2024年7月1日 東 洋 大 学

## 2025 年 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 (日本国以外の国籍を有する者)

## 1. 共通事項

(1) 在留資格

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) 在留資格「留学」について

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		・第2部・イブニングコース(夜)に入学する場合、在留資格「留学」を取得できません。
			・本学では、2025 年 2 月以降に実施する入学試験および大学入学共通テスト利用試験の受験者の在留資格
			認定証明書の代理申請は行いません。
	大学院生	2025年	・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する場合、在留資格
		4月入学	「留学」を取得できません。

#### (3) 外国人留学生対象の制度の利用

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) 留意事項

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。

(5) その他

入国前に必要な情報は、Web サイト https://www.toyo.ac.jp/academics/international-exchange/enroll/prearrival/でお知らせしますので、必ずご確認ください。

## Ⅱ. 有効な在留資格がある場合(日本に居住している方)

すでに在留資格「留学」または他の中長期在留資格を有している場合でも、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。ただし、下記項目に該当する場合は、一度出国し、以下「Ⅲ.有効な在留資格がない場合」と同じ手続を求める場合があります。この場合、本学では「留学」の在留期間更新許可申請は行いません。

①本学入学前に在籍している教育機関で「留学」の在留資格を取得しており、前の教育機関の課程修了(卒業)から本学への入学までの期間が 3カ月以上あいている場合

②本学入学前に在籍している教育機関で「留学」の在留資格を取得しており、時期に関係なく前の(または現在在籍している)教育機関の課程を修了(卒業)せずに退学をした(またはする予定)場合等、本学が在留期間更新許可申請は不適切と認めた場合

※事情により、「在留資格認定証明書」の交付が2025年4月1日の入学に間に合わない場合もありますが、授業を欠席する等に伴う不利益ついて、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。

※「短期滞在」の在留資格では、大学に在籍することはできません。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。

#### (1) 再入学取り消し

2025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2025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入学金を除く納付金を返還します。ただし、「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)除籍

2025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、2025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ので早めに手続きを行ってください。除籍の場合は、所定の 手続を行うことで、入学金を除く納付金を返還します。なお、「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) 在留期間の更新・在留資格の変更

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へオンライン代理申請を行います。以下「●申請について」を確認し、現在の在留資格期限等に応じて各自で手続を行ってください。

2024年7月1日東洋大学

#### ●申請について

対象者	◆在留資格「留学」の在留期間更新申請をする者で、在留期限が以下の者	
	2025 年 4 月入学: 2025 年 1 月~6 月	
	◆他の中長期在留資格から「留学」への在留資格変更申請をする者	
受付期間	(学部生) 入学手続締切日後1週間以内 ※それまでに期限が切れる方は、在留資格サポートオフィスにご連絡ください。	
	(大学院生)納付金納入完了後1週間以内 ※それまでに期限が切れる方は、在留資格サポートオフィスにご連絡ください。	
手続方法	①申請フォームに必要事項を入力してください。	
	申請フォーム URL:https://forms.gle/q1WYNgSfuyfXK3A76	
	②①の内容を確認後、東洋大学在留資格サポートオフィス(toyo-pugs@tugs.co.jp)よりメールで手続き案内メールを送付しま	
	す。	
	③受信したメールの内容に従い、PUGS(東洋大学在留資格申請システム)上で、在留期間更新または在留資格変更に必要な情	
	報と書類、入学許可書を提出してください。	
	PUGS ログイン URL: https://toyo-pugs.com/sp/entry	
	PUGS 使用マニュアル:https://sites.google.com/tugs.co.jp/pugs	
	④入力内容確認後、大学にてオンライン代理申請を行います。	
	⑤出入国在留管理庁での審査終了後、通知メールが送付されます。	
	大学より結果通知書を配布しますので、来校してください。	
	2025 年 4 月入学:3 月までは白山キャンパス東洋大学在留資格サポートオフィス (TUGS)、4 月以降は各キャンパス窓口	
	⑥結果通知書、在留カード、パスポートを持って入国管理局に新しい在留カードを受け取りに行ってください。	
受付窓口	東洋大学在留資格サポートオフィス	
	場所:白山キャンパス8号館2F	
	受付時間:月曜日~金曜日 9:30~17:00	
	来室は入構制限期間および土・日・祝日は除く。	
	入構制限期間は本学 Web サイト(https://www.toyo.ac.jp)で確認してください。	
Web サイト	https://www.toyo.ac.jp/international-exchange/international/immigration_visa/pre-enrollment/visa-newstudents/	

