

# Immigration Services Agency Electronic Notification System User Manual

For Medium- to Long-Term Residents

Version 1.01

# Contents

<b>1</b>	<b>Introduction .....</b>	<b>4</b>
1.1	Purpose of This Manual.....	4
1.2	Meanings of the Icons in the Manual .....	4
1.3	Points to Note When Using the Electronic Notification System .....	5
1.4	Screen Descriptions .....	6
1.5	Changing the Language to Display.....	8
<b>2</b>	<b>Preparing to Use the Electronic Notification System (User Registration and Request for Use) .....</b>	<b>9</b>
2.1	Significance of User Registration and Request for Use .....	10
2.2	Obtaining a User ID .....	11
2.3	Submitting a Request for Use .....	16
2.4	Applying to Use the Online Residence Application System.....	22
<b>3</b>	<b>Login/Logout for the Electronic Notification System .....</b>	<b>35</b>
3.1	Accessing the Electronic Notification System .....	35
3.2	Login.....	37
3.3	Logout .....	39
3.4	If You Forgot Your User ID .....	40
3.5	If You Forgot Your Password.....	41
3.6	Extending the Time Before Automatic Logout .....	42
<b>4</b>	<b>Submitting Notification Relating to the Institution - Spouse .....</b>	<b>43</b>
4.1	Selecting a Procedure .....	44
4.2	Entering the Required Items and Submitting the Notification .....	47
4.2.1	Entering the Required Items .....	47
4.2.2	Submitting a Notification.....	50
4.3	If Having Received an Email Notifying You of a Notification Error .....	53
<b>5</b>	<b>Checking the Status of Your Notification .....</b>	<b>54</b>
<b>6</b>	<b>How To Use My Page .....</b>	<b>58</b>
6.1	Checking the Status of Your Notification.....	58
6.2	Viewing User Information.....	59
6.3	Changing the Email Address .....	59
6.4	Changing Your Password .....	61

6.5	Changing Your Phone Number .....	63
6.6	How To Use Favorites .....	65
<b>7</b>	<b>Helpful Functions .....</b>	<b>68</b>
7.1	Searching for Procedures .....	68
7.2	Saving/Loading Data During Entry.....	70
7.3	Reusing the Information Entered for Past Notifications.....	73
<b>8</b>	<b>Revision History.....</b>	<b>77</b>

# 1 Introduction



## 1.1 Purpose of This Manual

This manual explains how to prepare for and use the Electronic Notification System and how to use the system to submit the following notifications:

Notification	Notification Type
Notification regarding affiliated institutions, etc. as prescribed in Article 19-16 of the Law	<ul style="list-style-type: none"> <li>● Notification Concerning Activity Organization (Professor, Instructor, Intra-company Transferee, Business Manager, Student, Trainee, Medical Services, Legal/Accounting Services, Technical Intern Training, Highly-Skilled Professional (i)(c) &amp; (ii))</li> <li>● Notification of the Contracting Organization (Researcher, Engineer/Specialist in Humanities/International Services, Skilled Labor, Nursing Care, Entertainer, Highly-Skilled Professional (i)(a) &amp; (ii), Highly-Skilled Professional (i)(b) &amp; (ii), Specified Skilled Worker)</li> <li>● Notification regarding spouse (Dependent, Spouse or Child of Japanese National, Spouse or Child of Permanent Resident)</li> </ul>

## 1.2 Meanings of the Icons in the Manual

The meanings of the icons in the manual are as follows:

Icon	Description
 <b>Important</b>	This indicates that what is being explained is important.
 <b>Reference</b>	This indicates that reference or supplementary information is being explained.

## 1.3 Points to Note When Using the Electronic Notification System

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- To use the Electronic Notification System, the following environment is required. Proper operation in other environments is not guaranteed.

OS: Windows/ macOS

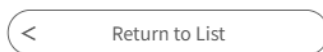
Browser: We recommend using Microsoft Edge. Google Chrome and Safari are also available.

- The Electronic Notification System will send emails to your registered email address. Configure your settings to receive emails from the following domain:

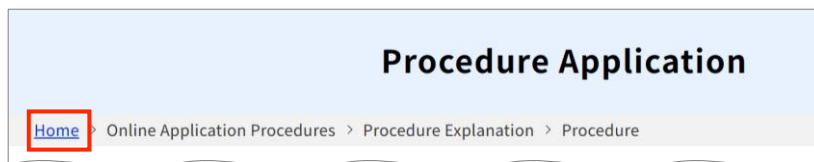
@rasens-immi.moj.go.jp

- If you return to the previous screen using the browser's "←" (back) button or the [Alt] + [←] keys, an error will occur. If there is a button to return to the previous screen, click the button.

Example of a button to return to the previous screen (The text on the button varies depending on the screen.)



To return to the top page of the Electronic Notification System, click [Home] at the top of the screen.



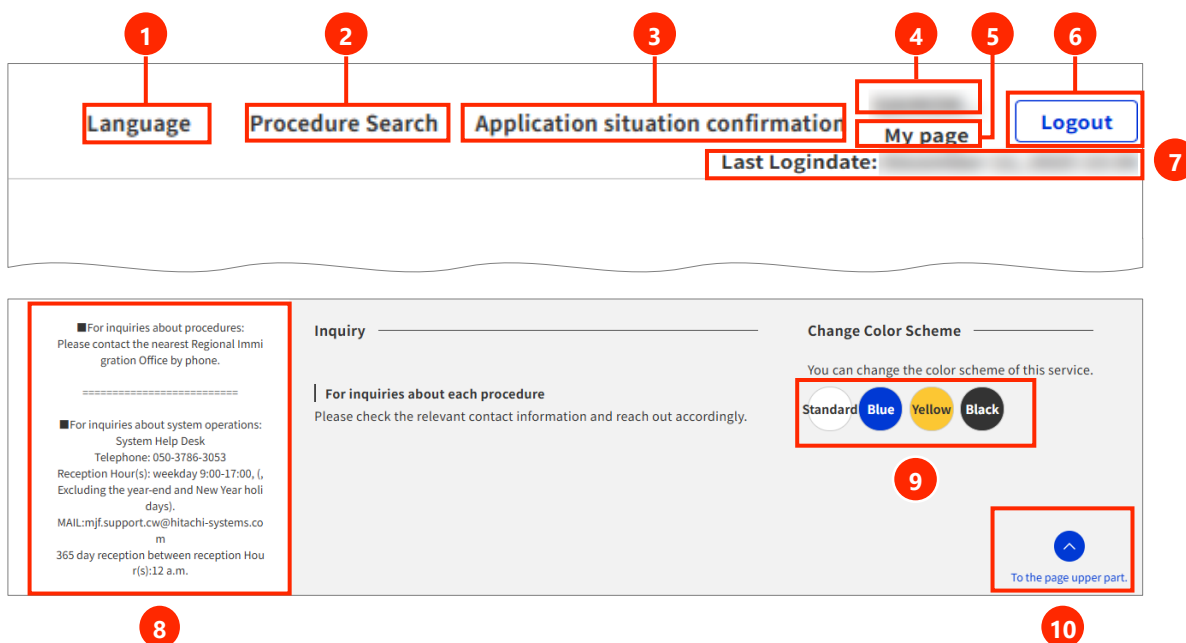
- If there are no activities such as screen movement for over three hours, the system will automatically log you out.  
To extend the time before automatic logout, see "[Extending the Time Before Automatic Logout](#)" (p.42).
- Do not bookmark any screens beyond the [Application] screen in your browser. Even if you register them, you cannot access them from your browser's bookmarks.

## 1.4 Screen Descriptions

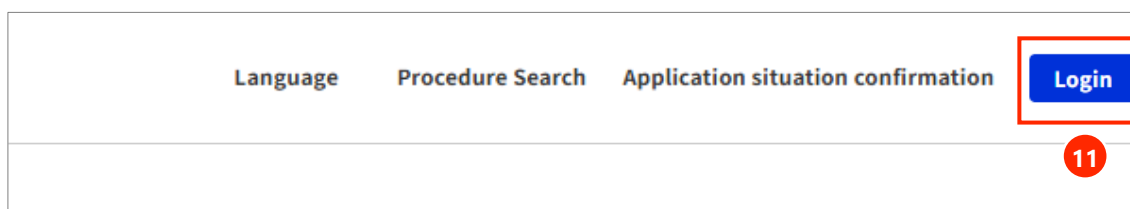
This section describes the screens of the Electronic Notification System.

### ■ Items to be commonly displayed

- Screen while being logged in



- Screen while being logged out



Item Name	Description	Page with Detailed Descriptions
① Language	Click to select the language to display.	<a href="#">"Changing the Language to Display"</a> (p. 8)
② Procedure Search	Click to search the procedures displayed in the [List of Procedures].	<a href="#">"Searching for Procedures"</a> (p. 68)
③ Application situation confirmation	Click to check the status of your notification.	<a href="#">"Checking the Status of Your Notification"</a> (p. 54)
④ Name	The user's name will be displayed.	—
⑤ My Page	This is a dedicated page for each user. Click to check or modify notification status and user information, or to open procedures saved in "Favorites".	<a href="#">"How To Use My Page"</a> (p. 58)

Item Name	Description	Page with Detailed Descriptions
⑥ Logout	Click to log out of the Electronic Notification System.	<a href="#">"Logout"</a> (p. 39)
⑦ Last Logindate	The date and time of your last login will be displayed.	—
⑧ Contact Information	For inquiries regarding the details of each procedure, please contact us here.	—
⑨ Change Color Scheme	Clicking [Standard], [Blue], [Yellow], or [Black] will change the screen color.	—
⑩ To the page upper part.	Clicking will automatically scroll to the top of the screen.	—
⑪ Login	Click to log into the Electronic Notification System.	<a href="#">"Login"</a> (p. 37)

## ■ Top page

Notices will appear under [General Notices].

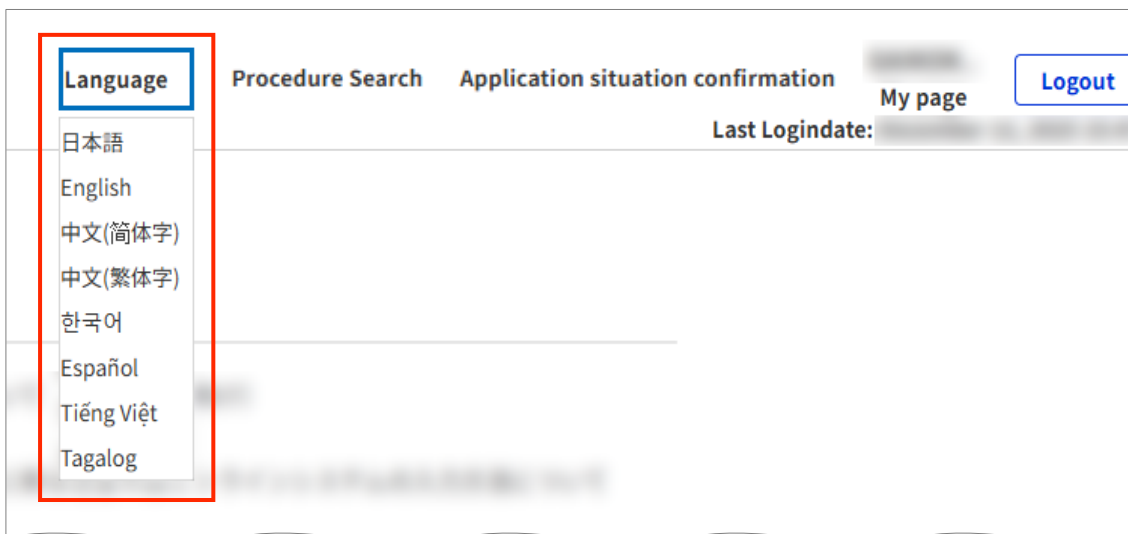
Click each notice's title to view its content.

Click [List of Notices] to view past notices.



## 1.5 Changing the Language to Display

To change the language to display, click [Language]. Select from the eight languages in the pull-down menu.



Menu	Language
日本語	Japanese
English	English
中文(简体字)	Chinese (Simplified)
中文(繁体字)	Chinese (Traditional)
한국어	Korean
Español	Spanish
Tiếng Việt	Vietnamese
Tagalog	Tagalog

## 2 Preparing to Use the Electronic Notification System (User Registration and Request for Use)

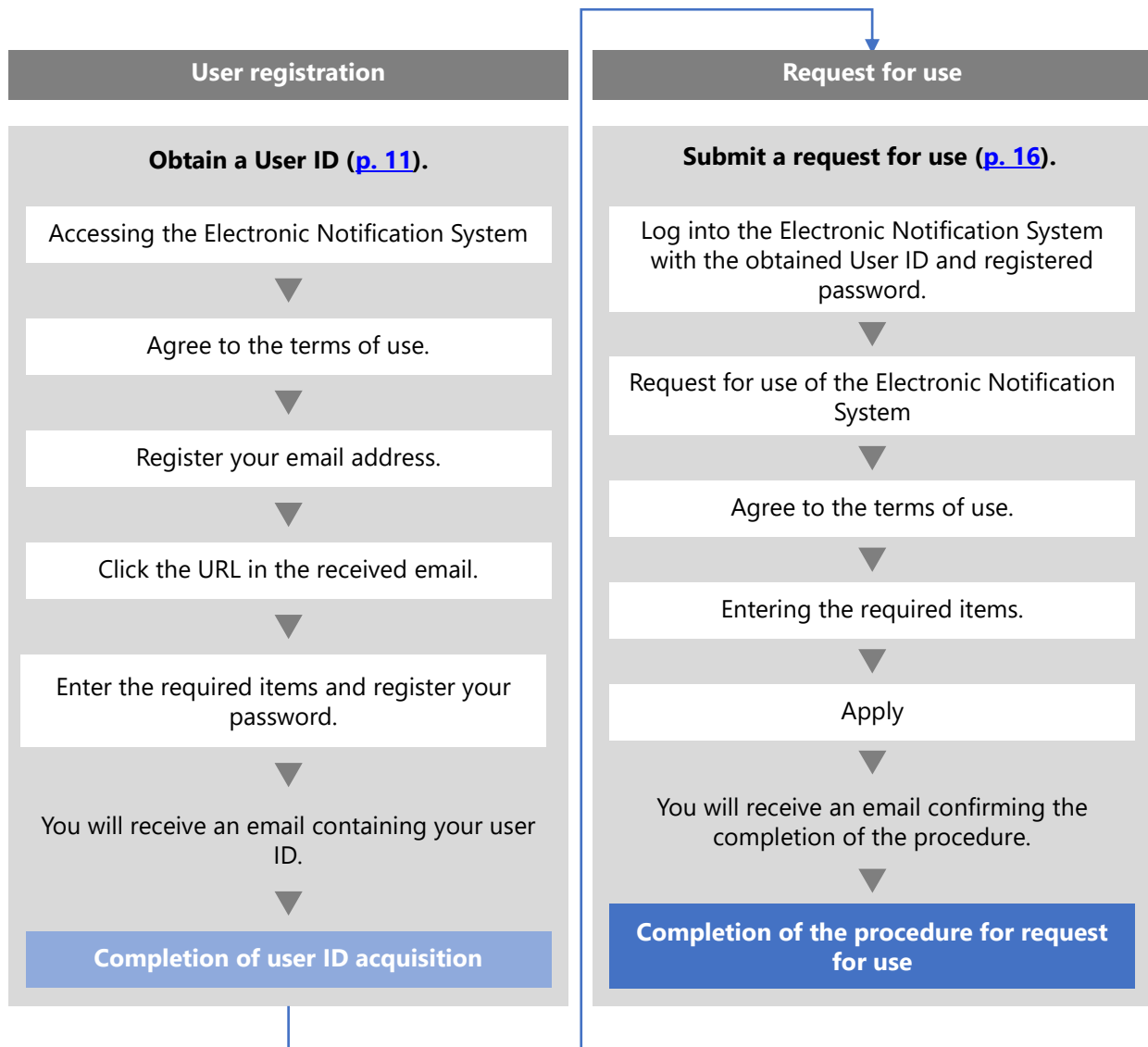
To submit a notification using the Electronic Notification System, user registration and request for use are required. This chapter explains how to register as a user and submit a request for use.

