

For Prospective Students Re-Enrolling in Spring (April) 2027

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) re-entering Toyo University are required to have a student visa or medium- or long-term status of residence as of April 1, 2027. It is not possible to enter the University with a short-term status of residence.

(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		- Students enrolling in the Evening Course cannot obtain the student status of residence.
Graduate students	Spring (April) 2027 enrollment	-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.

(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) 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.

(5) 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 April 1, 2027. 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** below.

* To demonstrate that you have sufficient financial capacity to cover tuition fees and living expenses in Japan, you must submit the documents certifying financial capacity specified in "**IV. Documents Required for Applicants of Foreign Nationality Who Wish to Enroll with 'Student' Status of Residence**".

*An applicant’s academic record and attendance status at educational institutions that he/she previously attended (including attendance rates at Japanese language schools, academic performance at universities or vocational schools, etc.) may affect their application for an extension of period of stay. In

particular, if the attendance rate at a Japanese language school or similar institution is below 80%, the application is highly likely to be denied by the Immigration Services Agency of Japan. In such cases, Toyo University may decline to support the application for the extension.

(1) Revocation of Re-Enrollment Permission

If as of April 1, 2027, 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 re-admission to the University will be revoked effective on March 31, 2027. 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 April 1, 2027, and the permission for extension of stay or change of status of residence cannot be confirmed by May 31, 2027, 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 your attendance rate at your current educational institution (e.g., a Japanese language school) is below 80%, there is a higher risk that your application for an extension of period of stay will be rejected. Please note that if your extension application is rejected, your admission to Toyo University will be revoked.
- 2) If you need to renew your student visa status before enrollment, you must apply for the extension through your current educational institution.
- 3) If you wish to change your current residence status to "student" before enrollment, or if you plan to withdraw from your current educational institution, please contact us using the inquiry form below.

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

Application Details

Who can apply	- ◆ Those who currently have a "Student" status of residence - ◆ Those whose period of stay (Residence Card expiration date) is as follows - Spring (April) 2027 admission: April to June 2027, in principle - Note: If your period of stay expires before April 2027, 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	1) For students who have completed the enrollment procedures, an email regarding Residence Card registration will be sent sequentially from PUGS (Toyo University Residence Status Application System: noreply-pugs@tugs.co.jp) beginning in early March. 2) Upon receipt of the email, please promptly register the information on your Residence Card in PUGS. Applicants eligible for an Extension of Period of Stay (those whose current period of stay expires between April and June 2027) should continue with steps 3) and thereafter. 3) Under "Applicant Information" in PUGS, please register the information and upload the documents required for your application for an Extension of Period of Stay. Instructions for registering Applicant Information: https://sites.google.com/tugs.co.jp/pugs/Home/Applications/Extension 4) Toyo University will submit the application online on your behalf after reviewing the submitted information and documents. ● As a general rule, the University will act as your authorized representative for the application. Therefore, please do not submit the application on your own. 5) Once the examination by the Immigration Services Agency of Japan has been completed, the University will issue a notification of the result. Please collect it at the designated counter. For students enrolling in April 2027: All students should collect the notification at the Toyo University Residence Status Support Office in Hakusan Campus before March 29. From March 30 onward, please collect it at the designated counter of your respective campus. 6) After receiving the result notification, bring the notification, your current Residence Card, and your passport to the designated Regional Immigration Services Bureau to obtain your new Residence Card.
Where to inquire	Toyo University Residence Status Support Office for COE and Status of Residence Place: Second floor of building 8 in Hakusan campus Open Hours: 9:30 to 17:00 on weekdays E-mail: toyo-pugs@tugs.co.jp 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 re-enroll in the University, as of April 1, 2027, 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 April 30, 2027, 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 Re-enrollment procedures, you may apply for the issuance of a Certificate of Eligibility (COE) through an administrative scrivener designated by the University, who will submit the application to the Immigration Services Agency of Japan on your behalf. After examination by the Immigration Services Agency, the Certificate of Eligibility (COE) will be issued. Once it has been issued, you must download it from PUGS (Toyo University Residence Status Application System) and promptly apply for a visa at the Japanese diplomatic mission in your home country or country of residence.
- 2) To demonstrate that you have sufficient financial capacity to cover tuition fees and living expenses in Japan, you must submit the documents certifying financial capacity specified in "**IV. Documents Required for Applicants of Foreign Nationality Who Wish to Enroll with 'Student' Status of Residence**".
- 3) Applicants who hold the nationality of the Philippines, Viet Nam, Nepal, or Indonesia (or who are planning to come to Japan from any of these countries) are required to submit a **TB Clearance Certificate**. Please be sure to check the website below for details.
procedures: <https://ipets.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 Re-Enrollment Permission

