

For Prospective Students Enrolling in Fall (September) 2026

Procedures Related to Status of Residence for Entering Toyo University (Information for Non-Japanese Students)

I. Common Points

(1) Status of Residence

Non-Japanese students (individuals who hold nationalities other than Japanese) entering Toyo University are required to have a student visa or medium- or long-term status of residence as of September 16, 2026. It is not possible to enter the University with a short-term status of residence.

*If the applicant takes the entrance examination in August with a short-term status of residence, it will be difficult to acquire a "student" status of residence by September 16, 2026, as it takes time to obtain it.

(2) Student Status of Residence

Non-Japanese students who have been admitted to the University can apply for a student status of residence.

Undergraduate students		<ul style="list-style-type: none">- Students enrolling in the Evening Course cannot obtain the student status of residence.- The University does not handle proxy applications for status of residence for students who take entrance exams conducted after August 2026.
Graduate students	Fall (September) 2026 enrollment	<ul style="list-style-type: none">-Students enrolling in the Training Course for Registered Small and Medium Enterprise Consultant within the Graduate School of Business Administration cannot obtain the student status of residence.- The University does not handle proxy applications for status of residence for students who take entrance exams conducted after August 2026.

(3) Being Eligible for Aid Programs for International Students

Aid programs such as tuition reduction and scholarships available to international students are applicable to those with a student status of residence. While it is possible to enroll in and attend the University with a status of residence other than student that allows for long-term stays in Japan, in such cases, they will not be eligible to apply for the aid programs such as tuition reduction and scholarships. If the student wishes to be eligible for programs for international students, please apply for a change of status of residence.

(4) Pre-procedures and Orientations

As part of the procedures for admission to this University, please ensure that you complete pre-procedures, orientations, and enrollment procedures conducted at each campus. Additionally, depending on the faculty, graduate school, or major, there may be separate pre-procedures, so please make sure to complete those procedures as well.

(5) Withdrawal from Enrollment

If the applicant wishes to withdraw from enrollment due to unavoidable reasons after completing the enrollment procedures and submit the required notification by the deadline, the paid fees excluding the admission fee will be refunded.

(6) Points to Note

Regarding the specified procedures for residence status applications, re-applications, appeal for cancellation, etc., the University shall not be responsible for any disadvantages such as missing classes etc.

(7) Others

Information required before entry into the country will be provided on the following website:

<https://www.toyo.ac.jp/academics/international-exchange/enroll/prearrival/>

II. For Those who Possess a Valid Status of Residence (Current Residents in Japan)

Those who are already in possession of the "student" status of residence should apply for renewal of their current status of residence as is required. Check the guide for the admissions procedure for more information. However, if any of the following applies to the applicant, he/she may be required to leave Japan once and follow the same procedures outlined in **III. For Applicants Without a Valid Residence Status**. In such cases, the University will not apply for renewal of his/her status of residence as student.

- 1) The applicant obtained student status of residence at the educational institution he/she attended prior to enrolling at the University, and there is a gap of more than 3 months between the completion (graduation) of the course of study at the previous educational institution and his/her enrollment at the university.
- 2) The applicant obtained student status of residence at the educational institution that he/she attended prior to enrolling at the University, and the University has deemed it inappropriate to apply for permission to extend his/her period of stay because he/she left (or plans to leave) the previous (or currently enrolled) educational institution without completing (graduating from) the course of study there, regardless of the timing.

*It should be noted that, depending on the circumstances, their Certificate of Eligibility for Resident Status may not be issued in time for enrollment on September 16, 2026. However, the University will not be held responsible for any disadvantages resulting from missed classes, etc., that result in such cases.

*Applicants who possess any short-term residence status are not allowed to enroll at the University. It is mandatory to acquire the student status of residence before matriculation, so please follow the procedures outlined in **III. For Applicants Without a Valid Residence Status**.

* Your performance at your previous educational institution is important.

This includes your attendance rate (for Japanese language schools) or your academic grades (for universities or vocational schools). Poor performance may affect your application for an extension of your period of stay in Japan after enrolling at Toyo University. Please note that, in some cases, the extension of period of stay may be denied.

(1) Revocation of Enrollment Permission

If as of September 16, 2026, the applicant has not acquired a student or medium- to long-term status of residence (excluding those under the application for extension of stay or change of status of residence), his/her admission to the University will be revoked effective on September 15, 2026. In this case, upon completion of the required procedures, the paid fees excluding the admission fee will be refunded. However, the period for the application for extension of stay or change of status of residence includes the time for reapplication or appeal for cancellation.