### **Important**

- Medium- to long-term residents — who set an authentication ID and password on the Electronic Notification System before December 31, 2025 — can log in using the same authentication ID and password. Proceed to [“Login”](#) (p. 37).
- Medium- to long-term residents — who possess a User ID (formerly: Authentication ID) and password for the Online Residence Application System — can log in using the same User ID and password. Proceed to [“Login”](#) (p. 37).
- Even if you have completed the request for use for the Electronic Notification System, you cannot submit an application using the “Online Residence Application System”. To use the Online Residence Application System, you must submit a request for use of the Online Residence Application System. Follow [“Applying to Use the Online Residence Application System”](#) (p. 22) or refer to the operation manual for the Online Residence Application System.

## 2.1 Significance of User Registration and Request for Use

User registration is the procedure for obtaining a User ID to log into the Electronic Notification System. Request for use is the procedure that enables you to submit each notification after logging into the Electronic Notification System. The processes for user registration and request for use are as follows.



## 2.2 Obtaining a User ID

To log into the Electronic Notification System, you need your User ID. This section explains how to obtain a user ID.

### 1 Open the top page of the Electronic Notification System in your browser.

See "[Accessing the Electronic Notification System](#)" (p. 35).

### 2 Click [New Registration].



The [Explanation of User Registration] screen is displayed.

### 3 Review the terms of use. If you agree to the terms, click [Agree].

**Explanation of User Registration**

Please be sure to read the following contents.

Once you have registered your user information, you will be able to log in as a user for subsequent procedures. Furthermore, the registered information can be used for each procedure, simplifying the input process. If you plan to use this service repeatedly, we recommend registering your user information.

[<Terms of Use>](#)

**利用規約**

ご利用前に必ずお読みください。  
 在留申請オンラインシステム及び電子届出システムを利用して地方出入国在留管理局長に対してインターネットを通じた在留申請及び出入国在留管理庁長官に対してインターネットを通じた届出に係る手続を行うためには、下記規約に同意いただくことが必要です。  
 なお、下記規約は日本語で定義されたものです。下記規約の翻訳版と日本語版に相違がある場合は、日本語版が優先されるものとします。

記

1. 利用可能な時間  
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By clicking the Agree button, it will be considered that you have agreed to this explanation.

If you understand the above, please agree and proceed.

**Agree** >

The [Email address enter] screen is displayed.

### 4 Enter your email address in the [Please input your email address.] and [Please input your email address (for confirmation).] fields, and then click [Register].

**! Important**

- Configure your settings to receive emails from the domain “@rasens-immi.moj.go.jp”.

**Email address enter**

Please input Email address. **Required**

Please input Email address (for confirmation). **Required**

**Register** >

The [Email Sent (User Registration)] screen appears, and an email is sent to the registered email address.

## 5 Click the URL in the received email.

### Important

- You can proceed to the [UserRegister] screen within 24 hours after the email is sent. If more than 24 hours have passed, you will need to start over by entering your email address.

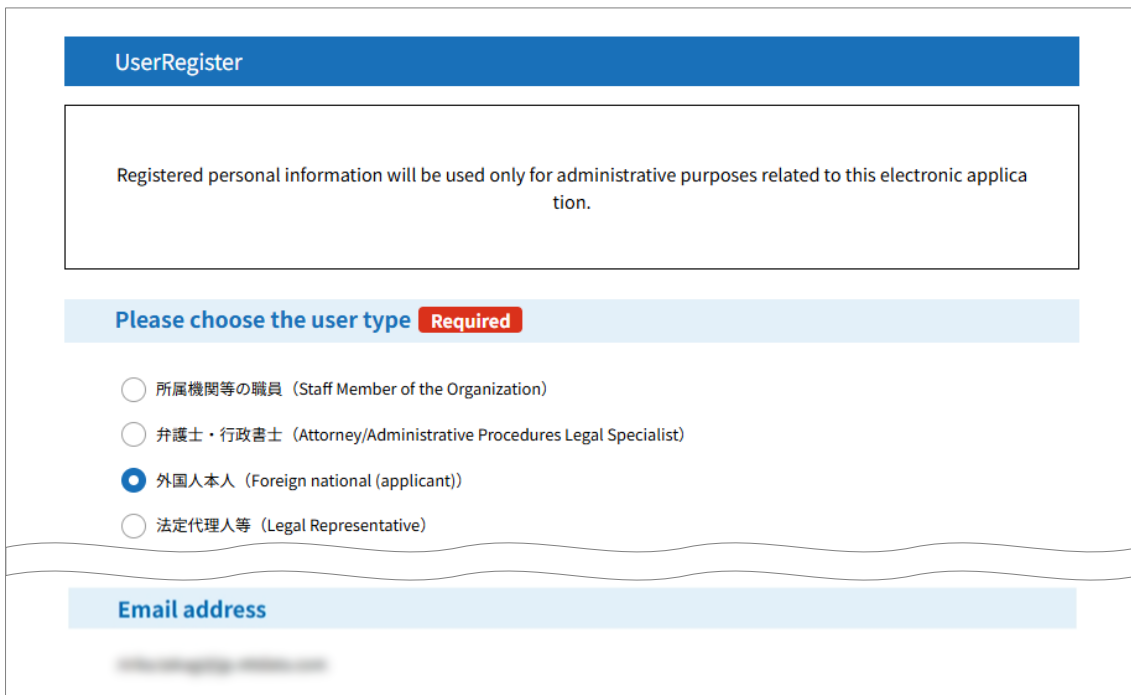
The Electronic Notification System will open in your browser.  
The [UserRegister] screen is displayed.

## 6 Enter the required items.

For the user type, select [Foreign national (applicant)].

### Important

- For the items marked with a “Required” icon, be sure to fill them in. If you do not fill them in, an error will occur and you will not be able to proceed.



The screenshot shows the 'UserRegister' screen. At the top, there is a blue header with the text 'UserRegister'. Below this is a white box containing the text: 'Registered personal information will be used only for administrative purposes related to this electronic application.' Underneath the box is a light blue bar with the text 'Please choose the user type' followed by a red 'Required' icon. Below this bar are four radio button options: '所属機関等の職員 (Staff Member of the Organization)', '弁護士・行政書士 (Attorney/Administrative Procedures Legal Specialist)', '外国人本人 (Foreign national (applicant))', and '法定代理人等 (Legal Representative)'. The '外国人本人' option is selected. At the bottom of the screen, there is a light blue bar with the text 'Email address' and a blurred input field below it.

**! Important**

- The password must be 10 to 32 characters in length.
- Enter at least one character from each of the following four categories: uppercase letters, lowercase letters, numbers, and symbols (\$, %, &, =, @, \_ #, \*, +, -, ?, !). The entry screen states "more than 4 kinds of character", but the correct description is "4 kinds of character".

Please input a password **Required**

Please input password by 10-32 character and more than 4 kinds of character.  
The practicable characters are an English capital letter, an English small letter, a figure and a symbol.

Please input a password (for confirmation) **Required**

Please input the same one again.

**7 Click [Proceed to Confirmation].**

Email address

Proceed to Confirmation >

**! Important**

- If any of the entries is invalid, the name of the item with the error will turn yellow and a red mark **!** will appear. Check the error details and re-enter the information.

Example of an error in the [Please input a password] field

Please input a password **Required**

**! Password is a required field.**

Please input password by 10-32 character and more than 4 kinds of character.  
The practicable characters are an English capital letter, an English small letter, a figure and a symbol.

The [UserRegister confirmation] screen is displayed.

**8 Confirm that all entered information is correct, and then click [Register].**

UserRegister confirmation	
May I register by the following contents?	
User type	
User ID	
Name (English letter)	
Telephone number	
Email address	

< Return to Input      Register >

A user ID is issued, and the [UserRegisterCompleted] screen is displayed.  
An email containing your user ID will be sent to the registered email address.

**9 Click [Return to Login].**

User: [redacted] The condition was registered.  
Your User ID is as follows.  
User ID: [redacted]

**※Application is not complete.**  
**If you wish to apply, please log in with the registered User ID and complete your application.**

< Return to Login

The [User Login] screen is displayed.

You are now able to log into the Electronic Notification System.

Log into the Electronic Notification System and submit a request for use. Proceed to "[Submitting a Request for Use](#)" (p. 16).

## 2.3 Submitting a Request for Use

Log into the Electronic Notification System and submit a request for use. After completing the use request procedure, you will be able to submit each notification.

### 1 Enter your user ID and password, and then click [Login].

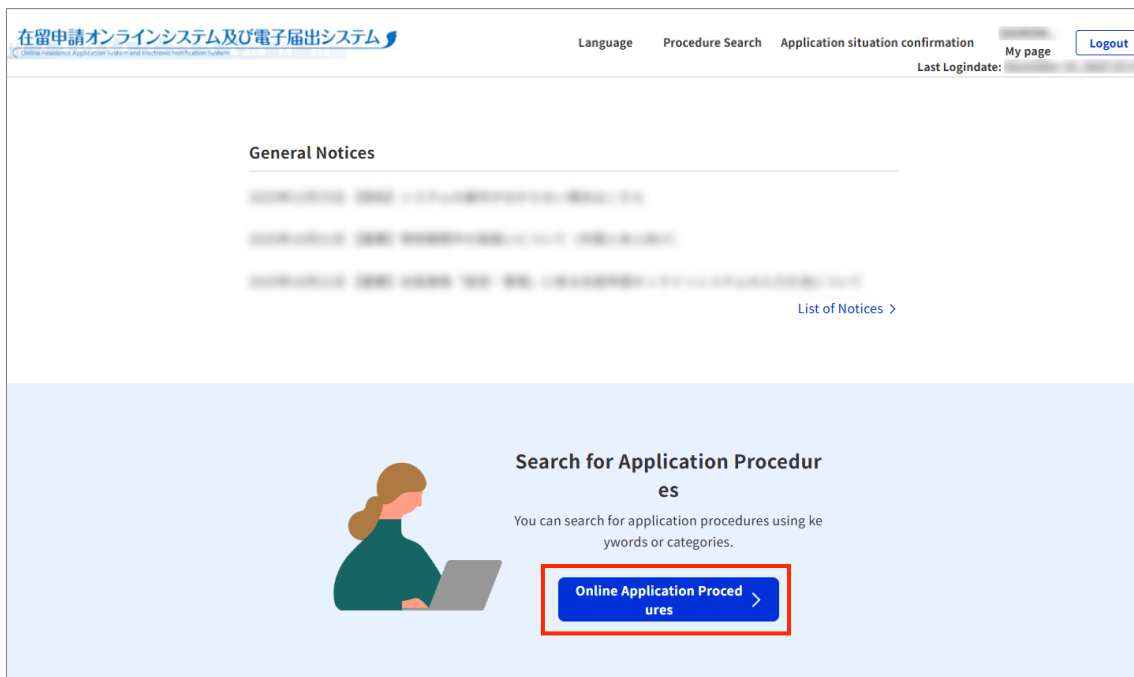
Item Name	Description
User ID	Enter the "User ID" acquired in " <a href="#">Obtaining a User ID</a> " (p. 11). It has been mentioned in the email.
Password	Enter the password registered in " <a href="#">Obtaining a User ID</a> " (p. 11).

#### Reference

- If you enter the wrong password five times in a row, your account will be locked and you will be unable to log into the system. After 24 hours have passed, the lock will be lifted and you will be able to log into the system. To unlock immediately, see "[If You Forgot Your Password](#)" (p. 41).
- If you have forgotten your user ID, see "[If You Forgot Your User ID](#)" (p. 40).
- If you have forgotten your password, see "[If You Forgot Your Password](#)" (p. 41).

Log into the Electronic Notification System.

## 2 Click [Online Application Procedures].

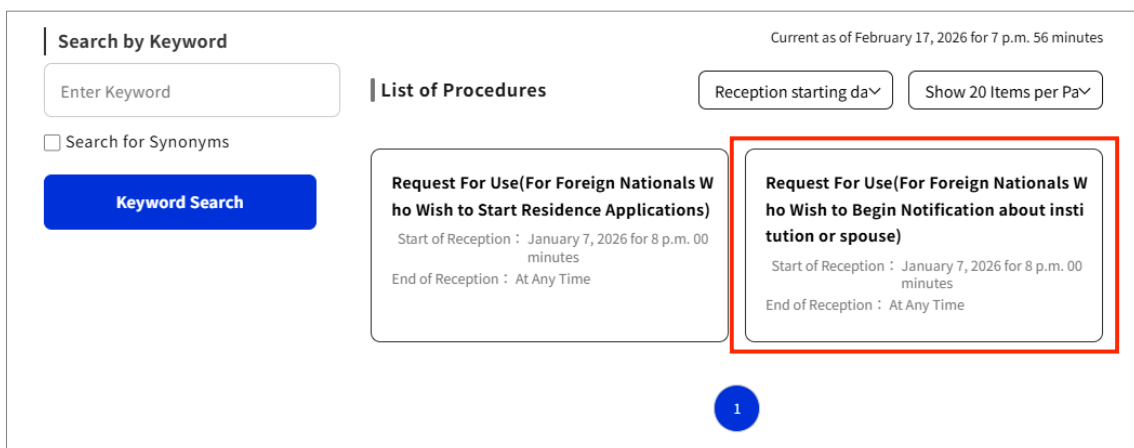


The [Online Application Procedures] screen is displayed.

