

Shenzhen, China Rooms 1203-06, 12/F. Di Wang Commercial Centre 5002 Shennan Road East Luohu District, Shenzhen T: +86 755 8268 4480	Shanghai, China Room 603, 6/F., Tower B Guangqi Culture Plaza 2899A Xietu Road Xuhui District, Shanghai T: +86 21 6439 4114	Beijing, China Room 303, 3/F. Interchina Commercial Bldg. 33 Dengshikou Street Dongcheng District, Beijing T: +86 10 6210 1890	Taipei, Taiwan Room 303, 3/F. 142 Section 4 Chung Hsiao East Road Daan District, Taipei T: +886 2 2711 1324	Singapore 138 Cecil Street #13-02 Cecil Court Singapore 069538 T: +65 6438 0116	New York, USA 202 Canal Street Suite 303, 3/F. New York NY 10013, USA T: +1 646 850 5888
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Japan - Engineer · Specialist in Humanities · International Services Visa Application Procedures and Fees

The activities that Engineer · Specialist in Humanities · International Services ("技術・人文知識・国際業務" in Japanese) visa holder can be performed in Japan mean contracted positions with public or private organizations which utilize technology or specialized knowledge in fields related to physics, engineering, natural science, law, economy, and humanities; or those which require an understanding of or sensitivity to foreign cultures. (This excludes the activities listed in other visa categories). Engineer · Specialist in Humanities · International Services visa is applicable to a wide range of industries, such as mechanical engineers, interpreters, designers, language teachers in private companies.

Kaizen provides application services for Engineer · Specialist in Humanities · International Services visa. This quotation will summarize and list out the required materials, procedures, and related fees for the application of Engineer · Specialist in Humanities · International Services visa.

1. Service Procedure and Fees for Visa Application

Our fees for handling the application of Engineer · Specialist in Humanities · International Services visa in Japan is JPY320,000 or above. Our fees cover the following services:

- (1) Answering enquiries regarding the application for Engineer · Specialist in Humanities · International Services visa.
- (2) Preparing visa application documents (application form, supporting document, etc.).
- (3) Arranging client to sign the documents (if required).
- (4) Submission of application for Certificate of Eligibility ("COE") to immigration Bureau.
- (5) Handling enquiries and notifications from Immigration Bureau.
- (6) Submission of additional documents (if required).
- (7) Receiving COE from Immigration Bureau.
- (8) Forwarding COE to client's specified address.

Notes:

- (1) After receiving COE, applicant needs to submit the visa application to the closest Consulate or Embassy. Our service does not cover this process, and it needs to be arranged by applicant.

- (2) The service with fees quoted above will be corresponded in Japanese, and not included the cost for documents translation from foreign language to Japanese. Kaizen can provide Chinese, English and Malay translation services, as well as the translation of foreign language materials into Japanese. Related fees will be quoted separately.
- (3) The above quotation is for the application of COE with the Immigration Bureau in Tokyo. If applicant needs to apply for the COE in other prefectures, fees will be quoted separately.

2. The Categories of Engineer · Specialist in Humanities · International Services Visa

According to the nature of the institution of affiliation, applicant would be classified into 4 categories. The details of the classification are listed below.

Category 1

The undermentioned institutions / organizations belong to category 1.

- (1) Companies listed on a Japanese stock exchange
- (2) Mutual companies operating an insurance business
- (3) Local government agencies (foreign or Japanese)
- (4) Independent administrative agencies
- (5) Special corporations and government-authorized corporations
- (6) Locally or nationally approved public interest corporations
- (7) Public corporations listed in Appendix 1 of the Corporation Tax Act
- (8) Companies that fall under clause a or b as stated in the center column of the special supplemental table in Article 1, Paragraph 1 of the Ministerial Ordinance on Highly Skilled Professionals (also known as "innovation companies")
* Please refer to https://www.isa.go.jp/en/publications/materials/newimmiact_3_evaluate_index.html
- (9) Companies that satisfy certain conditions
* Please refer to <https://www.moj.go.jp/isa/content/930004659.pdf>

Category 2

The undermentioned institutions / organizations belong to category 2.

- (1) Individuals or organizations whose withheld taxes (as listed in the total statutory report) from the previous year totaled 10 million yen or more
- (2) Institutions that have received approval to use the online residency application system

Category 3

The undermentioned institutions / organizations belong to category 3.

