

Immigration & Visa Consulting Service

To all enrolled international students, researchers, faculty, staff, and Japanese students at Keio, we provide free consulting on Japanese and U.S. visas, as well as a service for making Japanese visa applications on your behalf.

When attending our services at the following locations, please bring your student ID card (for students) or personal ID card (for faculty and staff). You may be asked to show them to our staff.

Schedule for Visa Consultation

※Please feel free to use our consultation and application services at locations other than your affiliated campus.

Mita Campus

Location: South School Building Basement 1st Floor
Office of Student Services Room D

Hours: 10:00–12:00

Free Consultation Schedule:

APR 2015	10 (FRI)	24 (FRI)	OCT	16 (FRI)	30 (FRI)
MAY	8 (FRI)	22 (FRI)	NOV	13 (FRI)	27 (FRI)
JUNE	12 (FRI)	26 (FRI)	DEC	11 (FRI)	22 (TUE)
JULY	10 (FRI)	24 (FRI)	JAN 2016	15 (FRI)	29 (FRI)
AUG	7 (FRI)	21 (FRI)	FEB	12 (FRI)	26 (FRI)
SEPT	11 (FRI)	25 (FRI)	MAR	11 (FRI)	25 (FRI)

Hiyoshi Campus

Location: Fourth Building Independence Wing Basement 1st Floor
Staff Conference Room 2 (Excluding ※1)

Hours: 10:00–12:00

Free Consultation Schedule:

APR 2015	3 (FRI)	17 (FRI)	OCT	9 (FRI)	23 (FRI)
MAY	1 (FRI)	15 (FRI)	NOV	6 (FRI)	20 (FRI) ※1
JUNE	5 (FRI)	19 (FRI)	DEC	4 (FRI)	18 (FRI)
JULY	3 (FRI)	17 (FRI)	JAN 2016	8 (FRI)	22 (FRI)
AUG	4 (TUE)	18 (TUE)	FEB	5 (FRI)	※2
SEPT	4 (FRI)	18 (FRI)	MAR	4 (FRI)	18 (FRI)

※1 Raiosha 2nd Floor, Meeting Room

※2 Consultation for February 19 (FRI) will be held at Yagami Campus in the morning and afternoon.

Yagami Campus

Location: 14th Building (Sosokan) 3rd Floor, Meeting Room DS31
(Excluding ※1 and ※2)

Hours: 13:00–15:00

Free Consultation Schedule:

APR 2015	3 (FRI)	17 (FRI)	OCT	9 (FRI)	23 (FRI)
MAY	1 (FRI)	15 (FRI)	NOV	6 (FRI)	20 (FRI)
JUNE	5 (FRI)	19 (FRI)	DEC	4 (FRI)	18 (FRI)
JULY	3 (FRI)	17 (FRI)	JAN 2016	8 (FRI)	22 (FRI)
AUG	4 (TUE)	18 (TUE)	FEB	5 (FRI)	19 (FRI) ※2
SEPT	4 (FRI) ※1	18 (FRI)	MAR	4 (FRI)	18 (FRI)

※1 14th Building (Sosokan) 4th Floor, Meeting Room DS41

※2 14th Building (Sosokan) 7th Floor, Forum
(Consultation will be held from 10:00–12:00 and 13:00–15:00)

Shonan Fujisawa Campus

Location: Location depends on the day. Please see below.

Hours: 13:30–15:30

Free Consultation Schedule:

APR 2015	13 (MON) ①	27 (MON) ①	OCT	15 (THUR) ①	28 (WED) ①
MAY	14 (THUR) ①	27 (WED) ②	NOV	11 (WED) ③	30 (MON) ①
JUNE	17 (WED) ③	30 (TUE) ①	DEC	10 (THUR) ①	21 (MON) ①
JULY	16 (THUR) ①	31 (FRI) ①	JAN 2016	7 (THUR) ①	21 (THUR) ④
AUG	5 (WED) ①	26 (WED) ③	FEB	12 (FRI) ①	24 (WED) ④
SEPT	9 (WED) ①	24 (THUR) ①	MAR	10 (THUR) ①	29 (TUE) ①

Location: ① Alpha Building (Main Bldg) 3rd Floor, 5th Meeting Room
② Alpha Building (Main Bldg) 3rd Floor, 3rd Meeting Room
③ Tau Building (Graduate School Bldg) 1st Floor, Gallery
④ Alpha Building (Main Bldg) 4th Floor, Meeting Room

Service Fees for Visa Applications

※1 In principle, service fees for Certificates of Eligibility and applications pertaining to foreign researchers are paid for by Keio University.

Foreign Researchers: At the time of application, only the revenue stamp for extension/change of status and re-entry permission applications, etc., will be required.

※2 **Enrolled International Students:** Service fees for applications pertaining to international students will be responsibility of the student.

※3 Although it is generally not required to visit the Immigration Bureau yourself, for applications besides the Certificate of Eligibility (e.g., Extension/Change of Status, Permission to Engage in Part-Time Job, Re-Entry Permission), please bear in mind that we will need to keep your passport and residence card for the duration of the application.

※4 Depending on your application details and/or situation, we may be unable to accept your request. We please ask for your understanding.

◆Certificate of Eligibility

Please provide 392 yen for return-postage (for up to 4 simultaneous applications) at time of application.

◆Application for Extension

Revenue Stamp: 4,000 yen

Service Fee (Student visa status): 5,400 yen

◆Application for Change of Status

Revenue Stamp: 4,000 yen

Service Fee (Changing from Student to Designated Activities (Job Hunting), Cultural Activities, Professor, Researcher, or Engineer/Specialist in Humanities and International Services status): 8,640 yen

◆Re-Entry Permission

Revenue Stamp: [Single Entry] 3,000 yen [Multiple Entry] 6,000 yen

Service Fee (Student visa status): 4,320 yen

◆Permission to Engage in Part-Time Job

Revenue stamp not required

Service Fee (Student visa status): 4,320 yen

Inquiries via Telephone, Email ※Please mention your campus and affiliation (faculty/graduate school, office name, etc.) when contacting us.



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