

2024 年度 4 月再入学

東洋大学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 2024 年 4 月 1 日時点で「留学」または他の中長期在留資格を有している必要があります。  
「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。再入学取消については下記「II（1）」または「III（2）」の内容を必ず確認してください。
- (2) 本学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（※）。  
※学部生の場合  
・第2部・イブニングコース（夜）に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。  
※大学院生の場合  
・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ものです。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・在学することはできますが、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. 有効な在留資格がある場合（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。再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) 2024 年 4 月 1 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 2024 年 3 月 31 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) 2024 年 4 月 1 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、2024 年 5 月 31 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、東洋大学在留資格サポートオフィス（問い合わせ先参照）にご連絡ください。

III. 有効な在留資格がない場合（日本に居住していない方）

本学に再入学するには 2024 年 4 月 1 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必要があります。手続に時間がかかる場合でも、2024 年 4 月 30 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を通して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、対象者に東洋大学在留資格サポートオフィス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仕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）取得については在仕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。必ず自国または在仕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) 2024 年 4 月 30 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 2024 年 3 月 31 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) 2024 年 4 月 30 日までに在留カードを取得しているにもかかわらず、所定の手続を行わなかった場合は、2024 年 4 月 30 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（春学期分）は返還しません。

●再入学手続に関するお問い合わせ先

学 部		問 い 合 わ せ 先
文学部	文学部教務課	bungaku03@toyo.jp
経済学部	経済学部教務課	<a href="https://forms.gle/vHKkSjokxqPCQYTb6">https://forms.gle/vHKkSjokxqPCQYTb6</a>
経営学部	経営学部教務課	<a href="https://forms.gle/ce18YsceyNqEvQtI8">https://forms.gle/ce18YsceyNqEvQtI8</a>
法学部	法学部教務課	<a href="https://forms.gle/RUTrdDpptBZC1CgNA">https://forms.gle/RUTrdDpptBZC1CgNA</a>
社会学部	社会学部教務課	<a href="https://forms.gle/e45r66gWR2H5tpLEA">https://forms.gle/e45r66gWR2H5tpLEA</a>
国際学部	国際学部教務課	ml-grs-kyomu@toyo.jp
国際観光学部	国際観光学部教務課	<a href="https://forms.gle/7qQFFM1mPEYoKQV37">https://forms.gle/7qQFFM1mPEYoKQV37</a>
理工学部	川越事務部教学課	<a href="https://onl.sc/zdjkkBu">https://onl.sc/zdjkkBu</a>
総合情報学部	川越事務部教学課	<a href="https://onl.sc/zdjkkBu">https://onl.sc/zdjkkBu</a>
生命科学部	板倉事務部板倉事務課	<a href="https://forms.gle/aYAXQ1E5heeKGMd6A">https://forms.gle/aYAXQ1E5heeKGMd6A</a>
食環境科学部	板倉事務部板倉事務課	<a href="https://forms.gle/aYAXQ1E5heeKGMd6A">https://forms.gle/aYAXQ1E5heeKGMd6A</a>
情報連携学部	赤羽台事務部赤羽台事務課（INIAD）	ml-iniad-fs@toyo.jp
福祉社会デザイン学部	赤羽台事務部赤羽台事務課（WELLB）	mlakyo@toyo.jp
健康スポーツ科学部	赤羽台事務部赤羽台事務課（WELLB）	mlakyo@toyo.jp
ライフデザイン学部	赤羽台事務部赤羽台事務課（WELLB）	mlakyo@toyo.jp

●在留資格、ビザ（査証）等に関するお問い合わせ先

	問 い 合 わ せ 先
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 April 2024

Toyo University Re-admission Procedures (Status of Residence)

I. General points

- (1) Re-Admission to Toyo University requires that you to have a status of residence “Student” or other status of residence that permits a medium- to a long-term stay in Japan as of April 1, 2024. Status that only permits short-term stay does not qualify you to enroll in Toyo University. If, due to unavoidable circumstances, you are to cancel entering Toyo University after completing the Re-Admission procedure, please refer to II (1) or III (2) below for more details.
- (2) International students who are admitted to the Evening Course cannot obtain a “ Student” status of residence (\*)
- \*For undergraduate students
- International undergraduate students admitted to the Evening Course cannot obtain a status of residence of “Student.”
- \*For graduate students
- International students who are admitted to the Master’s Program in the Concentration in SME Consultant Certification, the Course of Business, Accounting and Finance, the Graduate School of Business Administration cannot obtain a status of residence of “Student.”
- (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 currently have a status of residence in Japan (those who live in Japan)

\*Those with a status of residence of “Temporary Visitor” 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 Re-entering the University. If you have Temporary Visitor status of residence, please refer to \* III. If you do not have a valid status of residence in Japan (those who do not live in Japan)” and 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 April 1, 2024(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 March 31, 2024. 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 for an extension of your period of stay or change your status of residence as of April 1, 2024, and if its completion cannot be confirmed by May 31, 2024 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) 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 Support Office for COE and Status of Residence (refer to the contact information below).