(2) Expulsion

If the applicant is under the application for extension of stay or change of status of residence as of September 16, 2026, and the permission for extension of stay or change of status of residence cannot be confirmed by November 15, 2026, he/she will be expelled from the University as of the date specified by the University. Therefore, please proceed with the necessary procedures promptly. In case of expulsion, upon completion of the required procedures, the paid fees excluding the admission fee will be refunded. Please note that the period for the application for extension of stay change of status of residence includes the time for reapplication or appeal for cancellation.

(3) Renewal of Residence Period and Change of Residence Status

1) If an extension of your student status of residence is required before enrolling, please do so at your current educational institution.

2) If you wish to change your visa status to "Student" before enrolling, or if you wish to withdraw from your current educational institution, please use the following inquiry form.

Inquiry Form: <https://forms.gle/MLLPBiLVQvecjCS68>

Application Details

Who can apply	<ul style="list-style-type: none"> - ◆Those who currently have a "Student" status of residence - ◆Those whose period of stay (Residence Card expiration date) is as follows - Fall (September) 2026 admission: October to December 2026, in principle - Note: If your period of stay expires before October 2026, you must apply for an extension at your current educational institution. - Note: If you hope to change your status to "Student" from other status or if you intend to withdraw from your current educational institution, please first contact us using the inquiry form below. - Inquiry form: https://forms.gle/MLLPBiLVQvecjCS68
How to apply	<ol style="list-style-type: none"> 1) Starting in September, an email request to register your Residence Card will be sent from PUGS (Toyo University Online Application System for COE and Status of Residence; noreply-pugs@tugs.co.jp). 2) Please register your Residence Card information on PUGS immediately after receiving the email. 3) A separate notice will be sent by PUGS to students required to extend their period of stay. Once you receive the email, please follow the manual below to register the information and documents required for the extension procedure on PUGS. How to use PUGS: https://sites.google.com/tugs.co.jp/pugs/Home/Applications/Extension 4) After confirming the entered information, the University will submit an online application on behalf of the applicants. In principle, applications will be made on your behalf by the University, so please refrain from applying by yourself. 5) After screening at the Immigration Services Agency of Japan, a notification email will be sent to the University. The university will distribute the results notice, so please collect it at the designated counter. Admission in Fall (September) 2026: Toyo University Residence Status Support Office at the Hakusan Campus until September 13 Each campus office from September 14 onward 6) Please bring your result notification, Residence Card and passport to the designated Regional Immigration Services Bureau to receive your new Residence Card.
Where to inquire	<p>Toyo University Support Office for COE and Status of Residence Second floor of building 8 in Hakusan campus Open Hours: 9:30 to 17:00 on weekdays E-mail: toyo-pugs@tugs.co.jp</p>

	Visits are available except weekends and days when campus entry is not allowed Check Toyo's website for days when campus is closed (https://www.toyo.ac.jp)
Website	https://www.toyo.ac.jp/academics/international-exchange/enroll/immigration_visa/

III. Applicants without a Valid Resident Status (Current Non-Residents in Japan)

To enroll in the University, as of September 16, 2026, it is required to possess a student or another medium- to long-term status of residence. Even if the procedures take time, the applicant must receive the Certificate of Eligibility and visa by October 15, 2026, submit your residence card to the University, and complete the necessary procedures.

(1) Proxy Application for Certificate of Eligibility (only for student status of residence)

- 1) Upon completion of the prescribed enrollment procedures, you can apply for a proxy issuance of the Certificate of Eligibility to the Immigration Services Agency through an administrative scrivener designated by the University. After examination by the Immigration Services Agency, the Certificate of Eligibility will be issued. Subsequently, the administrative scrivener designated by the University will send the Certificate of Eligibility to you. Upon receipt, promptly apply for the issuance of the visa at the Japanese diplomatic mission in the applicant's home country or country of residence.
- 2) A Proof of Financial Ability to Pay Tuition Fees is required for proxy applications. As preparation may take time, please ensure you have sufficient time in advance.
- 3) As of October 2025, those who hold the nationality of the Philippines, Vietnam and Nepal must submit the TB Clearance Certificate. Please make sure to check the Ministry of Health, Labour and Welfare website for Pre-arrival Tuberculosis Screening procedures : <https://jpets.mhlw.go.jp/jp/>
- 4) If you have previously stayed in Japan and attended a Japanese language school, universities, or vocational schools, your attendance record at that school will also be subject to review.
Please note that if your attendance rate or academic performance was poor, your Certificate of Eligibility may not be issued.
- 5) The Immigration Services Agency will review the Certificate of Eligibility, while the Japanese diplomatic mission in your country of residence will handle visa issuance.
- 6) The University assumes no responsibility in case of non-issuance or refusal. Please note that proxy applications for re-application due to non-issuance of the Certificate of Eligibility will not be accepted.
- 7) Changing from short-term to student status of residence within Japan is generally not allowed. The applicant must obtain a visa from the Japanese diplomatic mission in your home country or country of residence before coming to Japan.

