

2025 年秋再入学

東洋大学大学院に再入学するにあたっての再入学手続（在留資格等）について

I. 共通事項

- (1) 本学に再入学する外国人学生（日本国以外の国籍を有する者）は2025年9月16日時点で「留学」または他の中長期在留資格を有していることが必要です。「短期滞在」の在留資格で本学に再入学することはできません。
- (2) 本学大学院に再入学を許可された外国人学生は、「留学」の在留資格を申請することができます。「短期滞在」の在留資格で本学に再入学することはできません。
※経営学研究科ビジネス・会計ファイナンス専攻中小企業診断士登録養成コースに再入学の外国人学生は、在留資格「留学」を取得することができません。
- (3) 外国人留学生対象の授業料減免、奨学金受給等の制度は、在留資格が「留学」の外国人学生が申請できる対象となります。日本に長期に滞在できる「留学」以外の在留資格でも再入学・在学することができますが、その場合は外国人留学生対象の授業料減免、奨学金受給等の制度は利用できません。外国人留学生対象の制度利用を希望する場合は、在留資格変更許可申請を行ってください。
- (4) 在留資格申請にかかる所定の手続、再申請、取消訴訟等により、授業を欠席する等に伴う不利益について本学は一切の責任を負わないものとしますので、ご留意ください。

II. 日本での在留資格を有している場合（日本に居住している方）

※「短期滞在」の在留資格では、大学に在籍することができません。入学前に中長期の在留資格を取得する必要がありますので、「Ⅲ.有効な在留資格がない場合」と同じ手続を行ってください。

「留学」または他の中長期在留資格を有している場合においても、現在の在留資格期限に応じて在留期間更新申請または在留資格変更申請を行ってください。

- (1) 2025年9月16日時点で、「留学」または他の中長期在留資格を取得していない場合（「在留期間更新申請中」または「在留資格変更申請中」は除きます。）は、本学への再入学許可は2025年9月15日付けで取り消しとなります。この場合は、所定の手続を行なうことで、納入済みの場合は入学金を除く納付金を返還します。
※「在留期間更新申請中」、「在留資格変更申請中」には再申請又は取消訴訟にかかる期間を含みます。
- (2) 2025年9月16日時点で、「在留期間更新申請中」または「在留資格変更申請中」の場合で、2025年11月15日までに在留期間更新許可又は在留資格変更許可が確認できない場合は、本学が定める日付で除籍となります。この場合は、所定の手続を行なうことで、納入済みの場合は、入学金を除く納付金を返還します。
※「在留期間更新申請中」、「在留資格変更申請中」には再申請又は取消訴訟にかかる期間を含みます。
- (3) 再入学前に「留学」の在留期間の更新をする必要がある場合、もしくは他の中長期在留資格から「留学」に在留資格の変更を希望する場合、東洋大学が出入国在留管理庁の申請書様式「所属機関等作成用」を発行します。現在の在留資格期限に応じて各自で手続を行ってください。申請書の申込を希望する方は、東洋大学グローバルサービス株式会社（問い合わせ先参照）にご連絡ください。

Ⅲ. 日本での在留資格を有していない場合（日本に居住していない方）

本学に再入学するには2025年9月16日時点で、留学もしくは他の中長期在留資格を有していることが必要です。手続に時間がかかる場合でも、2025年10月15日までに、在留資格認定証明書の交付およびビザ（査証）の発給を受けて来日し、本学に在留カードを提出し、所定の手続を完了させる必要があります。

(1) 在留資格認定証明書の代理申請について

- ① 所定の再入学手続が完了した時点で、本学指定の行政書士が出入国在留管理庁に対し「在留資格認定証明書交付」の代理申請を行うことができます。

代理申請に必要な書類の提出方法については、対象者に東洋大学グローバルサービス株式会社よりメールでお知らせします。出入国在留管理庁による審査の後、「在留資格認定証明書」が交付されます。その後、本学指定の行政書士から本人に「在留資格認定証明書」を送付しますので、受領後ただちに自国または在住国の在外日本公館にてビザ（査証）の発給手続を行ってください。