## 3 Click [Request For Use(For Foreign Nationals Who Wish to Begin Notification about institution or spouse)] under [List of Procedures].

### Reference

- To search for procedures, see "[Searching for Procedures](#)" (p. 68).



The [Procedure Explanation] screen is displayed.

## 4 Review the terms of use. If you agree to the terms, click [Agree].

Procedure Explanation

Procedure Name	Request For Use(For Foreign Nationals Who Wish to Begin Notification about i nstitution or spouse) <a href="#">Add to Favorites</a>
Explanation	
Reception Period	January 7, 2026 for 8 p.m. 00 minutes-

Contact information

<Terms of Use>

利用規約

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なお、地方公共団体情報システム機構が提供する公的個人認証サービスの運用状況により、マイナンバーカードに記録されている電子証明書の検証が行えない場合があります。同サービスの運用状況については、同サービスのポータルサイト等で確認願います。

By clicking the Agree button, it will be considered that you have agreed to this explanation.

If you understand the above, please agree and proceed.

< Return to List
Agree >

The [Procedure] screen is displayed.

## 5 Enter the required items.

If there are any fields that are not automatically filled in, fill them in.

### Important

- For the items marked with a "Required" icon, be sure to fill them in. If you do not fill them in, an error will occur and you will not be able to proceed.

### Reference

- If you want to temporarily save data while entering it, see "[Saving/Loading Data During Entry](#)" (p. 70).
- For [Telephone number], you may also enter a mobile phone number.

**User Information Input**

Enter your user information.  
 Ensure to follow the information exactly as it appears on your Residence Card.  
 If your name is not written in English on your Residence Card, enter your name spelling it as it appears on your passport.

**UserName (English letter) Required**

1-byte alphanumeric letters (capital letter enter) and 12 characters  
 Example) AB12345678CD

**Telephone number Required**

Up to 12 1-byte letters  
 Example) 0312345678

## 6 Click [Proceed to Confirmation].

**Telephone number Required**

Up to 12 1-byte letters  
 Example) 0312345678

Proceed to Confirmation >

### Important

- If any of the entries is invalid, the name of the item with the error will turn yellow and a red mark will appear. Check the error details and re-enter the information.

Example of an error in the [Date of birth] field

**Date of birth Required**

**Date of birth is a required field.**

生年月日に不明な点は無い No unknown point about the date of birth

年月日不詳 Unknown about year, month and day of birth

月日不詳 Unknown about month and day of birth

日不詳 Unknown about day of birth

Calendar

The [Procedure confirmation] screen is displayed.

**7 Confirm that all of your entries are correct, and then click [Apply].**

Procedure confirmation

**The application is not yet complete.**

※If the following information is correct, please press the "Apply" button. If you need to make corrections, please press the "Return to Input" button.

Request For Use(For Foreign Nationals Who Wish to Begin Notification about institution or spouse)

**Notice**

**User Information Input**

UserName (English letter)	
Date of birth	
Sex	
Nationality (region)	
Residence Card No.	
Telephone number	

< Return to Input      Apply >

**8 The [ProcedureCompleted] screen is displayed, and your application is finalized.**

ProcedureCompleted

Request for use(For Foreign Nationals Who Wish to Begin Notification about institution or spouse) (Starting on the date of the application for the procedure) has been received.

**Your application has been completed**

The following reference number was mentioned.The email has been sent.

**If the email address is incorrect or filters are set up,  
There is a possibility that the email may not be received.**

Reference number

When confirming the application situation from now on, a reference number is the needed important number.  
I User Logindo the application situation and apply Please check it from an inquiry.

If there are any issues with the submitted information, we may contact you separately.

< Return to List

 **Reference**

- When inquiring about your application details, you do not need your reference number. Therefore, there is no need to jot down the reference number.

The procedure for applying to use the Electronic Notification System is now complete. An email will be sent to notify you that the procedure has been completed.

Next, you will proceed with notification submission. See "[Submitting Notification Relating to the Institution or Spouse](#)" (p. 43).

## 2.4 Applying to Use the Online Residence Application System

---

If you have a User ID for the Electronic Notification System (formerly: authentication ID), you can also apply to use the Online Residence Application System.

This section explains how to apply to use the Online Residence Application System.

**! Important**

- Applying to use the Online Residence Application System is required when submitting residence-related applications.

### 1 See the Startup Guide (<https://www.moj.go.jp/isa/content/001368955.pdf>) and prepare the following:

- Prepare the Individual Number card.
- Install the Mynportal app on your smartphone.

**! Important**

- Handling During the Special Period

During the special period, the functions available in the online system are limited.

For details, refer to the page below.

[https://www.moj.go.jp/isa/11\\_00068.html](https://www.moj.go.jp/isa/11_00068.html)

### 2 Enter your user ID and password, and then click [Login].

User Login

Please enter the ID issued upon user information registration and the password you registered.

User ID

Password

[Click here if you forgot your user ID](#)  
[Click here if you forgot your password](#)

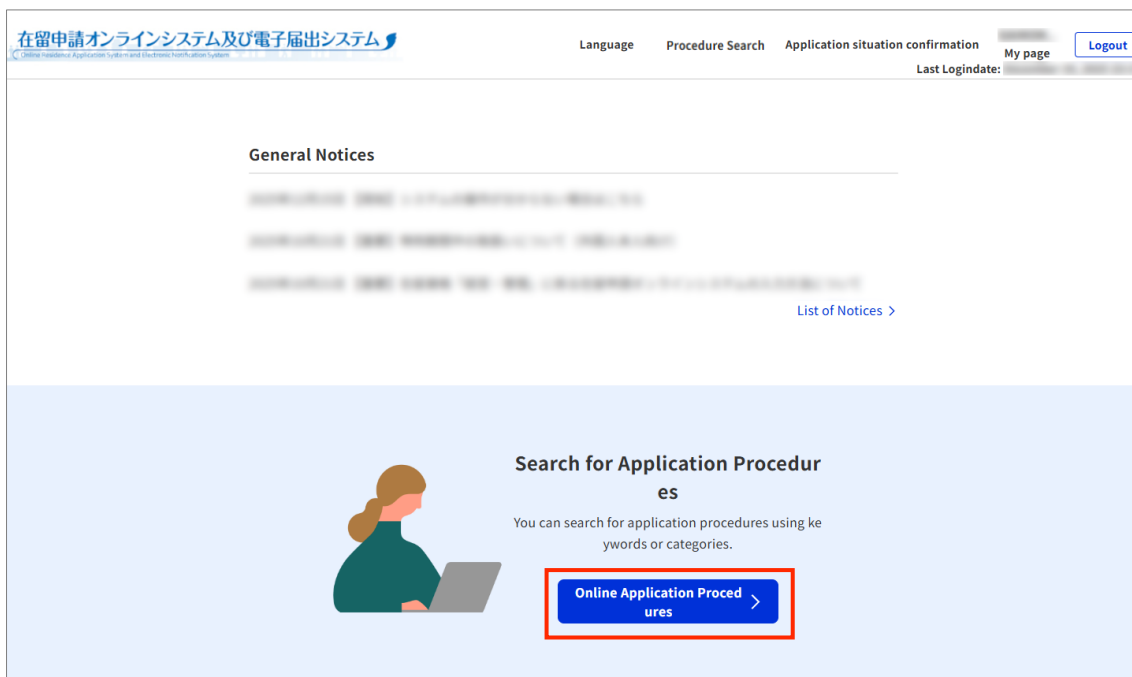
Login >

### Reference

- If you enter the wrong password five times in a row, your account will be locked and you will be unable to log into the system. After 24 hours have passed, the lock will be lifted and you will be able to log into the system. To unlock immediately, see [“If You Forgot Your Password”](#) (p. 41).
- If you have forgotten your user ID, see [“If You Forgot Your User ID”](#) (p. 40).
- If you have forgotten your password, see [“If You Forgot Your Password”](#) (p. 41).

Log into the Electronic Notification System.

## 3 Click [Online Application Procedures].

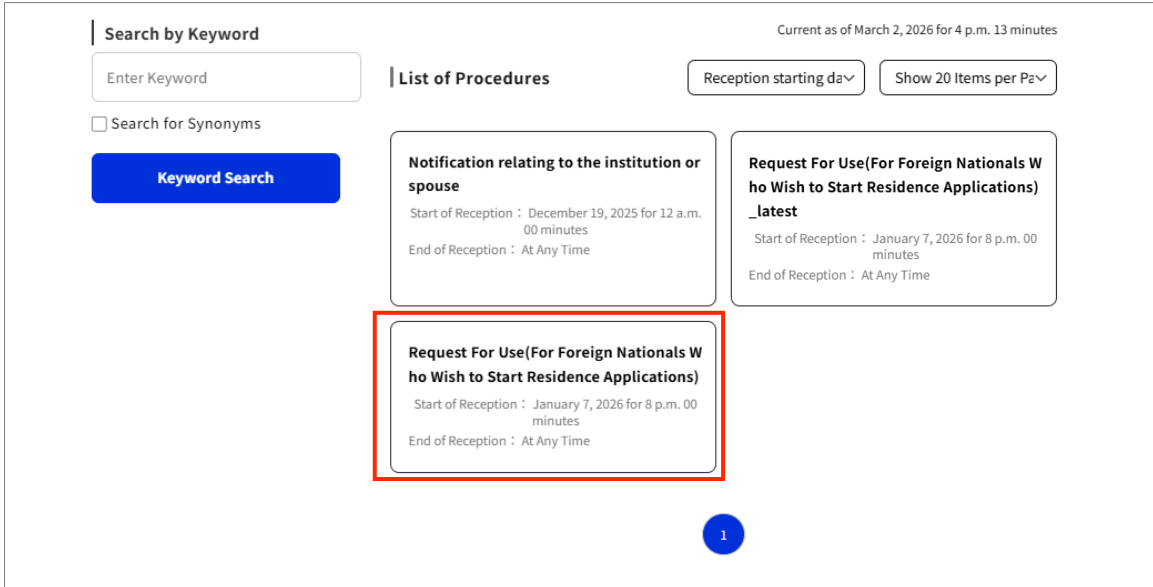


The [Online Application Procedures] screen is displayed.

#### 4 Click [Request For Use(For Foreign Nationals Who Wish to Start Residence Applications)] under [List of Procedures].

##### Reference

- To search for procedures, see "[Searching for Procedures](#)" (p. 68 ).



Search by Keyword

Enter Keyword

Search for Synonyms

Keyword Search

Current as of March 2, 2026 for 4 p.m. 13 minutes

List of Procedures

Reception starting da▼

Show 20 Items per Pa▼

**Notification relating to the institution or spouse**  
Start of Reception : December 19, 2025 for 12 a.m. 00 minutes  
End of Reception : At Any Time

**Request For Use(For Foreign Nationals Who Wish to Start Residence Applications) \_latest**  
Start of Reception : January 7, 2026 for 8 p.m. 00 minutes  
End of Reception : At Any Time

**Request For Use(For Foreign Nationals Who Wish to Start Residence Applications)**  
Start of Reception : January 7, 2026 for 8 p.m. 00 minutes  
End of Reception : At Any Time

1

The [Procedure Explanation] screen is displayed.

## 5 Review the terms of use. If you agree to the terms, click [Agree].

Procedure Explanation	
Procedure Name	Request For Use(For Foreign Nationals Who Wish to Start Residence Applications) <a href="#">Add to Favorites</a>
Explanation	(Note) If it is found that false information was entered in the application form, you may be subject to unfavorable treatment.
Reception Period	January 7, 2026 for 8 p.m. 00 minutes-

---

< Terms of Use >

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1. 利用可能な時間  
 在留申請オンラインシステム及び電子届出システム（以下「本システム」という。）は、原則24時間365日、ご利用いただけます。ただし、本システムのメンテナンス等の必要があるときは、利用者への事前の通知を行うことなく、本システムの運用の停止等を行うことができます。  
 なお、地方公共団体情報システム機構が提供する公的個人認証サービスの運用状況により、マイナンバーカードに記録されている電子証明書の検証が行えない場合があります。同サービスの運用状況については、同サービスのポータルサイト等で確認願います。

By clicking the Agree button, it will be considered that you have agreed to this explanation.

If you understand the above, please agree and proceed.

< Return to List
Agree >

The [About the reading of the electronic certification] screen is displayed.

## 6 Click [Proceed to Next].

About the reading of the electronic certification

To apply, you will need to provide the digital certificate (password) for user authentication on your My Number Card.  
In addition, we will need to read the basic four information items (name, address, date of birth, and gender).

For electronic applications, there is a risk that someone else may impersonate the applicant or that the information could be tampered with by a third party during transmission.

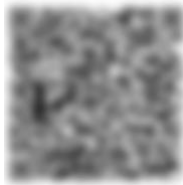
To prevent such impersonation and information tampering, **We ask for identity verification using the electronic certification**

Proceed to Next >

The [QR Code for Reading Electronic Certificates for User Authentication on Smartphones] screen is displayed.

QR Code for Reading Electronic Certificates for User Authentication on Smartphones

Please use the Mynaportal app on your smartphone to scan the QR code. Follow the app's instructions to complete the process of reading the electronic certificate for user authentication.



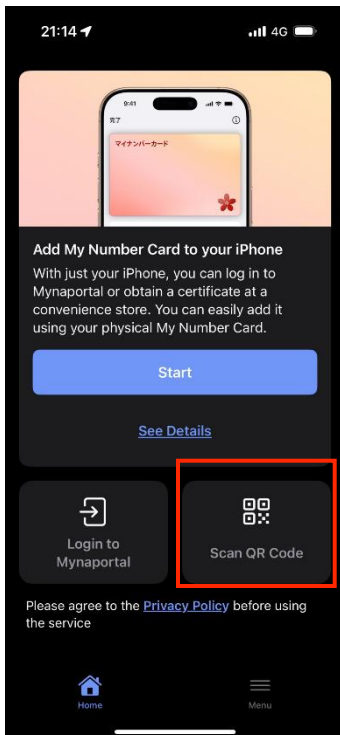
< Return to List

◆◆◆ Waiting for the user identification electronic certificate to be read ◆◆◆

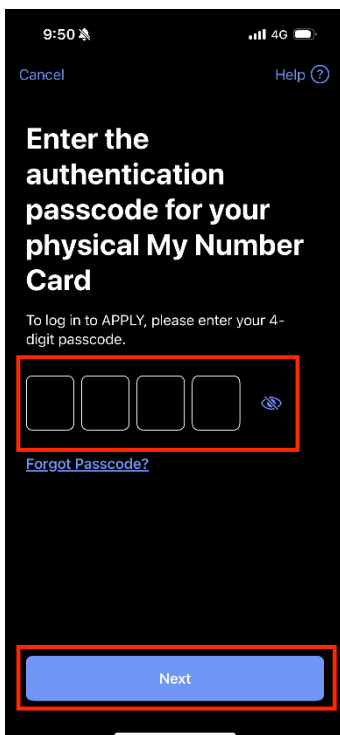
## 7 Launch the Mynaportal app on your smartphone.