If confirmation of obtaining a residence card is not received by April 30, 2027, regardless of reasons including periods for re-application or litigation, enrollment permission to the University will be revoked effective March 31, 2027. 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 April 30, 2027, he/she will be expelled effective April 30, 2027. In this case, neither the enrollment fee nor the other paid fees for the spring semester will be refunded.

IV. Documents Required for Applicants of Foreign Nationality Who Wish to Enroll with "Student" Status of Residence

Information : <https://www.toyo.ac.jp/academics/international-exchange/enroll/prearrival/status-of-residence-admission/>

To ensure the appropriate admission of international students, Toyo University verifies applicants' ability to cover all expenses during their stay in Japan (tuition fees and living expenses) and their attendance rate at Japanese language schools, based on the regulations of the Immigration Services Agency of Japan and guidance from the Ministry of Education, Culture, Sports, Science and Technology (MEXT).

Applicants of foreign nationality who wish to obtain the status of residence "Student" must submit the following documents within the designated submission period: 1. Documents Certifying Financial Capacity, and 2. Certificate of Attendance from a Japanese Language School (if applicable). If false information or falsification is found in any submitted document, eligibility for enrollment may be revoked even after admission has been granted.

[Undergraduate Students]

Certificate of Attendance from a Japanese Language School (If Applicable)

Applicants who are currently enrolled in, or have previously attended, a Japanese language school in Japan must submit a certificate of attendance.

Submission Method: You will be contacted by email before completing the enrollment procedures.

[Graduate Students]

● **Submission Period and Method (Common to Documents 1 and 2)**

Category	Submission Period	Submission Method
Successful applicants enrolling in April 2027 (August, November, and February examinations)	February 26 (Fri.) – March 4 (Thu.), 2027	Please submit the required documents through PUGS. * Before the submission period indicated on the left begins, an email regarding PUGS will be sent to the email address you used when applying for admission from PUGS (Toyo University Residence Status Application System: noreply-pugs@tugs.co.jp).
Successful applicants enrolling in April 2027 (March examination)	March 10 (Wed.) – March 16 (Tue.), 2027	

● **Documents to Be Submitted**

1. Documents Certifying Financial Capacity (Required for All Applicants)

Please prepare the following documents according to the category of your financial sponsor.

(1) If the student personally pays the expenses

Certificate of bank balance in the student's name

Financial Capacity Requirement: A bank balance equal to or greater than "one year of living expenses (approximately JPY 1.5 million)" + "tuition and fees required until completion of the program at Toyo University (including initial-year payments, etc.)".

(2) If the financial sponsor is a relative or other person with income

① Certificate of bank balance in the financial sponsor's name

Financial Capacity Requirement: A bank balance equal to or greater than "one year of living expenses (approximately JPY 1.5 million)" + "tuition and fees required until completion of the program at Toyo University (including initial-year payments, etc.)".

② Document proving the relationship (kinship) between the applicant and the financial sponsor (the person paying tuition and living expenses)

③ Proof of the financial sponsor's income (certificate of income, tax payment certificate, certificate of employment, etc.)

※ If the amount shown on document ① is below the financial capacity requirement above, also submit document ③. In that case, the University will determine whether documents ① and ③ together demonstrate the required financial capacity.

