

Information of Visa Application (Professor Visa)

Form1

International researcher who will receive a salary in Japan is required to obtain a "Professor (Kyojyu) Visa" at the Japanese embassy or consulate before entering Japan. In order to obtain the visa, all applicants need to submit a Certificate of Eligibility for Status of Residence (CESR). The Support Office for International Students and Scholars will apply for the CESR at the Japanese Immigration Bureau on behalf of you, and the Support Office will send you the CESR by EMS (Express Mailing Service) as soon as it is issued. The necessary procedure is as follows.

Enter the required information on the CESR Web Application System

1. Please have the following documents at hand.
 - Information Sheet for CESR Web Application and Visa Application Form (Form 2)
 - Your passport
2. Please go to CESR Web Application System, and select your status at Osaka University. (See Form2)
<https://iss-intl.osaka-u.ac.jp/cesr/>
3. After you enter the required information, please press the **confirm** button.
4. If there is any error, please correct the information and press the **confirm** button again.
5. If there is no error, you can see the information which you entered. Please confirm the information again. And if all of them are correct, please press the **submit** button at the bottom.
6. You can see Completed sign on the screen and receive an email from the system right away. When you do not receive an email from the system, the email may be stored in your spam mail box. If you do not receive any email from the system, please contact the Support Office. When you need to modify the information, please contact the Support Office.
email: cesr-support-isc@ml.office.osaka-u.ac.jp

Prepare the required documents

- ① A copy of your passport (ID page, the page with your photo) (PDF)
【When your passport is under proceeding】 A copy of an official certificate or document which provides the information of your name (spelling has to be the same as your new passport) and your date of birth.
- ② ID photo data (JPG)
 - *The photo must have been taken within three months prior to submission. And there should be a plain background with no shadows. The photo must be sharp and clear. Hats and caps should be removed.
 - *This picture may be also used for your residence card.

Submit the required documents

Please access to the URL which is shown on the email when you completed the web application. Then you can attach the documents data on the system. You can attach the prepared documents one by one. After you attach the documents data, you will be informed as an Uploaded document by email. You cannot change the document once you uploaded. When you need to change the documents, please send the data to Support Office by email.

*When you cannot attach the data on the system well, please send the document by email or postal mail.

email: cesr-support-isc@ml.office.osaka-u.ac.jp

Postal Mailing Address: 1-1, Yamadaoka Suita Osaka 565-0871 Japan

Support Office for International Students and Scholars

CIEE, Osaka University

Tel: +81-6-6879-4750 / Fax: +81-6-6879-4752

Support Office applies the application to the Osaka Immigration Bureau

You will receive an email (English) from the CESR Web application system to let you know that your application is taken to the Immigration Bureau. At that time, the registered postal mailing address is shown on it, so please confirm it. If you need to change the postal address, please let us know by email.

email: cesr-support-isc@ml.office.osaka-u.ac.jp

Receive the CESR

As soon as your CESR is issued, Support Office will send it to the registered postal address by EMS. Support Office will let you know the tracking number of the package by email after we send it.

Apply for Visa

After you receive your CESR, please apply for your visa to the Japanese embassy or consulate with the visa application form, your CESR and the other required documents. Visa is usually issued within 5 business days.

Visa Application Form Download (HP of the Ministry of Foreign Affairs)

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

If you have any inquiry, please feel free to contact Support Office.

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HP: <https://iss-intl.osaka-u.ac.jp/supportoffice/>