The Mynaportal app is supported by iPhone and Android devices. For the supported devices, visit the Mynaportal website.

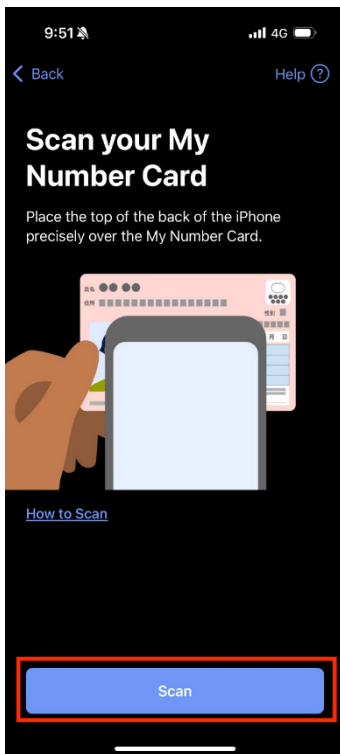
- 8 Tap [Scan QR Code] in the Mynaportal app and scan the “QR Code for Reading Digital Certificates for User Authentication on Smartphones” displayed on your computer.



- 9 In the Mynaportal app, enter your Individual Number card's PIN for the electronic certificate for user certification and tap [Next].

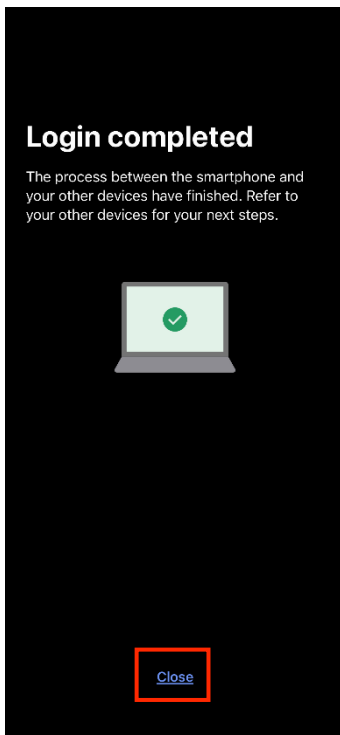


**10 Scan your Individual Number card with your smartphone. Place your smartphone on the top of your Individual Number card and tap [Scan].**

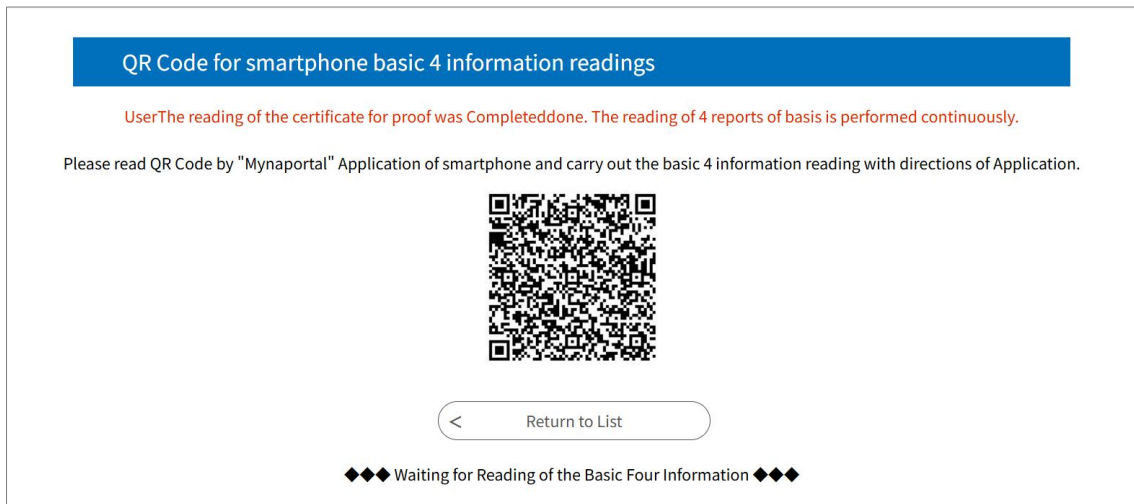


If the card is read successfully, the [Login completed] screen is displayed.

**11 Tap [Close] in the Mynaportal app.**

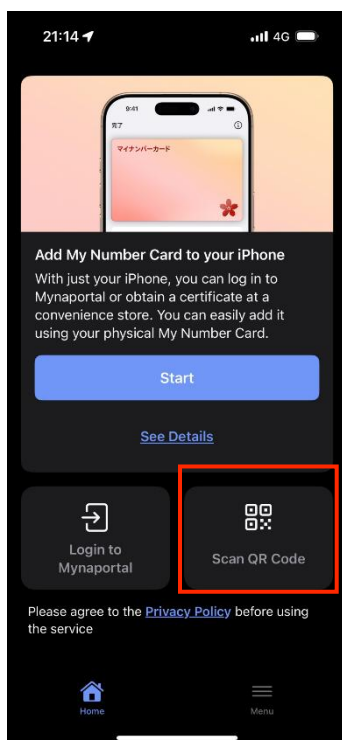


The reading of the user authentication certificate is now complete.  
The [QR Code for smartphone basic 4 information readings] screen is displayed on your computer.

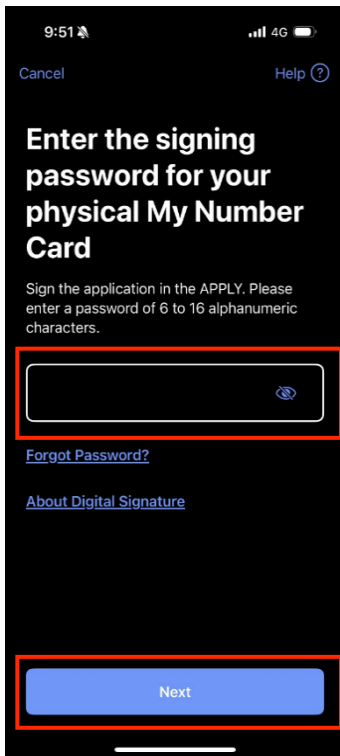


Next, you will proceed with reading the basic 4 information.

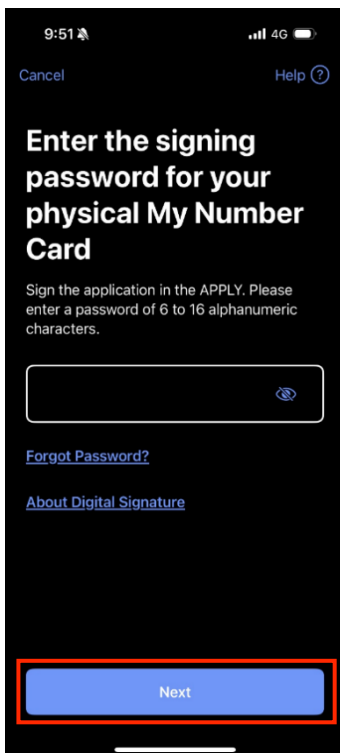
**12 Tap [Scan QR Code] in the Mynaportal app and scan the "QR Code for smartphone basic 4 information readings" displayed on your computer.**



**13 Enter your Individual Number card’s user authentication PIN and tap [Next].**

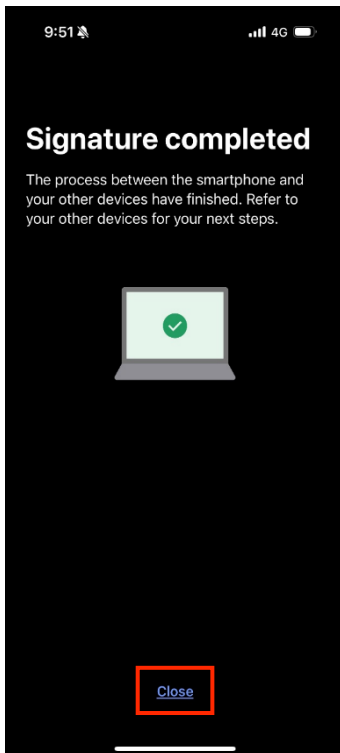


**14 Scan your Individual Number card with your smartphone. Place your smartphone on the top of your Individual Number card and tap [Scan].**



If the card is read successfully, the [Signature completed] screen is displayed.

## 15 Tap [Close].



The procedure in the Mynportal app is now complete.  
The [Application] screen is displayed on your computer.

## 16 Enter the required items.

If there are any fields that are not automatically filled in, fill them in.

### **Important**

- For the items marked with a "Required" icon, be sure to fill them in. If you do not fill them in, an error will occur and you will not be able to proceed.

### **Reference**

- If you want to temporarily save data while entering it, see "[Saving/Loading Data During Entry](#)" (p. 70).

### User Information Input

**Enter user information**  
Enter your user information. Follow the information written in your Resident Card precisely, as you enter your user information. In case your name is not written in English on your residence Card, enter your name spelling it as it appears on your passport.

**UserName (English letter) Required**

**Telephone number Required**

Telephone number  
Up to 12 1-byte letters Example) 0312345678

  
**Residence Card No. Required**


Residence Card No.  
1-byte alphanumeric letters (upper case), up to 12 letters Example) AB12345678CD

## 17 Click [Proceed to Confirmation].

**Residence Card No. Required**


1-byte alphanumeric letters (upper case), up to 12 letters  
Example) AB12345678CD

### Important

- If any of the entries is invalid, the name of the item with the error will turn yellow and a red mark  will appear. Check the error details and re-enter the information.

Example of an error in the [Post Code] field

**Post code Required**

 **Post code is a required field.**

If you are unsure what the postal code is, enter "0000000".  
1-byte numbers, 7 characters.  
Example) 1234567

Post code

The [Procedure confirmation] screen is displayed.



 **Reference**

- When inquiring about your application details, you do not need your reference number. Therefore, there is no need to jot down the reference number.

The procedure for applying to use the Online Residence Application System is now complete. An email will be sent to notify you that the procedure has been completed.

## 3 Login/Logout for the Electronic Notification System

This chapter explains how to access the Electronic Notification System, how to log into the system, and how to log out of the system.

### Important

- Medium- to long-term residents — who set an authentication ID and password on the Electronic Notification System before December 31, 2025 — can log in using the same authentication ID and password. Proceed to “[Login](#)” (p. 37).
- Medium- to long-term residents — who possess a User ID (formerly: Authentication ID) and password for the Online Residence Application System — can log in using the same User ID and password. Proceed to “[Login](#)” (p. 37).

### 3.1 Accessing the Electronic Notification System

This section explains how to access the Electronic Notification System with your browser via the internet.

- 1 Access the “Immigration Services Agency Electronic Notification System Portal Site” page on the Immigration Services Agency website ([https://www.moj.go.jp/isa/applications/online/i-ens\\_index.html](https://www.moj.go.jp/isa/applications/online/i-ens_index.html)) using your browser.**

- 2 Click the button below:**



所属機関等に関する届出（法第19条の16）と  
所属機関による届出（法第19条の17）はこちら

The top page of the Electronic Notification System is displayed.

**在留申請オンラインシステム及び電子届出システム**  
Language Procedure Search Application situation confirmation Login

**General Notices**  
List of Notices >

**Search for Application Procedures**  
es  
You can search for application procedures using keywords or categories.  
Online Application Procedures >

**Confirm Application Procedures and Status Online**

**Check Application Status**  
Confirm application status and view past application information. >

**New Registration**  
By registering, you can save time by checking application status and avoiding re-entering application information. >

■For inquiries about procedures:  
Please contact the nearest Regional Immigration Office by phone.  
=====

■For inquiries about system operations:  
System Help Desk  
Telephone: 050-3786-3053  
Reception Hour(s): weekday 9:00-17:00, (Excluding the year-end and New Year holidays).  
MAIL:mj[support]cw@hitachi-systems.com  
365 day reception between reception hours:12 a.m.

**Inquiry**  
For inquiries about each procedure  
Please check the relevant contact information and reach out accordingly.

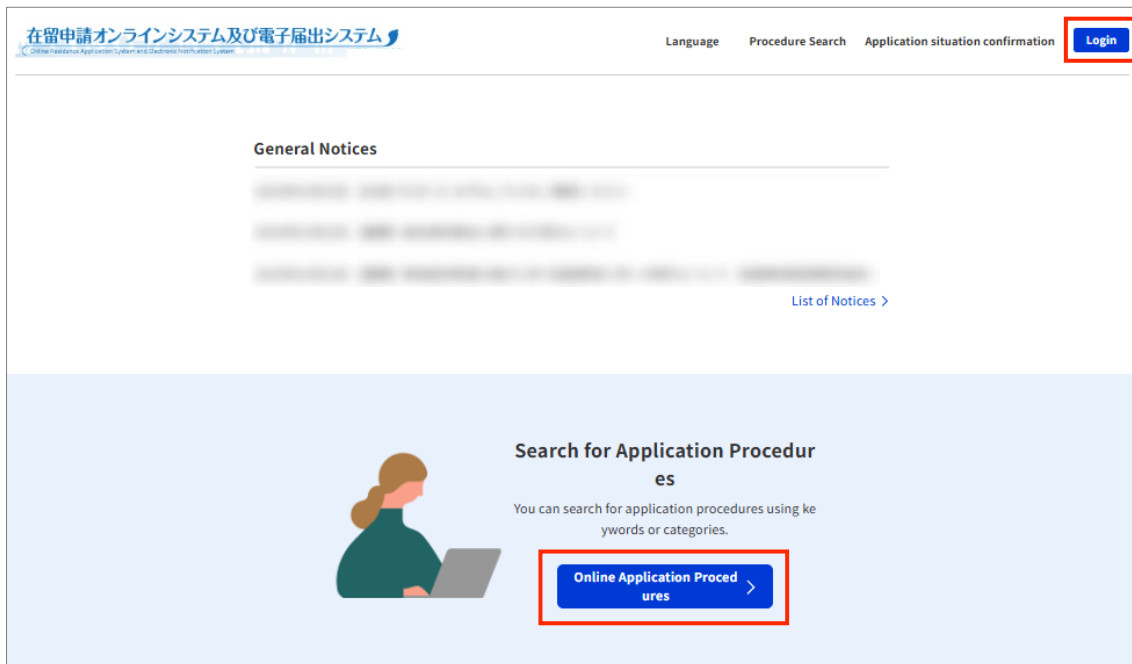
**Change Color Scheme**  
You can change the color scheme of this service.  
Standard Blue Yellow Black

## 3.2 Login

This section explains how to log into the Electronic Notification System.