- (1) Individuals or organizations who have submitted their total statutory report, including their employees' withheld taxes for earned income from the previous year (excluding those who fall under Category 2)

Category 4

Those who do not meet any of the conditions listed in the other categories belong to Category 4.

3. Required Materials

- (1) Applicant's photograph (4 cm long x 3 cm wide); a sharp, clear photo of the applicant facing forward with no hat, cap, or head covering taken against a plain backdrop with no shadows; must have been taken within three months prior to submitting the application.
- (2) Photocopy of applicant's valid passport (at least 6 months validity).
- (3) Scanned copy of applicant's current residential address proof in English (bank statement or utility bill issued within 3 months).
- (4) One of the below documents certifying that the applicant falls under one of the categories listed above.

Category 1

- (a) Copy of a quarterly report, or another document (copy) proving that the company is listed on a Japanese stock exchange
- (b) Copy of a document certifying that the institution has been approved by the relevant authorities
- (c) Proof that the "innovation company" falls under clause a or b as stated in the center column of the special supplemental table in Article 1, Paragraph 1 of the Ministerial Ordinance on Highly Skilled Professionals (e.g. a copy of the grant approval notice)
- (d) Document proving that the company meets the aforementioned "certain conditions" (e.g. a copy of the relevant certifications)

Category 2

- (a) A copy of a document related to one's total income for the previous year, such as withholding records (stamped with the seal of the office that accepted it)
- (b) Documentation proving that the institution has received approval to use the online residency application system (emailed notices of approval, etc.)

Category 3

- (a) A copy of a document related to one's total income for the previous year, such as withholding records (stamped with the seal of the office that accepted it)
- (5) Document proving that the applicant has graduated from a professional training college and obtained the appropriate title(s) for their respective field.

Notes:

- (1) The name of the applicant should be written on the back of the photograph.
- (2) Extra supplementary documents may require to be submitted to Japan Immigration Bureau besides the documents listed above.
- (3) All documents in foreign language must be accompanied with Japanese translations. Kaizen can provide Japanese translation services. Pertinent fees will be quoted separately.

- (4) All certificates issued in Japan must be issued within three months prior to the submission of the application. Applicant may need to submit other related documents as per Japan Immigration Bureau request.

4. Procedures and Time Frame

If the applicant works closely with us, it will take 3-7 months to complete all relevant application procedures. The actual time frame depends on the nature of the case and the processing time of Immigration Bureau. Each procedure and its time frame are as follow.

Items	Procedures	Time (Working days)
1	Applicant provides the required materials mentioned in above Section 3 to Kaizen through email, fax, or mail. Meanwhile, applicant needs to settle the payment of Kaizen's service fees.	Client's schedule
2	Kaizen prepares relevant documents for application of certificate of eligibility for Engineer · Specialist in Humanities · International Services visa.	1-2 weeks
3	After received the signed application documents from the client (if required), Kaizen submits the application to Japan Immigration Bureau.	
4	Receiving Certificate of Eligibility from Immigration Bureau.	2-6 months in average
5	Kaizen delivers the Certificate of Eligibility to client's designated address.	2 weeks
6	Clients submits the visa application to the closest Consulate / Embassy with the Certificate of Eligibility.	Client's schedule
Total		Around 3-7 months

Notes:

- (1) The COE is effective for three months. Applicant needs to complete the visa application process from the closet Consulate / Embassy and enter Japan within 3 months. Applicant can receive a resident card in the airport upon the arrival in Japan (only applicable via Shinchitose, Narita, Haneda, Chubu, Kansai, Hiroshima or Fukuoka Airports; if applicant needs to enter Japan via other airports, he / she needs to apply for the resident card when registering the residence address in the city hall).

5. Visa Renewal

The authorized period of stay of the Engineer · Specialist in Humanities · International Services visa varies according to the situation of the applicant. Visa holder shall prepare the visa renewal 3 months before the expiration date. Kaizen can provide the visa renewal services. For details, please consult with our immigration and visa professionals.

If you need assistance or wish to obtain more information, please visit our official website at www.kaizenvis.com or contact us through the following:

T: +852 2341 1444

M: +852 5616 4140, +86 1521 9434 614

WhatsApp/Line/Wechat: +852 5616 4140

Skype: kaizencpa

E: info@kaizenvis.com

