

# 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:

2014	DEC	5 (FRI)	19 (FRI)
2015	JAN	9 (FRI)	23 (FRI)
	FEB	6 (FRI)	20 (FRI)
	MAR	6 (FRI)	20 (FRI)

### Hiyoshi Campus

**Location:** Fourth Building Independence Wing Basement 1st Floor  
Staff Conference Room 2

**Hours:** 10:00–12:00

#### Free Consultation Schedule:

2014	DEC	12 (FRI)	22 (MON)
2015	JAN	16 (FRI)	30 (FRI)
	FEB	27 (FRI)	※Consultation for February 13 (FRI) will be held at Yagami Campus in the morning and afternoon.
	MAR	13 (FRI)	27 (FRI)

### Yagami Campus

**Location:** 14th Building (Sosokan) 3rd Floor  
Meeting Room DS31

**Hours:** 13:00–15:00

#### Free Consultation Schedule:

2014	DEC	12 (FRI)	22 (MON)
2015	JAN	16 (FRI)	30 (FRI)
	FEB	13 (FRI) ※	27 (FRI)
	MAR	13 (FRI)	27 (FRI)

※For February 13 (FRI) only, hours will be 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:

2014	DEC	10 (WED) Location ①	22 (MON) Location ②
2015	JAN	9 (FRI) Location ②	23 (FRI) Location ②
	FEB	6 (FRI) Location ②	24 (TUES) Location ②
	MAR	6 (FRI) Location ③	20 (FRI) Location ③

Location: ① Alpha Building (Main Building) 4th Floor Hall  
② Alpha Building (Main Building) 3rd Floor 4th Meeting Room  
③ Alpha Building (Main Building) 3rd Floor 5th Meeting Room

## Service Fees for Visa Applications

※1 In principle, service fees are paid for by Keio University. At the time of application, only the revenue stamp for extension/change of status and re-entry permission applications, etc., will be required.

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

※3 Depending on your application details and/or situation, we may be unable to accept your request. We 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

#### ◆Application for Change of Status

Revenue Stamp: 4,000 yen

※Service fee may apply depending on application details. Please inquire regarding your situation.

#### ◆Re-Entry Permission

Revenue Stamp: (Single Entry) 3,000 yen  
(Multiple Entry) 6,000 yen

#### ◆Permission to Engage in Part-Time Job

Revenue stamp not required

Inquiries via Telephone, Email

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

IMS Legal Professional Corporation

行政書士法人 IMS

TEL: 03-5402-6191  
FAX: 03-5402-6192

Email: [keio-visa-support@attorney-office.com](mailto:keio-visa-support@attorney-office.com)  
URL: <http://attorney-office.com/visacon.html>