- ② 代理申請を行う場合の在留資格は「留学」です。
- ③ 代理申請には「学費支弁能力証明書」が必要です。準備には時間を要する場合があるため、あらかじめ十分な時間的余裕をもって準備をしてください。
- ④ 本学で「在留資格認定証明書交付」の代理申請を希望する場合、過去の交付申請回数と交付になった回数を正しく申し出てください。また、提出した全ての書類および入力内容等に関して、虚偽の報告により不交付になった場合、大学での再申請は受付しません。
- ⑤ 在留資格認定証明書については出入国在留管理庁が、ビザ（査証）取得については在住国の在外日本公館がそれぞれ審査を行います。不交付、不発給となった場合について、大学は一切責任を負いません。なお、在留資格認定証明書不交付に伴う再申請の代理申請は行いません。
- ⑥ 日本国内で在留資格「短期滞在」から「留学」に資格変更することは原則できません。必ず自国または在住国の在外日本公館よりビザ（査証）の発給を受けてから来日してください。

（２）２０２５年１０月１５日までに、在留カードの取得が確認できない場合は、再申請、取消訴訟等にかかる期間を含む一切の理由にかかわらず、本学への再入学許可は、２０２５年９月１５日付けで取り消しとなります。この場合は、所定の手続を行なうことで、納入済みの場合は入学金を除く納付金を返還します。

（３）２０２５年１０月１５日までに、在留カードを取得しているにもかかわらず、所定の手続を行なわなかった場合は、２０２５年１０月１５日付けで除籍となります。この場合は、納入済みの入学金および納付金（秋学期分）は返還しません。

２０２５年２月１日

東 洋 大 学

再入学手続に関するお問い合わせ先

研 究 科	問 い 合 わ せ 先	
文学、社会学、法学、経営学、経済学、国際学、国際観光学研究科	大学院教務課	mldaig@toyo.jp
理工学、総合情報学研究科	川越教学課	mlkdaigakuin@toyo.jp
生命科学、食環境科学研究科	朝霞事務課	mlfinkyomu@toyo.jp
情報連携学研究科	赤羽台事務課	ml-iniad-fs@toyo.jp
社会福祉学、ライフデザイン学研究科、健康スポーツ科学研究科	赤羽台事務課	mlags@toyo.jp

在留資格、ビザ（査証）等に関するお問い合わせ先

研 究 科	問 い 合 わ せ 先	
全研究科	東洋大学在留資格サポート オフィス	toyo-pugs@tugs.co.jp

For Re-admission in September 2025

Toyo University Graduate Schools Re-Admission Procedures (Status of Residence)

I. Common matters

- (1) Re-Admission to Toyo University requires that you to have a status of residence "Student" or another status of residence that permits a medium- to a long-term stay in Japan as of September 16, 2025. Status that only permits short-term stay does not qualify you for re-admission to in Toyo University.
- (2) International students who are re-admitted to Toyo University's graduate school can apply for a status of residence of "Student". Students cannot re-enroll to the university with a "Temporary visitor" status of residence. However, international students who re-enroll in the Concentration in SME Consultant Certification, Course of Business, Accounting and Finance, Graduate School of Business Administration, cannot obtain a "Student" status of residence.
- (3) Only international students with a "Student" status of residence are eligible for the university's partial tuition waiver and scholarships for international students. Although those with a status of residence other than "Student" that allows for long-term stay in Japan can be admitted to and enrolled in the university, they cannot apply for the university's partial tuition waiver and scholarships for international students. If you wish to use support programs intended for international students, submit an "Application for Change of Status of Residence"
- (4) Please note that the university takes no responsibility for any disadvantage that may arise from absence from classes due to following the prescribed procedures related to residence status application and reapplication and actions for residence status cancellation.

II. If you have a status of residence in Japan (those who live in Japan)

*Those with a "Temporary Visitor" status of residence are not eligible to be enrolled in the University. International students are required to obtain a status of residence that permits medium- or long-term stay in Japan before entering the University. If you have a Temporary Visitor status of residence, please refer to " III. If you do not have a valid status of residence in Japan," follow the instructed procedure.

Even if you have a "Student" status of residence or another status of residence that allows for medium- to long-term stay in Japan, you are required to apply to extend your period of stay according to your current period of stay or change your status of residence.

- (1) If you have not obtained a "Student" status of residence or another status of residence that allows for medium- to long-term stay in Japan as of September 16, 2025 (except when you are applying to extend your period of stay or change your status of residence), your re-admission to the University will be canceled as of September 15, 2025. In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.

* The period when you apply to extend your period of stay or change your status of residence includes the period required for residence status reapplication and actions for residence status cancellation.