(2) Revocation of Enrollment Permission

If confirmation of obtaining a residence card is not received by October 15, 2026, regardless of reasons including periods for re-application or litigation, enrollment permission to the University will be revoked effective September 15, 2026. In this case, all fees excluding the enrollment fee will be refunded upon completing the necessary procedures.

(3) Expulsion

If the applicant fails to complete the required procedures despite having obtained a residence card by October 15, 2026, he/she will be expelled effective October 15, 2026. In this case, neither the enrollment fee nor the other paid fees for the fall semester will be refunded.

Proxy application of Certificate of Eligibility (COE)

How to apply	Log into PUGS (Toyo University's Online Application System for Status of Residence), fill in necessary information and submit the required documents. PUGS Account Registration URL: https://toyo-pugs.com/sp/entry PUGS login URL: https://toyo-pugs.com/sp/login PUGS User Manual : https://sites.google.com/tugs.co.jp/pugs
Deadline	Complete the above procedure by the deadline for admissions procedure (Japan time).
Notes	Your name on the document should match that on your passport in alphabets. The University holds no responsibility even if the application is rejected because of deficiency or discrepancy of the documents.
Where to inquire	Toyo University Support Office for COE and Status of Residence Second floor of building 8 in Hakusan campus Open Hours: 9:30 to 17:00 on weekdays E-mail: toyo-pugs@tugs.co.jp

For Applicants for the Online Entrance Examination for International Students / Designated School Recommendation-based Pre-arrival Hennyugaku/Tennyugaku (Transfer) Entrance Examination Offered to International Students, the procedures are different from those who have been admitted through other types of admissions. Please refer to the following

Applicants for the online entrance examination who already hold a valid status of residence should refer to II. For Those who Possess a Valid Status of Residence (Current Residents in Japan).

How to apply	About one week after the admission procedure deadline, an email will be sent to the email address registered at the time of application from PUGS (Toyo University Residence Status Application System: noreply-pugs@tugs.co.jp)./ 【PUGS】個人情報のご確認. It is possible that the email can be detected as spam. If the applicant does not receive the email, please contact the Resident Status Support Office. Using the long-in information indicated in that email, please log into the system, fill in necessary information, and submit the required documents on PUGS system. PUGS user manual: https://sites.google.com/tugs.co.jp/pugs
Deadline	Complete the above procedure within a week after the applicant receives the email.
Notes	Your name on the document should match that on your passport in alphabets. The University holds no responsibility even if the application is rejected because of deficiency or discrepancy of the documents.
Where to inquire	Toyo University Support Office for COE and Status of Residence Second floor of building 8 in Hakusan campus Open Hours: 9:30 to 17:00 on weekdays E-mail: toyo-pugs@tugs.co.jp

●Inquiries about admission procedures

Faculty name	Contact information	
Letters	Education Affairs Section for the Faculty of Letters	https://forms.gle/cnqbJn57V7TzFMKX7
Economics	Education Affairs Section for the Faculty of Economics	https://forms.gle/vHkkSjokxqPCQYTb6
Business Administration	Education Affairs Section for the Faculty of Business Administration	https://forms.gle/ce18YsceyNqEvQtF8
Law	Education Affairs Section for the Faculty of Law	https://forms.gle/RUTrdDpptBZC1CgNA
Sociology	Education Affairs Section for the Faculty of Sociology	https://forms.gle/e45r66gWR2H5tpLEA
Global and Regional Studies	Education Affairs Section for the Faculty of Global and Regional Studies	ml-grs-kyomu@toyo.jp
International Tourism Management	Education Affairs Section for the Faculty of International Tourism Management	https://forms.gle/7qQFFM1mPEYoKQV37
Science and Engineering	Administration Section, Kawagoe Campus Office	https://forms.gle/q8iw39UsrCuP1hBM9
Information Sciences and Arts		
Life Sciences	Administration Section, Asaka Campus Office	https://forms.gle/aYAXQ1E5heeKGMd6A
Food and Nutritional Sciences		
Information Networking for Innovation and Design	Administration Section, Akabane dai Campus Office (INIAD)	ml-iniad-fs@toyo.jp
Design for Welfare Society	Administration Section, Akabane dai Campus Office (WELLB)	mlakyo@toyo.jp
Health and Sports Sciences		

●Inquiries about status of residence or visa

Contact	
Toyo University Support Office for COE and Status of Residence	toyo-pugs@tugs.co.jp