(3) If the financial sponsor is a relative or other person without income

① Certificate of bank balance in the financial sponsor's name

Financial Capacity Requirement: A bank balance equal to or greater than "one year of living expenses (approximately JPY 1.5 million)" + "tuition and fees required until completion of the program at Toyo University (including initial-year payments, etc.)".

② Document proving the relationship (kinship) between the applicant and the financial sponsor (the person paying tuition and living expenses)

※ **For details regarding documents certifying financial capacity and the Certificate of Attendance from a Japanese Language School, please be sure to check the following:**

<https://www.tugs.co.jp/wp-content/uploads/2026/07/8fce873877bb1c33cf734b0a9ffbfa7e.pdf>

【Important Notes】

- All certificates must have been issued within three months prior to the date of submission to the University.
- There is no restriction on the currency used for the bank balance certificate (currencies other than Japanese yen are also acceptable).
- Any certificate issued in a language other than Japanese or English must be accompanied by a Japanese or English translation prepared electronically.
- The translation must clearly state the translator's name, the date of translation, and the translator's relationship to the applicant.
- Certificates of securities, stocks, real estate, or other assets cannot be accepted as proof of financial capacity. You must submit a **bank balance certificate**.

【IMPORTANT】If sufficient financial capacity cannot be confirmed, there is a risk that the Immigration Services Agency of Japan may not issue a Certificate of Eligibility (COE) for "Student" Status of Residence or may not approve an extension of the period of stay. As a result, you may be unable to continue your studies at Toyo University and may be subject to expulsion. Please make sure to prepare documents that meet the required financial criteria.

2. Certificate of Attendance from a Japanese Language School (If Applicable)

Applicants who are currently enrolled in, or have previously attended, a Japanese language school in Japan must submit a certificate of attendance.

【Important Notes】

- Submit certificates issued within three months prior to the date of submission to the University.
 - The certificate must be issued by the head of a Japanese language school in Japan and bear the school's official seal.
 - The certificate must state the period of enrollment and attendance rate.
- ※ If your attendance rate is below 80%, you must attach a written explanation (free format) stating the reason for the low attendance rate.

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- ※ If your attendance rate declined due to illness, an unforeseen accident, or similar circumstances, upload objective supporting documentation, such as a medical certificate or accident certificate, together with the written explanation.
- ※ If you have attended more than one Japanese language school, submit certificates of attendance from all Japanese language schools you previously attended.
- ※ If you are unable to submit a certificate of attendance, submit a document in any format stating the school information (school name, address, etc.), period of enrollment, and reason why the certificate cannot be submitted.

【IMPORTANT】 When obtaining the status of residence "Student" or applying for an extension of the period of stay, your attendance rate at a Japanese language school, in addition to your financial capacity, is subject to examination by the Immigration Services Bureau. In particular, if your attendance rate at a Japanese language school is below 80%, there is a high possibility that your application for extension of the period of stay will not be approved. If your attendance record is significantly poor, the University may be unable to process the procedures required for extension of your status of residence.

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	Please submit the required information and supporting documents within one week of receiving the email. *If additional time is required to obtain any of the necessary documents, please contact the inquiry office below at your earliest convenience before the submission deadline.
Notes	Your name on the document should match that on your passport in Roman 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 Residence Status Support Office for COE and Status of Residence Place: 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

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, Akabanedai Campus Office (INIAD)	ml-iniad-fs@toyo.jp
Life Sciences	Administration Section, Akabanedai Campus Office (WELLB)	mlakyo@toyo.jp
Design for Welfare Society		
Health and Sports Sciences		

Graduate School

Graduate School 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

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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	mlkdaigakuin@toyo.jp
Information Sciences and Arts		
Life Sciences	Administration Section, Asaka Campus Office	mlfinkyomu@toyo.jp
Food and Nutritional Sciences		
Information Networking for Innovation and Design	Administration Section, Akabanedai Campus Office (INIAD)	ml-iniad-fs@toyo.jp
Social Welfare	Administration Section, Akabanedai Campus Office (WELLB)	mlags@toyo.jp
Life Sciences		
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