To log into the system, you need your User ID (formerly: Authentication ID) and password. See "[Obtaining a User ID](#)" (p. 11).

### 1 Click [Online Application Procedures] or [Login].



The [User Login] screen is displayed.

### 2 Enter your User ID (formerly: Authentication ID) and password, and then click [Login].

Item Name	Description
User ID	Enter the "User ID" acquired in " <a href="#">Obtaining a User ID</a> " (p. 11). It has been mentioned in the email.
Password	Enter the password registered in " <a href="#">Obtaining a User ID</a> " (p. 11).

### Reference

- If you enter the wrong password five times in a row, your account will be locked and you will be unable to log into the system. After 24 hours have passed, the lock will be lifted and you will be able to log into the system. To unlock immediately, see "[If You Forgot Your Password](#)" (p. 41).
- If you have forgotten your user ID, see "[If You Forgot Your User ID](#)" (p. 40).
- If you have forgotten your password, see "[If You Forgot Your Password](#)" (p. 41).

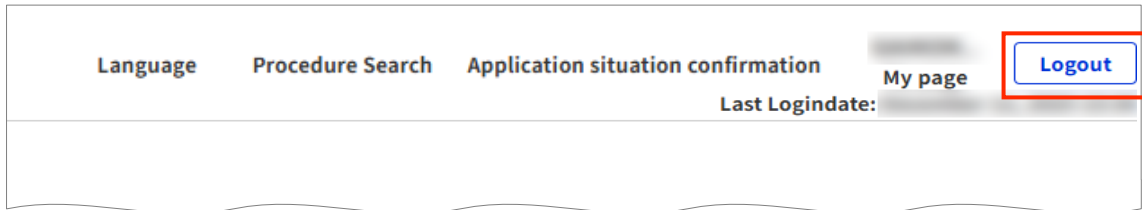
Log into the Electronic Notification System.

## 3.3 Logout

---

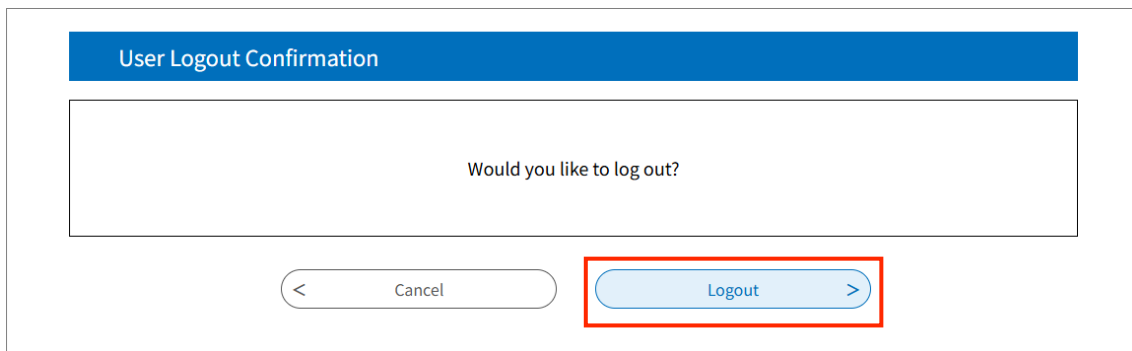
This section explains how to log out of the Electronic Notification System.

### 1 Click [Logout].



The [User Logout Confirmation] screen is displayed.

### 2 Click [Logout].



Now you have logged out of the Electronic Notification System.

## 3.4 If You Forgot Your User ID

This section explains how to receive your user ID via email if you have forgotten it. Medium- to long-term residents who forget their User IDs can receive an email containing their User IDs via the Electronic Notification System.

### 1 On the [User Login] screen, click [Click here if you forgot your user ID].

User Login

Please enter the ID issued upon user information registration and the password you registered.

User ID

Password

[Click here if you forgot your user ID](#)  
[Click here if you forgot your password](#)

Login >

The [Email Address Input (User ID Notification)] screen is displayed.

### 2 Enter the email address and the name (in English) you registered when doing user registration, and then click [Complete].

Email Address Input (User ID Notification)

Please enter your registered email address and name (in English).  
 (One-byte English (capital letter), Up to 104 characters, space end)

Please input Email address. **Required**

Please input Name (English letter) **Required**

< Return to Login Complete >

You will receive an email containing your user ID.

## 3.5 If You Forgot Your Password

This section explains how to set your password again if you have forgotten it.

If you want to unlock your password immediately after it is locked, also follow the steps below to set it again:

### 1 On the [User Login] screen, click [Click here if you forgot your password].

User Login

Please enter the ID issued upon user information registration and the password you registered.

User ID

Password

[Click here if you forgot your user ID](#)

[Click here if you forgot your password](#)

Login >

The [User ID Input (Password Reset)] screen is displayed.

### 2 Enter your user ID and the email address you registered when doing user registration, and then click [Complete].

User ID Input (Password Reset)

Please enter your registered email address.  
Once the input is complete, an email containing the URL for the password reset page will be sent to the provided address by which mail reception is possible.  
Please note that responses to the sending email address will not be addressed.

User ID **Required**

Please input Email address. **Required**

< Return to Login

Complete >

You will receive an email containing the URL for the password reset screen.

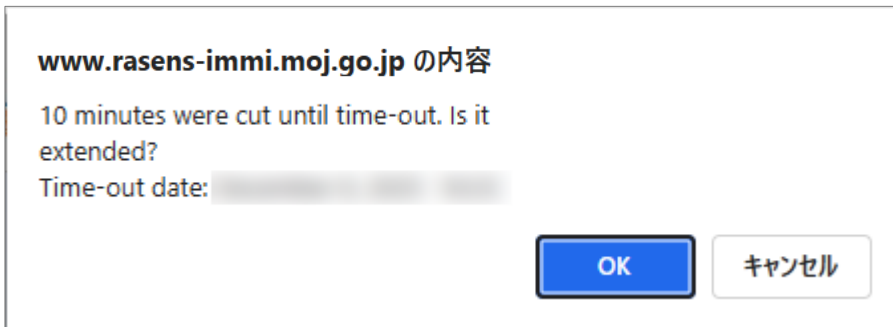
- 3 Click the URL in the email and follow the displayed instructions to set your password again.

## 3.6 Extending the Time Before Automatic Logout

---

If there are no activities such as screen movement for over three hours after logging into the Electronic Notification System, the system will automatically log you out.

The following message will appear 10 minutes before you are logged out of the system:



Clicking [OK] will extend the time until logout by three hours.

Clicking [Cancel] will log you out of the system at the shown time.

## 4 Submitting Notification Relating to the Institution or Spouse

This chapter explains how to submit Notification relating to the institution or spouse.

You must submit notifications in the following cases:

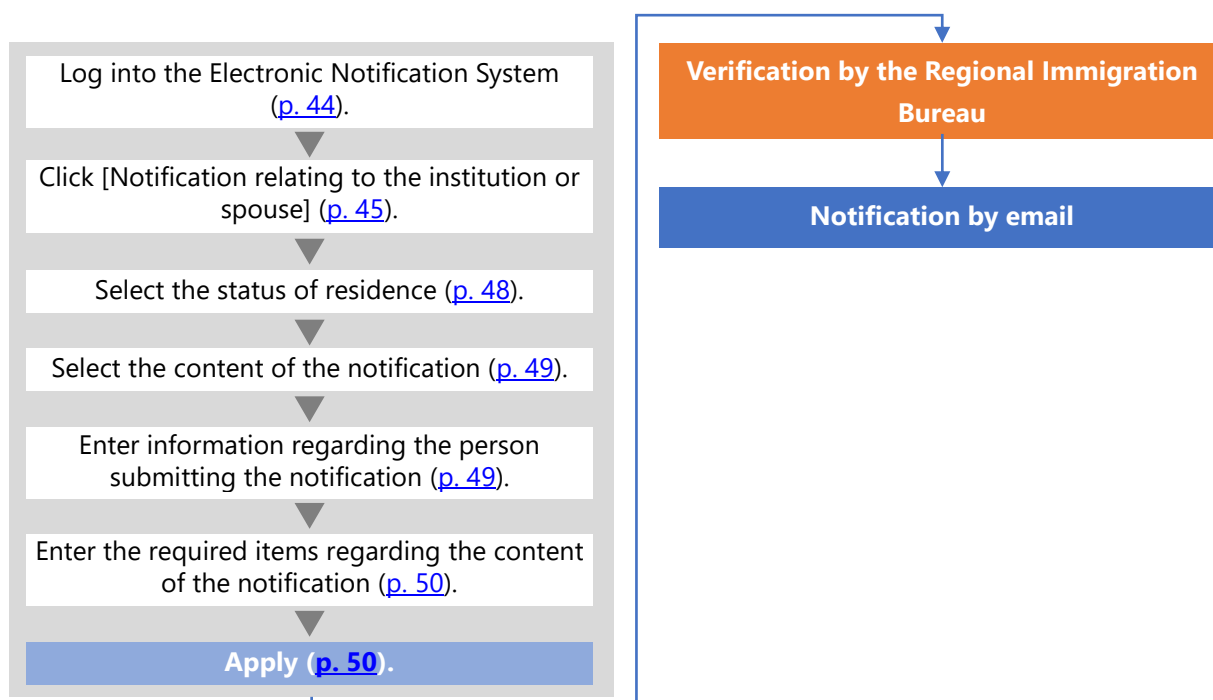
- Your organization (such as a school or company) has changed its name or location.
- Your organization has ceased to exist.
- You have left your organization. (You have ended your activities at the organization for a reason such as changing your job, resigning, or graduating.)
- You have transferred from your previous organization. (You have joined a new organization for a reason such as a job change or further education.)
- Your contracting organization (such as a company) changed its name or location.
- Your contracting organization has ceased to exist.
- The contract with your contracting organization has ended. (The contract with your contracting organization has ended for a reason such as changing your job or resigning.)
- A new contract has been signed with your organization. (You have signed a contract with a new organization for a reason such as a job change.)
- You have divorced.
- You have been widowed.

### Important

- After a notification event happens, you can submit a notification. You cannot submit a notification before the occurrence of the event.

### Notification process

The notification process is as follows:



## 4.1 Selecting a Procedure

Log into the Electronic Notification System, and then select a procedure from the [List of Procedures].

### Important

- Handling During the Special Period  
During the special period, the functions available in the online system are limited.  
For details, refer to the page below.  
[https://www.moj.go.jp/isa/11\\_00068.html](https://www.moj.go.jp/isa/11_00068.html)

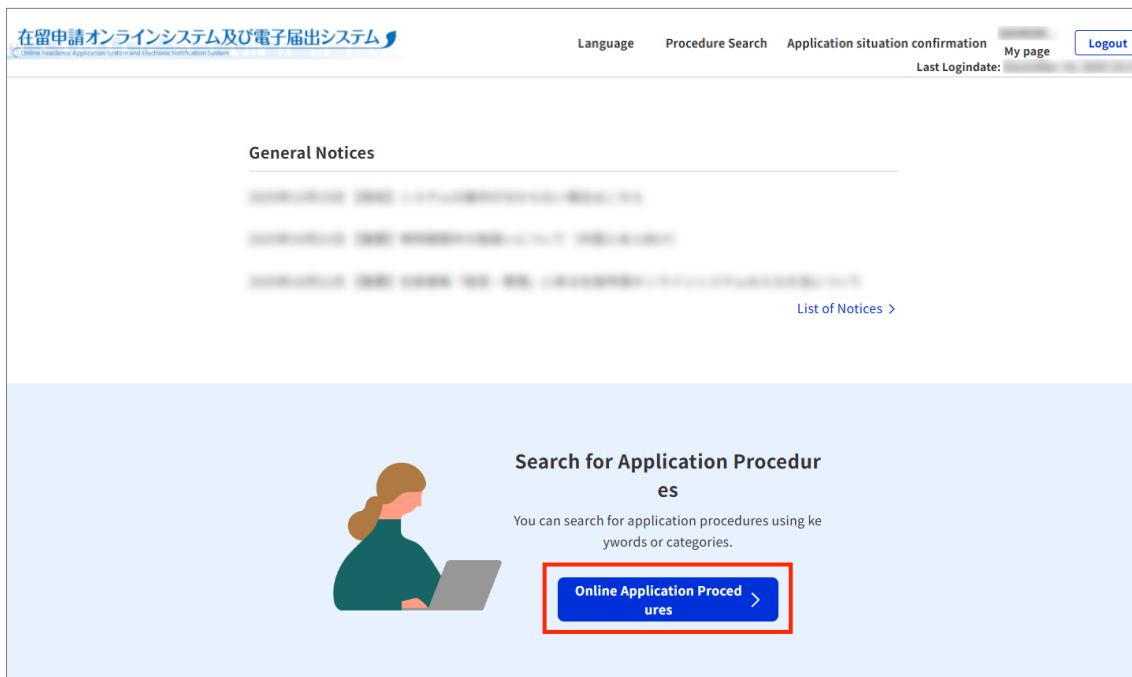
### 1 Open the top page of the Electronic Notification System in your browser.

See "[Accessing the Electronic Notification System](#)" (p. 35).

### 2 Log into the Electronic Notification System.

See "[Login](#)" (p. 37).

### 3 Click [Online Application Procedures].

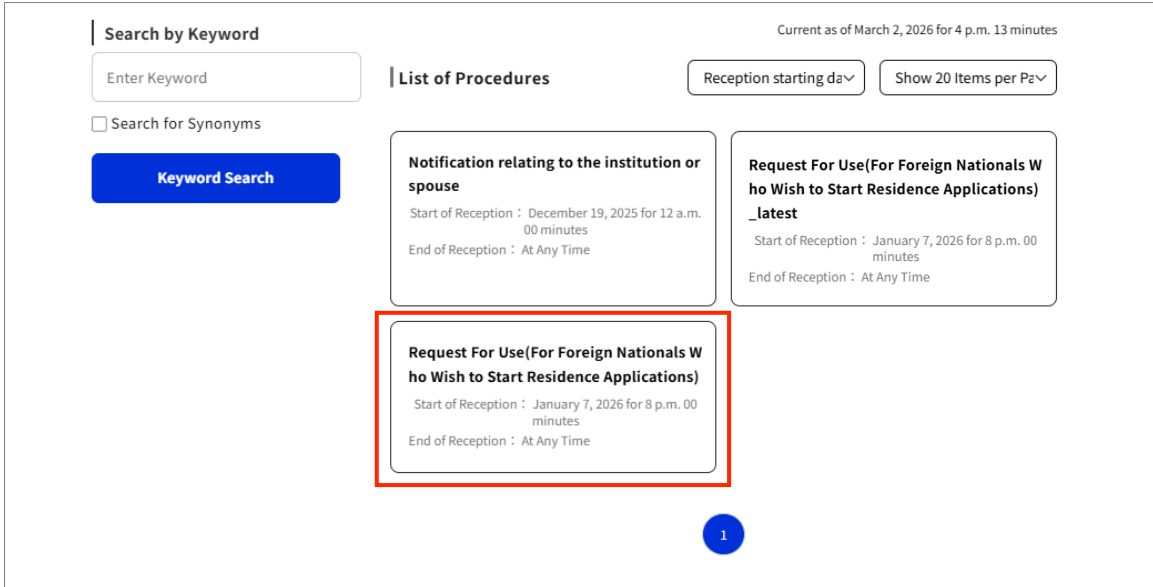


The [Online Application Procedures] screen is displayed.