#### 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 2025 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ことが必要です。手続に時間がかかる場合でも、2025 年 4 月 3 0 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(在留資格「留学」のみ代理申請します)
- 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。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。
- ③ 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。
- ④ 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。

- ⑤ 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) 再入学許可の取り消し

2025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2025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) 除籍

2025 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、2025 年 4 月 30 日付けで除籍となります。この場合は、入学金および納付金(春学期分)は返還しません。

#### ●在留資格認定証明書の代理申請について

手続方法	PUGS(東洋大学在留資格申請システム)にログインし、申請情報の入力、必要書類を提出してください。
	PLIGS ログイン LIRL: https://toyo-pugs.com/sp/entry

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	PUGS 使用マニュアル:https://sites.google.com/tugs.co.jp/pugs	
データ送付期限	入学手続締切日(日本時間)までに提出してください。	
注意事項	提出書類の氏名は必ずパスポートの英字表記で記載してください。書類不備で不許可となった場合、大学は一切責任を負いませ	
	λ.	
問い合わせ先 東洋大学在留資格サポートオフィス		
	場所:白山キャンパス 8 号館 2 F	
	受付時間:月曜日~金曜日 9:30~17:00	
	E-mail: toyo-pugs@tugs.co.jp	

# ●入学手続に関するお問い合わせ先

合格学部		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	https://forms.gle/vHKkSjokxqPCQYTb6
経営学部	経営学部教務課	https://forms.gle/ce18YsceyNqEvQtf8
法学部	法学部教務課	https://forms.gle/RUTrdDpptBZC1CgNA
社会学部	社会学部教務課	https://forms.gle/e45r66gWR2H5tpLEA
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	https://forms.gle/7qQFFM1mPEYoKQV37
理工学部	川越事務部教学課	https://onl.sc/zdjkKBu
総合情報学部	川越事務部教学課	https://onl.sc/zdjkKBu
生命科学部	朝霞事務部朝霞事務課	https://forms.gle/aYAXQ1E5heeKGMd6A
食環境科学部	朝霞事務部朝霞事務課	https://forms.gle/aYAXQ1E5heeKGMd6A
情報連携学部	赤羽台事務部赤羽台事務課 (INIAD)	ml-iniad-fs@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
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

# ●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	

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## For Prospective Students Re-Enrolling in Spring 2025

# 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 mediumor long-term status of residence as of April 1, 2025. 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, 2025, 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 2025 or using the Common Test for University Admissions.
		-Students enrolling in the Training Course for Registered Small and Medium Enterprise Consultant within the Graduate School
Graduate	April 2025	of Business Administration cannot obtain the student status of residence.
students	enrollment	- The University does not handle proxy applications for status of residence for students who take entrance exams conducted
		after February 2025.

#### (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.

- 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.

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#### (1) Revocation of Re-Enrollment Permission

If as of April 1, 2025, 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, 2025. 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, 2025, and the permission for extension of stay or change of status of residence cannot be confirmed by May 31, 2025, 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

If it is necessary to renew the residence period for student status of residence before enrollment or if the applicant wishes to change the residence status from a medium- to long-term status of residence to student, the University will apply for online proxy application to the Immigration Services Agency of Japan. Please refer to the section under Application below and proceed with the necessary procedures according to your current residence qualification period, etc.