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

Admission to Toyo University requires that you possess a status of residence “Student” or other status of residence that permits a medium- to a long-term stay in Japan as of April 1, 2024. 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 prescribed procedures by April 30, 2024.

- (1) Proxy application for a Certificate of Eligibility for Status of Residence (COE)
- 1) When you complete the prescribed 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 Support Office for COE and Status of Residence. 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 screening procedure for a COE is conducted by the Immigration Services Agency of Japan, while the screening procedure for a visa is conducted by a Japanese diplomatic office in a country of your residence 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, the University will not apply for reapplication of a COE as a proxy.
- 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 April 30, 2024 that you have obtained a Residence Card, your re-admission to the university will be canceled as of March 31, 2024 regardless of the reason, even if you are reapplying for a status of residence and have taken 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 complete the prescribed procedures by April 30, 2024, even if you have obtained a Residence Card, you will be dismissed from the university as of April 30, 2024. In this case, the admission fee and the tuition and fees that you have paid (for the spring semester) will not be refundable.

●Inquiries about re-admission procedures

Your Faculty	Contact	
Faculty of Letters	Education Affairs Section for the Faculty of Letters	bungaku03@toyo.jp
Faculty of Economics	Education Affairs Section for the Faculty of Economics	<a href="https://forms.gle/vHKkSjokxqPCOYtb6">https://forms.gle/vHKkSjokxqPCOYtb6</a>
Faculty of Business Administration	Education Affairs Section for the Faculty of Business Administration	<a href="https://forms.gle/ce18YsceyNqEvQtl8">https://forms.gle/ce18YsceyNqEvQtl8</a>
Faculty of Law	Education Affairs Section for the Faculty of Law	<a href="https://forms.gle/RUTrdDppIBZC1CqNA">https://forms.gle/RUTrdDppIBZC1CqNA</a>
Faculty of Sociology	Education Affairs Section for the Faculty of Sociology	<a href="https://forms.gle/e45r66gWR2H5tpLEA">https://forms.gle/e45r66gWR2H5tpLEA</a>
Faculty of Global and Regional Studies	Education Affairs Section for the Faculty of Global and Regional Studies	ml-grs-kyomu@toyo.jp
Faculty of International Tourism Management	Education Affairs Section for the Faculty of International Tourism Management	<a href="https://forms.gle/7qQFFM1mPEYoKQV37">https://forms.gle/7qQFFM1mPEYoKQV37</a>
Faculty of Science and Engineering	Education and Student Affairs Section, Kawagoe Campus Office	<a href="https://onl.sc/zdjkBbu">https://onl.sc/zdjkBbu</a>
Faculty of Information Sciences and Arts	Education and Student Affairs Section, Kawagoe Campus Office	<a href="https://onl.sc/zdjkBbu">https://onl.sc/zdjkBbu</a>
Faculty of Life Sciences	Administration Section, Itakura Campus Office	<a href="https://forms.gle/aYAXQ1E5heeKGMd6A">https://forms.gle/aYAXQ1E5heeKGMd6A</a>
Faculty of Food and Nutritional Sciences	Administration Section, Itakura Campus Office	<a href="https://forms.gle/aYAXQ1E5heeKGMd6A">https://forms.gle/aYAXQ1E5heeKGMd6A</a>
Faculty of Information Networking for Innovation and Design	Administration Section, Akabanedai Campus Office (INIAD)	ml-iniad-fs@toyo.jp
Faculty of Design for Welfare Society	Administration Section, Akabanedai Campus Office (WELLB)	mlakyo@toyo.jp
Faculty of Health and Sports Sciences	Administration Section, Akabanedai Campus Office (WELLB)	mlakyo@toyo.jp
Faculty of Human Life Design	Administration Section, Akabanedai Campus Office (WELLB)	mlakyo@toyo.jp

●Inquiries about Status of Residence and Visa

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