#### 4 Click [Notification relating to the institution or spouse] under [List of Procedures].

##### Reference

- To search for procedures, see "[Searching for Procedures](#)" (p. 68).



Search by Keyword

Enter Keyword

Search for Synonyms

Keyword Search

Current as of March 2, 2026 for 4 p.m. 13 minutes

List of Procedures

Reception starting da▼

Show 20 Items per Pa▼

**Notification relating to the institution or spouse**  
Start of Reception : December 19, 2025 for 12 a.m. 00 minutes  
End of Reception : At Any Time

**Request For Use(For Foreign Nationals Who Wish to Start Residence Applications)\_latest**  
Start of Reception : January 7, 2026 for 8 p.m. 00 minutes  
End of Reception : At Any Time

**Request For Use(For Foreign Nationals Who Wish to Start Residence Applications)**  
Start of Reception : January 7, 2026 for 8 p.m. 00 minutes  
End of Reception : At Any Time

1

The [Procedure explanation] screen is displayed.

## 5 Review the terms of use. If you agree to the terms, click [Agree].

### Reference

- If you click [Add to Favorites] to add the procedure to your Favorites, you can easily apply from your My Page without searching for the procedures. For more information, see “[How To Use Favorites](#)” (p. 65).

Procedure Explanation	
Procedure Name	Notification relating to the institution or spouse <a href="#">★ Add to Favorites</a>
Explanation	
Reception Period	December 19, 2025 for 12 a.m. 00 minutes-

[< Terms of Use >](#)

利用規約

ご利用前にお読みください。

在留申請オンラインシステム及び電子届出システムを利用して地方出入国在留管理局長に対してインターネットを通じた在留諸申請及び出入国在留管理庁長官に対してインターネットを通じた届出に係る手続を行うためには、下記規約に同意いただく必要があります。

なお、下記規約は日本語で定義されたものです。下記規約の翻訳版と日本語版に相違がある場合は、日本語版が優先されるものとします。

記

1. 利用可能な時間

在留申請オンラインシステム及び電子届出システム（以下「本システム」という。）は、原則24時間365日、ご利用いただけます。ただし、本システムのメンテナンス等の必要があるときは、利用者への事前の通知を行うことなく、本システムの運用の停止等を行うことができます。なお、地方公共団体情報システム機構が提供する公的個人認証サービスの運用状況により、マイナンバーカードに記録されている電子証明書の検証が行えない場合があります。同サービスの運用状況については、同サービスのポータルサイト等で確認願います。

By clicking the Agree button, it will be considered that you have agreed to this explanation.

If you understand the above, please agree and proceed.

< Return to List
Agree >

The [Procedure] screen is displayed. Proceed to “[Entering the Required Items and Submitting the Notification](#)” (p. 47).

Procedure
<p>Selected Procedure Name : Notification relating to the institution or spouse</p> <p style="text-align: right;">Contact Information <a href="#">+ Open</a></p>
<p><b>Notice</b></p> <p>When temporarily saving information entered, use the Save Data in mid-entry button at the bottom of the screen.</p>
<p><b>Type and Content of Notification</b></p>

## 4.2 Entering the Required Items and Submitting the Notification

---

Enter the required items and submit the notification. The required information varies depending on the status of residence and the type of notification.

### 4.2.1 Entering the Required Items

Enter the information required for the notification.

#### **Important**

- For the items marked with a “Required” icon, be sure to fill them in. If you do not fill them in, an error will occur and you will not be able to proceed.

#### **Reference**

- If you want to temporarily save data while entering it, see [“Saving/Loading Data During Entry”](#) (p. 70).
- To reuse a past notification and automatically set the information to be entered, see [“Reusing the Information Entered for Past Notifications”](#) (p. 73).

## List of residence statuses and notification classifications and contents

Depending on the status of residence, the classification and content of the notification differ.

Status of Residence	Notification Classification	Notification Detail
<ul style="list-style-type: none"> <li>● Professor</li> <li>● Instructor</li> <li>● Intra-company Transferee</li> <li>● Business Manager</li> <li>● Student</li> <li>● Trainee</li> <li>● Medical Services</li> <li>● Legal/Accounting Services</li> <li>● Technical Intern Training</li> <li>● Highly-Skilled Professional (i)(c) &amp; (ii)</li> </ul>	Notification Concerning Activity Organization	Leaving
		Transfer
		Change in the name of the organization
		Change in the address of the organization
		Extinguishment of the organization
<ul style="list-style-type: none"> <li>● Researcher</li> <li>● Engineer, Specialist in Humanities, International Services</li> <li>● Skilled Labor</li> <li>● Nursing Care</li> <li>● Entertainer <sup>*1</sup></li> <li>● Highly-Skilled Professional (i)(a) &amp; (ii)</li> <li>● Highly-Skilled Professional (i)(b) &amp; (ii)</li> <li>● Specified Skilled Worker</li> </ul>	Notification of the Contracting Organization	Contract termination
		New contract conclusion
		Change in the name of the organization
		Change in the address of the organization
		Extinguishment of the organization
<ul style="list-style-type: none"> <li>● Dependent <sup>*2</sup></li> <li>● Spouse or Child of Japanese National <sup>*2</sup></li> <li>● Spouse or Child of Permanent Resident <sup>*2</sup></li> </ul>	Notification regarding spouse	Divorce from spouse
		Bereavement of spouse

\*1: This applies only when engaging in activities permitted under this status of residence based on contracts with Japanese public organizations or private companies.

\*2: This applies only when the activities or status as your spouse form the basis for your status of residence.

### 1 Make selection for [Status of residence].

**Type and Content of Notification**

**Status of residence** Required

This item will cause the entry item Contents of notification to change.

## 2 Make selection for [Content of the Notification].

**Notification Concerning Activity Organization**

It is necessary to individually submit notification of the details of the departure and transfer when changing jobs or of the name or location change when the name or location of the institution of affiliation changes.

**Content of the Notification** Required

The input conditions will change based on your selection.

This item will cause the below entry items to change.

## 3 Enter the information regarding the person submitting the notification.

**Person submitting this notification**

Follow the information written in your Resident Card precisely, as you enter information for the person submitting this notification.  
If your name is not written in English on your Residence Card, enter your name spelling it as it appears on your passport.

**Name in alphabet** Required

If you have a mobile phone, enter a telephone number where you can be reached during the daytime.

Up to 12 1-byte letters  
Example) 0312345678

**Cellular phone number**

Up to 12 1-byte letters  
Example) 09012345678

## 4 Enter the information required for the notification.

The required information varies depending on the type of notification.

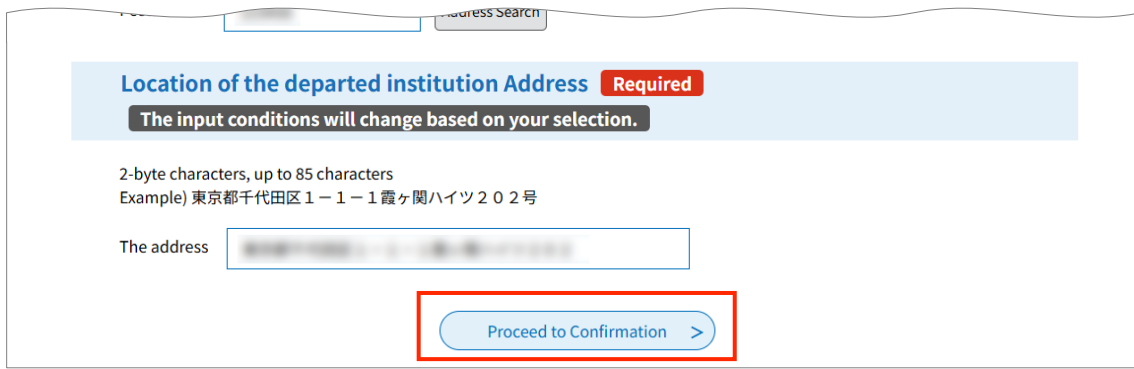
### Reference

- If you want to temporarily save data while entering it, see "[Saving/Loading Data During Entry](#)" (p. 70).


## 4.2.2 Submitting a Notification

Confirm your entries and submit the notification.

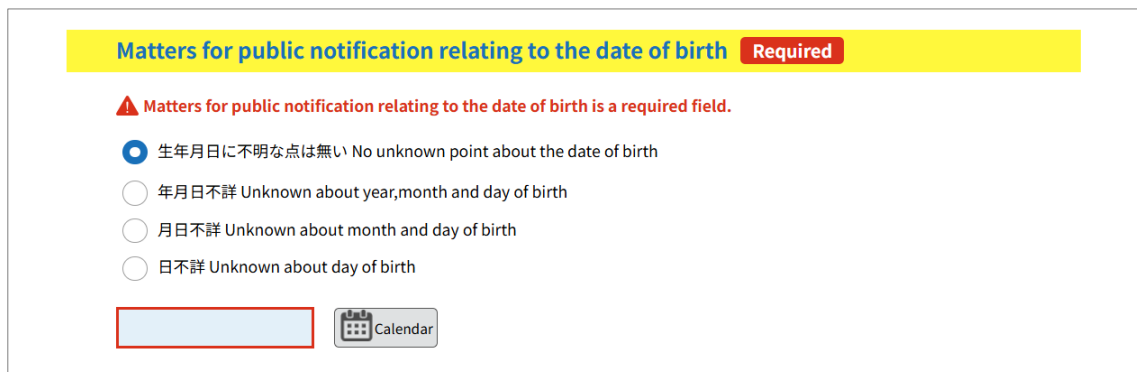
### 1 Review the information you entered in "[Entering the Required Items](#)" (p. 47), and then click [Proceed to Confirmation].



### Important

- If any of the entries is invalid, the name of the item with the error will turn yellow and a red mark  will appear. Check the error details and re-enter the information.

Example of an error in the [Matters for public notification relating to the date of birth] field



The [Procedure confirmation] screen is displayed.

**2 Confirm that all of your entries are correct, and then click [Apply].**

Procedure confirmation

**The application is not yet complete.**

※If the following information is correct, please press the "Apply" button. If you need to make corrections, please press the "Return to Input" button.

Notification relating to the institution or spouse

**Notice**

---

Name of the institution you left	XXXXXXXXXX-XXXX-XXXX-XXXX
Location of the departed institution Postal code	XXXX
Location of the departed institution Address	XXXXXXXXXX-XXXX-XXXX-XXXX

### 3 The [ProcedureCompleted] screen is displayed, and your application is finalized.

ProcedureCompleted

The application for the procedure has been received.

**Your application has been completed**  
The following reference number was mentioned. The email has been sent.

**If the email address is incorrect or filters are set up,  
There is a possibility that the email may not be received.**

Reference number

When confirming the application situation from now on, a reference number is the needed important number.  
I User Logindo the application situation and apply Please check it from an inquiry.

If there are any issues with the submitted information, we may contact you separately.

< Return to List

#### Reference

- When inquiring about your application details, you do not need your reference number. Therefore, there is no need to jot down the reference number.

If there are no errors in the confirmed entries, the notification relating to the institution or spouse is complete.

Following the email notifying you of the receipt of your notification, an email containing your notification receipt number will be sent.

After that, an email will be sent to notify you that the registration for your notification is complete: if there is any error in your entries, an email will be sent to notify you of a registration error. For instructions on what to do after receiving an email notifying you of a registration error, see "[If Having Received an Email Notifying You of a Notification Error](#)" (p. 53).

Clicking [Return to List] will take you back to the [Online Application Procedures] screen.

To log out of the Electronic Notification System, see "[Logout](#)" (p. 39).

## 4.3 If Having Received an Email Notifying You of a Notification Error

---

If there is an error in your notification, you will receive an email notifying you of the notification registration error.

The email notifying you of a notification registration error will include the Notification receipt number and the details of the error.

Click the URL provided in the email to log into the Electronic Notification System, and follow the instructions in the email to make corrections and resubmit your notification.

If there are no errors in the revised notification, you will receive only an email notifying you of the registration completion: the notification process is now complete.

If there are errors in your notification, you will receive two emails: one notifying you of the registration completion and another notifying you of the notification registration error. Make corrections according to the instructions in the email notifying you of the notification registration error.

## 5 Checking the Status of Your Notification

This section explains how to check the status of your notification submitted using the Electronic Notification System.

### 1 Open the top page of the Electronic Notification System in your browser.

See "[Accessing the Electronic Notification System](#)" (p. 35).

### 2 Log into the Electronic Notification System.

See "[Login](#)" (p. 37).

### 3 Click [Check Application Status] or [Application situation confirmation].



The [Procedure list] screen is displayed.

**4 If you cannot find the notification you want to check, enter information related to that notification in each field under [Search by Keyword].**

Field		Description
①	Related Information	Enter any of the information displayed in the [Related information] column to search.
②	Procedure name	Searches for the procedure that contains the entered keyword. Enter two or more keywords separated by spaces. If you enter two or more keywords, the system will search for procedures containing all of the keywords.
③	Application Date and Time	Searches for the notification(s) submitted on the specified date. Enter the date or click [Calendar] to select the date.

**i Reference**

Sort: Application Date and Time Desc... Change Display Count: Show 10 Items per Pag...  
 First Previous 1 2 3 4 5 Next Last

- Use the [Sort] pull-down menu to change the display order.
- Use the [Change Display Count] pull-down menu to change the number of items to be displayed per page.
- The number indicates the page of the search results. Click the number to switch pages. The colored number indicates the page currently displayed.
- Click [First] to go to the first page, and click [Last] to go to the last page.

**5 Click [Search].**

Procedure list

Search by Keyword

Related information: [input] Procedure Name: [input]  
 Application date: [input] - [input] [Calendar] [Calendar]

Example input) January 23, 2000 should be entered as 20000123

[Search >]

The search results will be displayed.