#### **Application Details**

Who can apply	- Those who are going to renew the student status of residence whose residence period finishes at some point during the following period:
	Students enrolling in April 2025: January 2025 -June 2025
	- Those who wish to switch their medium- or long-term status of residence into student status
When to apply	(Undergraduate Students) Within 1 week after the enrollment procedure deadline *If the status of residence expires before that, please contact
	the Residence Status Support Office.
	(Graduate Students) Within 1 week after completing the payment of fees *If the status of residence expires before that, please contact the
	Residence Status Support Office.
How to apply	1) Fill in the necessary information on the application form.
	Application Form URL: https://forms.gle/q1WYNgSfuyfXK3A76
	2) After confirming the contents of step 1), Toyo University Support Office for COE and Status of Residence (TUGS) (toyo-pugs@tugs.co.jp) will
	send you an email with instructions for the procedure.
	3) Follow the instructions in the email you received and submit the necessary information, documents for residence period renewal or change
	of status of residence, and the admission permission letter on the PUGS (Toyo University Residence Qualification Application System) website.
	PUGS Login URL: https://toyo-pugs.com/sp/entry
	PUGS User Manual: https://sites.google.com/tugs.co.jp/pugs
	4) After confirming the submitted information, the University will proceed with the online proxy application.
	5) After the review by the Immigration Services Agency of Japan is completed, a notification email will be sent to the student. The University
	will distribute the result notification letter, so please come to the campus.
	For April 2025 enrollment: Visit Toyo University Residence Status Support Office (TUGS) in Hakusan campus before the end of March or visit
	the respective campus office after April.
6) With the result notification letter, residence card, and passport, please go to the Immigration Bureau to receive yo	
Where to inquire Toyo University Residence Status Support Office	
	Second floor of building 8 in Hakusan campus
	Open from 9:30 to 17:00 on weekdays
	Visits are available except weekends and days when campus entry is not allowed
	Check Toyo's website for days when campus is closed ( <a href="https://www.toyo.ac.jp">https://www.toyo.ac.jp</a> )
Website	https://www.toyo.ac.jp/international-exchange/international/immigration_visa/pre-enrollment/visa-newstudents/

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

To re-enroll in the University, as of April 1, 2025, it is required to possess a student or another medium- to long-term status of residence. Even if the procedures

<sup>\*</sup>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, 2025. However, the University will not be held responsible for any disadvantages resulting from missed classes, etc., that result in such cases.

<sup>\*</sup>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.

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take time, the applicant must receive the Certificate of Eligibility and visa by April 30, 2025, 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 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) If the applicant wishes to apply for proxy issuance of the Certificate of Eligibility at our university, accurately report the number of past applications and their issuance. If any falsification is detected in submitted documents or information, the University will not accept re-applications.
- 4) 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.
- 5) 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, 2025, regardless of reasons including periods for re-application or litigation, enrollment permission to the University will be revoked effective March 31, 2025. 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, 2025, he/she will be expelled effective April 30, 2025. 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)

	0 7,1		
How to apply	Log into PUGS (Toyo University Support Office for COE and Status of Residence (TUGS)), fill in necessary information and submit the required		
	documents.		
	PUGS login URL: https://toyo-pugs.com/sp/entry		
	PUGS 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 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		
	Second floor of building 8 in Hakusan campus		
	Open from 9:30 to 17:00 on weekdays		
	E-mail: toyo-pugs@tugs.co.jp		

For successful applicants who have been admitted through Online Admissions offered for International students (both for first-year and transfer students) and Online Admissions for International Baccalaureate Holders, the procedures are different from those who have been admitted through other types of admissions. Please refer to the following:

How to apply	An email will be sent to the email address that the applicant registered at the time of application from <a href="mailto:noreply-pugs@tugs.co.jp">noreply-pugs@tugs.co.jp</a> under the subject 【PUGS】 confirmation for your personal information/【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 Statu	
	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 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 (TUGS)	
	Second floor of building 8 in Hakusan campus	

July 1, 2024 Toyo University

Open from 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	bungaku03@toyo.jp	
Economics	Education Affairs Section for the Faculty of Economics	https://forms.gle/vHKkSjokxqPCQYTb6	
Business Administration	Education Affairs Section for the Faculty of Business	https://forms.gle/ce18YsceyNqEvQtf8	
business Auministration	Administration	https://forms.gie/ce184sceynqevQtt8	
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	ml-grs-kyomu@toyo.jp	
Global and Regional Studies	Regional Studies		
International Tourism	Education Affairs Section for the Faculty of International	https://forms.gle/7gQFFM1mPEYoKQV37	
Management	Tourism Management	Interps://forms.gie//qqrfivi1mrefoxqv3/	
Science and Engineering	Education and Student Affairs Section, Kawagoe Campus	https://onl.sc/zdikKBu	
Information Sciences and Arts	Office	maps, y simo y capital	
Life Sciences	Administration Section, Asaka Campus Office	https://forms.gle/aYAXQ1E5heeKGMd6A	
Food and Nutritional Sciences			
Information Networking for	Administration Section, Akabanedai Campus Office (INIAD)	ml-iniad-fs@toyo.jp	
Innovation and Design	Administration Section, Akadanedal Campus Office (INIAD)	пп-шас-ізштоуо.јр	
Faculty of Life Sciences			
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
Resident Status Support Office	toyo-pugs@tugs.co.jp