

For Prospective Students 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) 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.

*If the applicant takes the entrance examination in February or March with a short-term status of residence, it will be difficult to acquire a "student" status of residence by April 1, 2027, 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		- 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 February 2027 or using the Common Test for University Admissions.
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. - The University does not handle proxy applications for status of residence for students who take entrance exams conducted after February 2027.

(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 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.

**Applicants must submit a bank balance certificate in the name of their financial sponsor (guarantor) or themselves during the enrollment procedure to demonstrate that they have sufficient funds to cover tuition fees and living expenses in Japan. (The balance must be equal to or greater than the total of living expenses (JPY 120,000 × 12 months) plus the university's tuition fees.)*

**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 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 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.
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Where to inquire	Toyo University Residence Status Support Office 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 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)

- Upon completion of the prescribed 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.
- 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.
- Applicants who hold the nationality of the Philippines, Viet Nam, or Nepal (or who are planning to come to Japan from any of these countries) are required to submit a 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/>
- 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.
- The Immigration Services Agency will review the Certificate of Eligibility, while the Japanese diplomatic mission in your country of residence will handle visa issuance.
- 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.
- 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 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.

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 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		
Environmental Innovation (Proposed)		
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
Design for Welfare Society	Administration Section, Akabanedai 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