[Search >]

Current as of February 18, 2026 for 8 p.m. 30 minutes

Sort: Application Date and Time Desc... Change Display Count: Show 20 Items per Pag...  
 1

Procedure Name	Related information	Application Date and Time	Processing Status	Action
Notification relating to the institution or spouse	Notification Receipt Number: [input]	October 16 6 p.m. in 2025	Completed	[Details >]

1

Processing Status	Description
Pending	The notification is being processed.
Application Completed	The notification is being processed.
Completed	The notification is completed.

## 6 Click [Details] for the notification you want to check.

Search >

Current as of February 18, 2026 for 8 p.m. 30 minutes

Sort Application Date and Time Desc... Change Display Count Show 20 Items per Pag

1

Procedure Name	Related information	Application Date and Time	Processing Status	Action
Notification relating to the institution or spouse	Notification Receipt Number: [redacted]	October 16 6 p.m. in 2025	Completed	Details >

1

The [ProcedureDetails] screen is displayed.

## 7 Check the notification details and processing status.

Click [Print Details] to print your notification details.

## 6 How To Use My Page

My Page is a user-specific page where you can check your notification status and user information. You can also open frequently used procedures that you have registered as "Favorites".

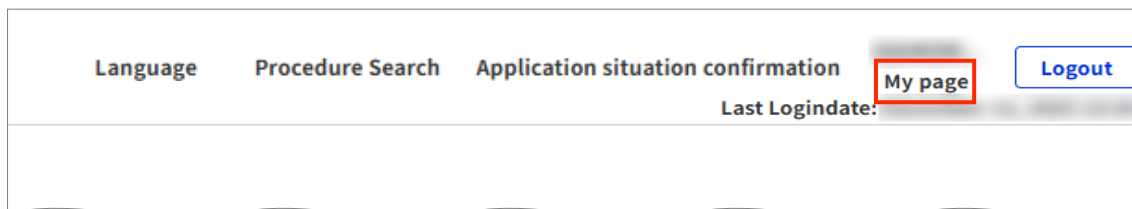
### 1 Open the top page of the Electronic Notification System in your browser.

See "[Accessing the Electronic Notification System](#)" (p. 35).

### 2 Log into the Electronic Notification System.

See "[Login](#)" (p. 37).

### 3 Click [My page].



The [My page] screen is displayed.

Field	Description	Page with Detailed Descriptions
Verification of application contents	You can check the status of your notification or review the details of your past notifications.	<a href="#">"Checking the Status of Your Notification"</a> (p. 58)
Favorite Procedures	You can open the procedures that you have added to Favorites.	<a href="#">"How To Use Favorites"</a> (p. 65)
Check User Information	You can check your user information or change your email address, password, or phone number.	<a href="#">"Viewing User Information"</a> (p. 59)

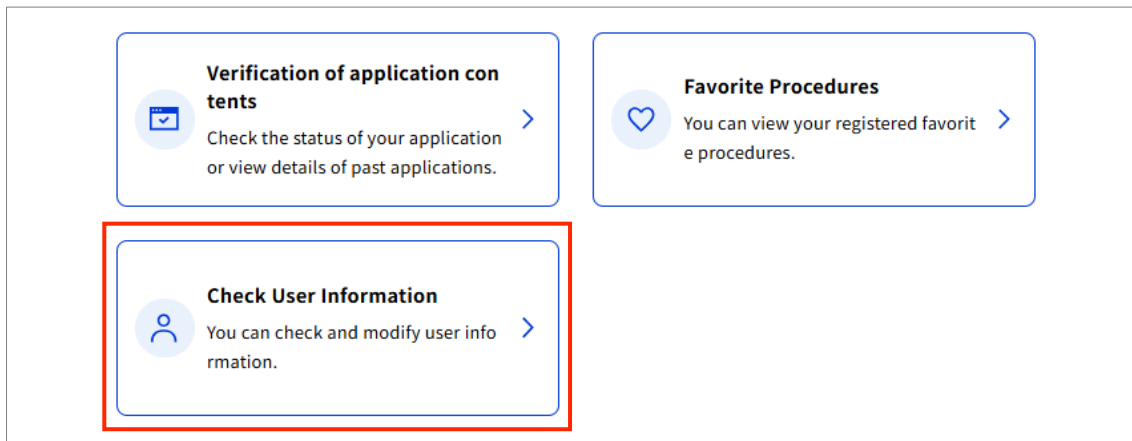
## 6.1 Checking the Status of Your Notification

Click [Verification of application contents] on the [My page] screen to display the [Procedure list] screen. For the subsequent steps, see Step 4 of "[Checking the Status of Your Notification](#)" (p. 55).

## 6.2 Viewing User Information

Here is how to confirm the user information.

- 1 Click [Check User Information] on the [My page] screen.

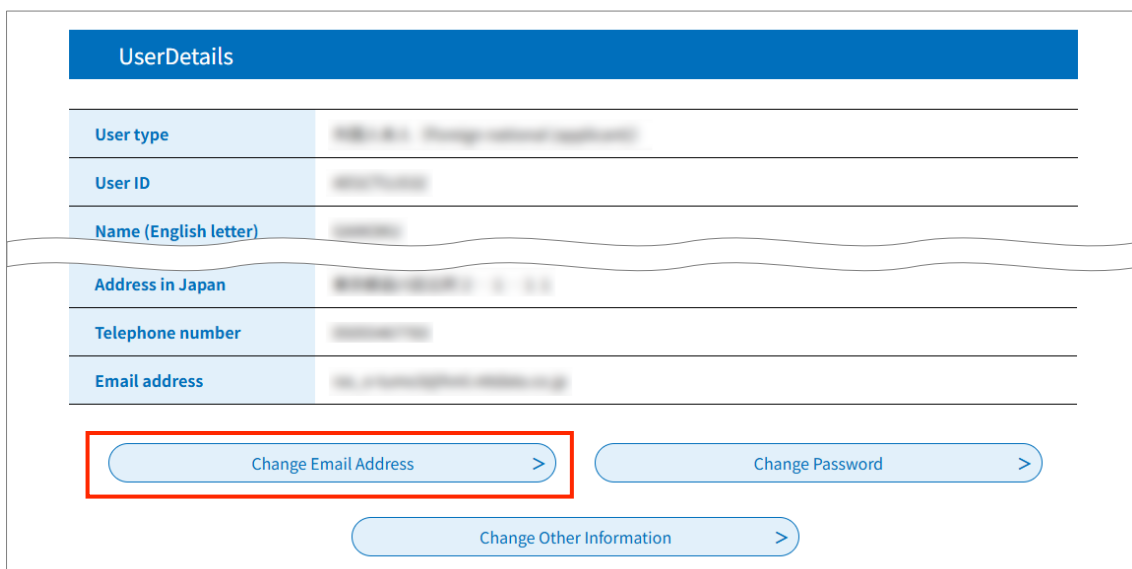


The [UserDetails] screen is displayed.

## 6.3 Changing the Email Address

Here is how to change your registered email address.

- 1 Click [Check User Information] on the [My page] screen.
- 2 Click [Change Email Address].



The [Email address enter (Email address change)] screen is displayed.

### 3 Enter your new email address in the [Email address] and [Email address (for confirmation)] fields, and then click [Change].

#### Important

- Configure your settings to receive emails from the domain "@rasens-immi.moj.go.jp".

Email address enter (Email address change)

Please enter a new email address.  
 Once you have completed the input, an email with the URL of the application page will be sent to the provided address.  
 Access the URL and complete the registration.  
 In the case when spam e-mail countermeasures is being performed, " " Please change it to the setting by which mail reception is possible.  
 If you do not receive the email containing the URL of the application page even after taking these measures, please use a different email address for the application.  
 Please note that responses to the sending email address will not be addressed.

**Email address** Required

**Email address (for confirmation)** Required

< Return to Details
Change >

An email will be sent to the entered email address.

### 4 Click the URL in the received email.

Your email address change is now complete.

## 6.4 Changing Your Password

---

Here is how to change your registered password.

- 1 Click [Check User Information] on the [My page] screen.
- 2 Click [Change Password].

The screenshot shows a 'UserDetails' screen with a table of user information and three buttons below it. The 'Change Password' button is highlighted with a red box.

UserDetails	
User type	XXXXXXXXXXXXXXXXXXXX
User ID	XXXXXXXXXX
Name (English letter)	XXXXXXXXXX
Sex	XXXXXX
Date of birth	XXXXXXXXXXXXXXXXXXXX
Post code	XXXXXX
Address in Japan	XXXXXXXXXXXXXXXXXXXX
Telephone number	XXXXXXXXXX
Email address	XXXXXXXXXXXXXXXXXXXX

Change Email Address >

**Change Password >**

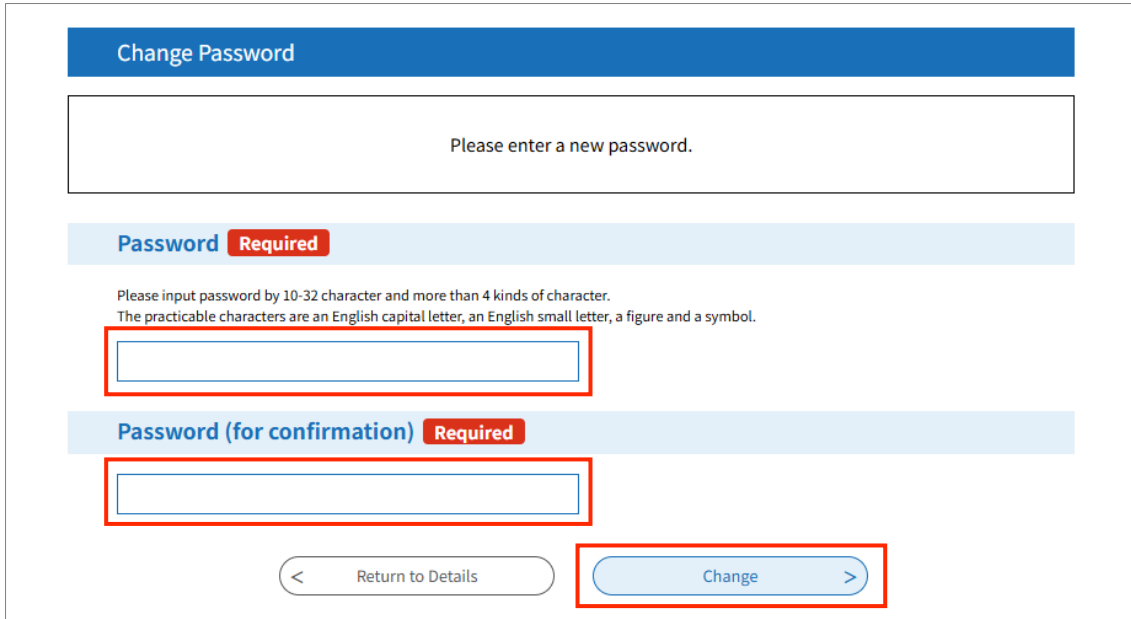
Change Other Information >

The [Change Password] screen is displayed.

### 3 Enter your new password in the [Password] and [Password (for confirmation)] fields, and then click [Change].

#### Important

- The password must be 10 to 32 characters in length.
- Enter at least one character from each of the following four categories: uppercase letters, lowercase letters, numbers, and symbols (\$, %, &, =, @, \_ #, \*, +, -, ?, !). The entry screen states "more than 4 kinds of character", but the correct description is "4 kinds of character".



Change Password

Please enter a new password.

**Password Required**

Please input password by 10-32 character and more than 4 kinds of character.  
The practicable characters are an English capital letter, an English small letter, a figure and a symbol.

**Password (for confirmation) Required**

[Return to Details](#) [Change](#)

The [UserChange Completed] screen is displayed.

An email confirming the change will be sent, and your password change is now complete.



### 3 Enter your new phone number in the [Please input Telephone number] field, and then click [Proceed to Confirmation].

The [User ChangeConfirmation] screen is displayed.

### 4 Review the newly changed content, and then click [Change].

User ChangeConfirmation	
May I register by the following contents?	
User type	Individual (Personal Information)
User ID	XXXXXXXXXX
Name (English letter)	XXXXXXXXXX
Sex	Male
Date of birth	XXXX/XX/XXXX (YYYY-MM-DD format)
Post code	XXXXX
Address in Japan	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Telephone number	XXXXXXXXXX
Email address	XXXXXXXXXX@XXXXXX.XXX

The [User Change Completed] screen is displayed.

An email confirming the change will be sent, and your phone number change is now complete.

## 6.6 How To Use Favorites

By adding procedures to Favorites, you can easily submit a notification from your My Page without searching for the procedures.

### ■ Adding Procedures to Favorites

- 1 Click **[Add to Favorites]** on the **[Procedure explanation]** screen for each notification.

The screenshot shows a 'Procedure Explanation' screen with a blue header. Below the header is a table with the following rows:

Procedure Name	Notification relating to the institution or spouse	<a href="#">Add to Favorites</a>
Explanation		
Reception Period	December 19, 2025 for 12 a.m. 00 minutes-	
Contact information		
Telephone number		

The 'Add to Favorites' button is highlighted with a red rectangular box.

- 2 Click **[Register]**.

The screenshot shows the same 'Procedure Explanation' screen as above, but with a white dialog box overlaid in the center. The dialog box has the title 'Add to Favorites' and contains the following text:

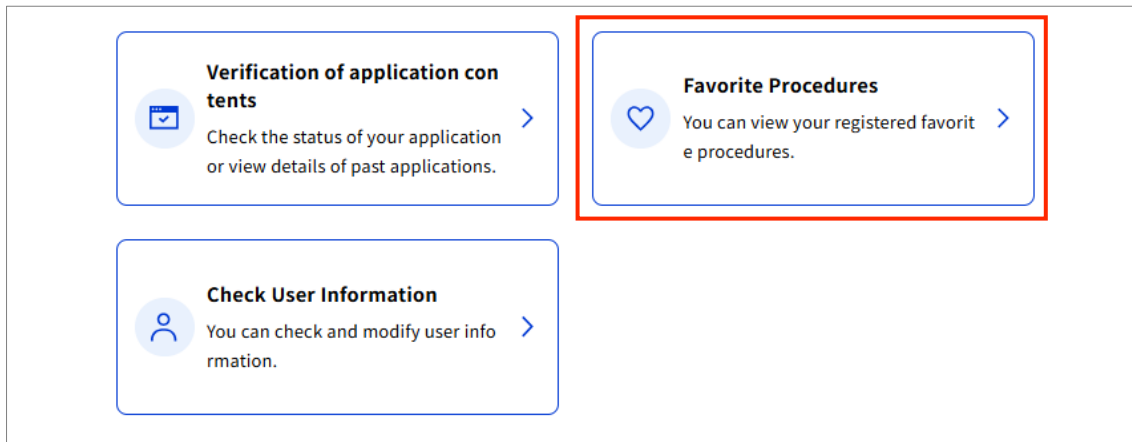
By adding to your favorites, you can easily apply for procedures from your My Page without having to search for them again next time.