- (2) If you apply to extend your period of stay or change your status of residence as of September 16, 2025, and if it is not confirmed by November 15, 2025 that you are allowed to extend your period of stay or change your status of residence, you will be dismissed from the University as of the date designated by the University. In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.

* The period when you apply to extend your period of stay or change your status of residence includes the period required for residence status reapplication and actions for residence status cancellation.

- (3) Prior to re-admission, if you need to apply for an extension of period of your stay or change your status of residence to "Student", Toyo University will issue an application form designated by Immigration Services Agency of Japan. You are requested to apply for an extension of period of your stay on your own. If you want to receive the application form, please contact Toyo University Global Service Co., Ltd. (refer to the contact information below).

III. If you do not have a status of residence in Japan (those who do not live in Japan)

Re-admission to Toyo University requires that you possess a "Student" status of residence or other status of residence that permits a medium- to a long-term stay in Japan as of September 16, 2025. Even if the procedure takes a long time, you are required to come to Japan after obtaining a Certificate of Eligibility for Status of

Residence (COE) and a visa, submit your Residence Card to the university, and complete the designated procedures by October 15, 2025.

(1) Proxy application for a Certificate of Eligibility for Status of Residence (COE)

- 1) When you complete the designated re-admission procedures, a legal administrative scrivener appointed by the University may file a proxy application for a COE on your behalf to the Immigration Services Agency. Information on how to submit documents necessary for a proxy application will be announced by email from Toyo University Global Service Co., Ltd. After the screening process, the Immigration Service Agency of Japan will issue the COE. Receiving the COE, the certified administrative procedures legal specialist designated by the University will send it to you. Upon receiving the COE, please immediately visit the nearest Japanese embassy or consulate in your homeland or the country where you currently live carrying the COE with you to go through the visa application process.
- 2) The status of residence required for a proxy application is "Student."
- 3) A Certificate of Academic Fee Payment Ability is necessary for a proxy application. Since the issuance of a Certificate of Academic Fee Payment Ability may take a long time, you are advised to allow for enough time to prepare the certificate.
- 4) When requesting the University to apply for your COE on your behalf, please correctly indicate the number of past applications and the number of issuances. In addition, if the COE is not issued due to a false report made in the submitted documents and input contents, the University will not accept requests for proxy application for reapplication.
- 5) The Immigration Services Agency and a Japanese diplomatic office in your country administer a qualifying examination for the issuance of a COE and a visa, respectively. The university takes no responsibility even if a COE or a visa is not issued. In the case where a COE is not issued, a proxy application for reapplication for a COE is not filed.
- 6) In principle, after arriving in Japan, you cannot change your status of residence from "Short-Term Stay" to "Student". Be sure to obtain a visa at the nearest Japanese embassy or consulate in your country before you come to Japan.

(2) If it cannot be confirmed by October 15, 2025 that you have obtained a Residence Card, your re-admission to the university will be canceled as of September 15, 2025 regardless of the reason, even if you are reapplying for a status of residence and have taken an action for residence status cancellation. In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.

(3) If you do not follow the designated procedures by October 15, 2025, despite having obtained a Residence Card, you will be dismissed from the University as of October 15, 2025. In this case, the admission fee and the tuition and fees that you have paid (for the Fall semester for Fall Admission) will not be refundable.

February 1, 2025
Toyo University

●Inquiries about re-admission procedures

Graduate Schools	Contact	
Graduate Schools of Letters, Sociology, Law, Business Administration, Economics, Global and Regional Studies, International Tourism Management	Education Affairs Section for Graduate Schools, <i>Hakusan</i> Campus	mldaig@toyo.jp
Graduate Schools of Science and Engineering, Information Sciences and Arts	Education and Student Affairs Section, <i>Kawagoe</i> Campus Office	mlkdaigakuin@toyo.jp
Graduate Schools of Life Sciences, Food and Nutritional Sciences	Administration Section, Asaka Campus Office	mllfinkyomu@toyo.jp
Graduate School of Information Networking for Innovation and Design	Administration Section, <i>Akabanedai</i> Campus Office	ml-iniad-fs@toyo.jp
Graduate School of Social Welfare, Human Life Design, Health and Sports Sciences	Administration Section, <i>Akabanedai</i> Campus Office	mlags@toyo.jp

●Inquiries about Status of Residence and Visa

Graduate Schools	Contact	
All graduate schools	Toyo University Support Office for COE and Status of Residence	toyo-pugs@tugs.co.jp