questions concerning admission of foreign instructors/researchers/scholars, please contact the admission support personnel at Office for International Affairs (Agora Global 2F) at intl-service@tufs.ac.jp.