At the bottom of the dialog box are two buttons: 'Back' and 'Register'.

[Added to favorites] appears, and the procedure is added to Favorite.

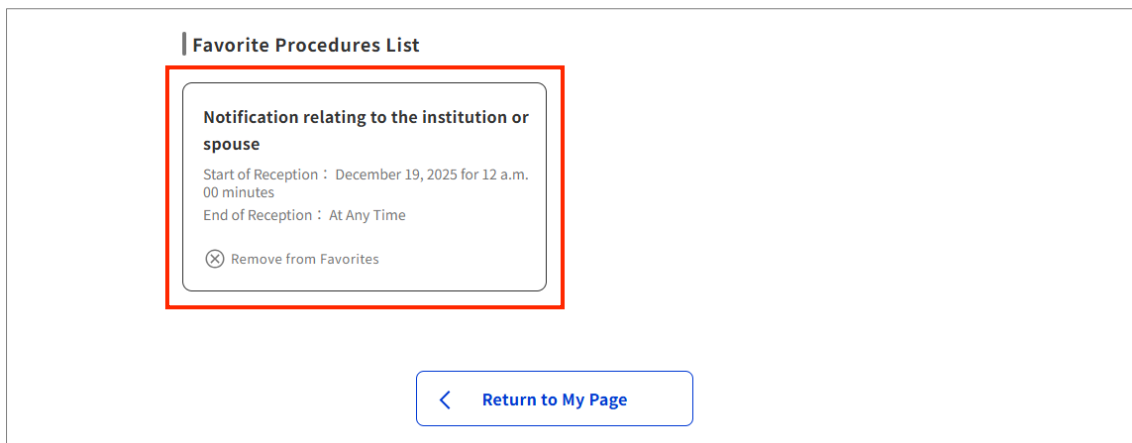
## ■ Calling Up Procedures Added to Favorites

### 1 Click [Favorite Procedures] on the [My page] screen.



[Favorite Procedures List] is displayed.

### 2 Click the procedure for which you want to submit a notification.



The [Procedure explanation] screen is displayed, and the procedure is started.

## ■ Deleting Procedures from Favorites

- When deleting through the [Procedure explanation] screen  
On the [Procedure explanation] screen for each notification, click [Added to favorites], and then click [Delete] on the confirmation screen.

Procedure Explanation	
Procedure Name	Notification relating to the institution or spouse <span style="float: right;">★ Added to favorites</span>
Explanation	
Reception Period	December 19, 2025 for 12 a.m. 00 minutes-
Contact information	
Telephone number	

- When deleting through [Favorite Procedures List]  
Click [Remove from Favorites], and then click [Delete] on the confirmation screen.

**Favorite Procedures List**

**Notification relating to the institution or spouse**

Start of Reception : December 19, 2025 for 12 a.m. 00 minutes

End of Reception : At Any Time

⊗ Remove from Favorites

< Return to My Page

## 7 Helpful Functions

This chapter explains the functions that are helpful when submitting a notification.

### 7.1 Searching for Procedures

If you cannot find the intended procedure in the [List of Procedures], use the search function.

#### 1 Enter keywords related to the intended procedure in the [Search by Keyword] field on the [Online Application Procedures] screen.

Enter two or more keywords separated by spaces.

If you enter two or more keywords, the procedure containing all the keywords will be searched.

By checking the checkbox for [Search for Synonyms], you can search for the procedure that includes synonyms of the entered keyword(s).

The screenshot displays the 'Search by Keyword' section of the 'Online Application Procedures' screen. The interface includes a search input field labeled 'Enter Keyword', a checkbox for 'Search for Synonyms', and a blue 'Keyword Search' button. To the right, the 'List of Procedures' section shows three procedure cards with their respective reception start and end times. A red box highlights the search input field and the 'Search for Synonyms' checkbox. A blue circle with the number '1' is located at the bottom center of the screenshot.

**Search by Keyword** Current as of March 2, 2026 for 4 p.m. 13 minutes

Enter Keyword

Search for Synonyms

**Keyword Search**

**List of Procedures** Reception starting da▼ Show 20 Items per Pa▼

**Notification relating to the institution or spouse**  
Start of Reception : December 19, 2025 for 12 a.m. 00 minutes  
End of Reception : At Any Time

**Request For Use(For Foreign Nationals Who Wish to Start Residence Applications)\_latest**  
Start of Reception : January 7, 2026 for 8 p.m. 00 minutes  
End of Reception : At Any Time

**Request For Use(For Foreign Nationals Who Wish to Start Residence Applications)**  
Start of Reception : January 7, 2026 for 8 p.m. 00 minutes  
End of Reception : At Any Time

1

## 2 Click [Keyword Search].

The screenshot displays a search interface with the following elements:

- Search by Keyword:** A search bar containing the text "Spouse".
- Search for Synonyms:** A checkbox labeled "Search for Synonyms" which is currently unchecked.
- Keyword Search:** A blue button with the text "Keyword Search" highlighted by a red rectangular box.
- List of Procedures:** A section header.
- Reception starting da:** A dropdown menu.
- Show 20 Items per Pa:** A dropdown menu.
- Current as of February 17, 2026 for 7 p.m. 56 minutes:** A timestamp.
- Notification relating to the institution or spouse:** A box containing the following text:
  - Start of Reception : December 19, 2025 for 12 a.m. 00 minutes
  - End of Reception : At Any Time
- Page Number:** A blue circular button with the number "1" inside.

The result of the search is displayed under [List of Procedures].

## 7.2 Saving/Loading Data During Entry

You can temporarily save data you are entering to your computer. You can also load temporarily saved data to resume entry.

### Reference

- Attachments cannot be saved temporarily. After loading the saved data, re-attach the file(s) as necessary.
- Temporarily saved data can only be loaded on the same screen where it was saved.
- Temporarily save data you are entering to your computer. Manage the saved data under your own responsibility.
- Data saved temporarily on your computer cannot be viewed or modified on the computer.
- Forms may be changed or revised due to factors such as amendments to ministerial ordinances. Data saved temporarily in the old format cannot be used in the new format.

### Temporarily saving application data

#### Important

- Clicking [Save Data] does not complete your application.

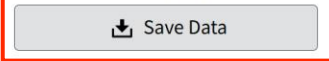
### 1 Click [Save Data] at the bottom of the [Procedure] screen.

Temporary Save / Load Entered Data

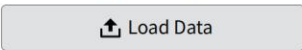
**[Notice Regarding Temporary Saving and Reloading of Application Data]**  
 \*Attachments are not saved when temporarily saving your application data. After reloading the saved data, please reattach the necessary files.  
 \*Temporarily saved data on your computer cannot be viewed, edited, or modified.  
 \*Data can only be loaded on the same screen where it was saved.  
**\*Applicants are responsible for managing the temporarily saved data on their computers.**

**Please note that Save Data does not complete the application process.**

\* Temporarily saving application data.



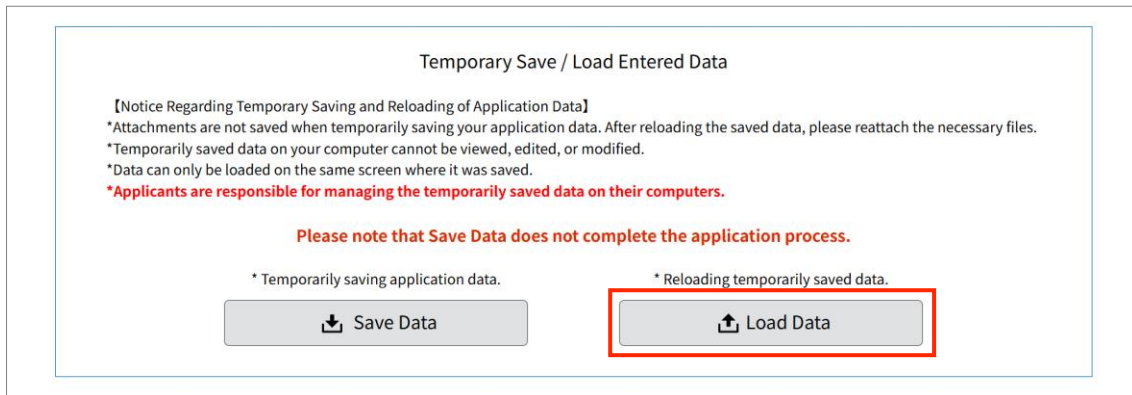
\* Reloading temporarily saved data.



The data will be saved on your computer.

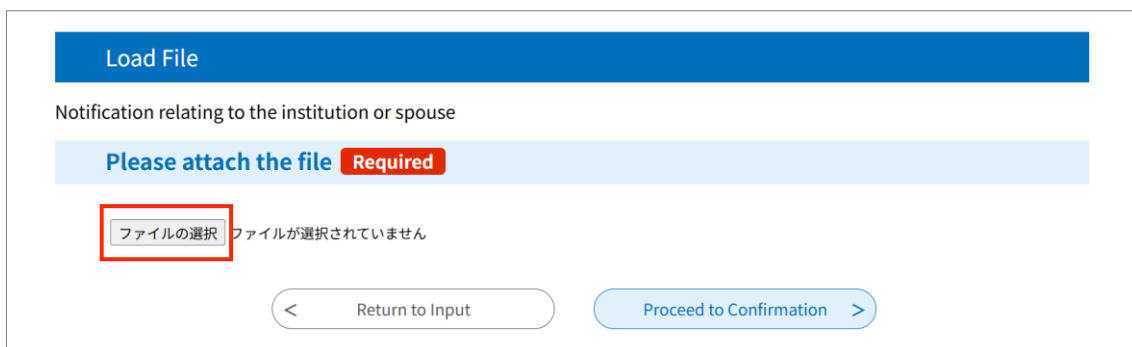
## ■ Loading temporarily saved data to resume

### 1 Click [Load Data] at the bottom of the [Procedure] screen.



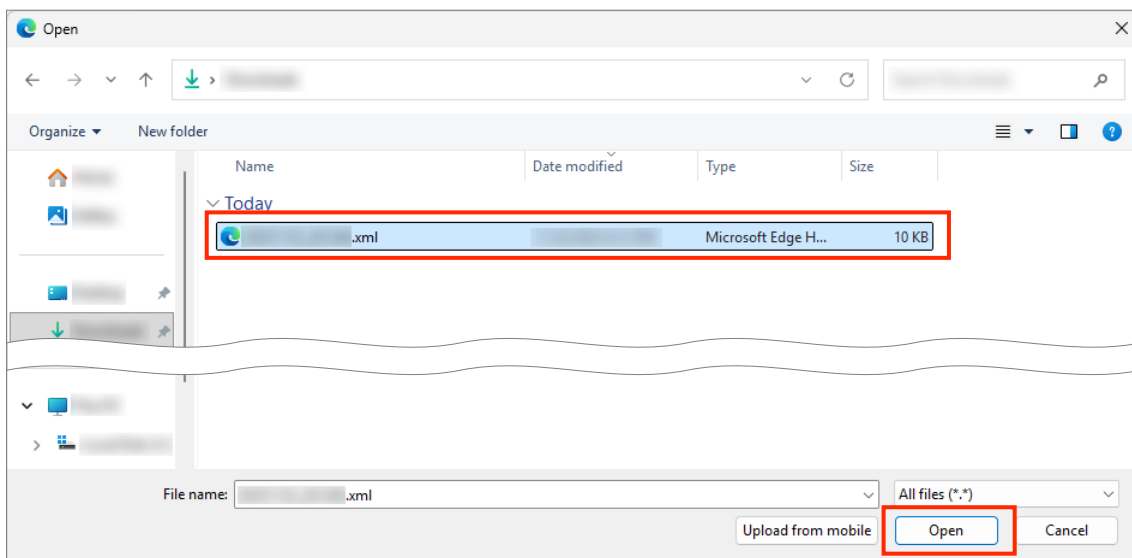
The [Load File] screen is displayed.

### 2 Click [Select File].



The file selection screen is displayed.

### 3 Select the temporarily saved file and click [Open].



#### 4 Click [Proceed to Confirmation].

Load File

Notification relating to the institution or spouse

Please attach the file **Required**

ファイルの選択 XXXXXXXX.XXXXXX.xml

< Return to Input

Proceed to Confirmation >

#### 5 Click [Upload].

Load File Confirmation

Notification relating to the institution or spouse

File XXXXXXXX.XXXXXX.xml

< Return to File Upload

Upload >

The file will be loaded.

#### 6 Click [Return to Input].

The temporarily saved data will be loaded onto the [Application] screen, allowing you to resume entry.

## 7.3 Reusing the Information Entered for Past Notifications

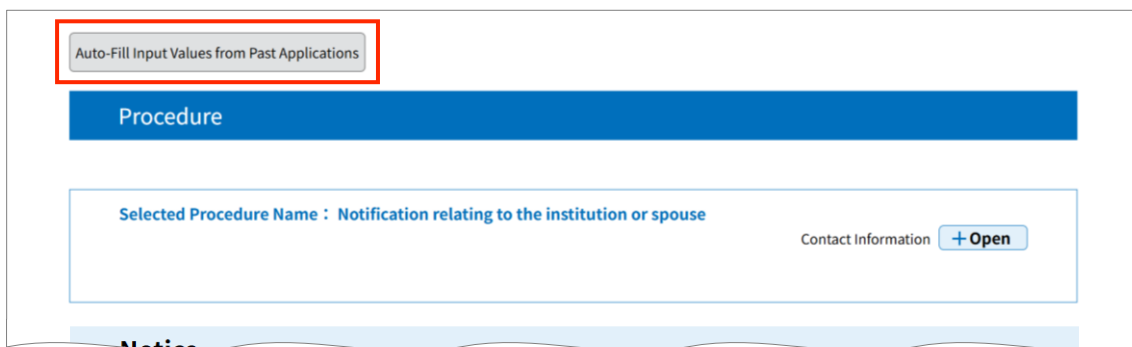
---

You can reuse the information entered for the same notification in the past to fill in the fields automatically.

The information can be reused for two years after it is entered.

If the contents of the items have been changed since the time of your previous notification due to factors such as amendments to ministerial ordinances, the information may not be set automatically. Check and correct the entry as necessary.

### 1 Click [Auto-Fill Input Values from Past Applications] on the [Application] screen.



The [The past procedure list] screen is displayed.

- 2** If you cannot find the notification whose information you want to use, enter information related to the intended past notification in each field under [Search by Keyword].

The past procedure list

Search by Keyword

1 Related information  Procedure Name  2

3 Application date   Calendar -   Calendar

Example input) January 23, 2000 should be entered as 20000123

Search >

Current as of February 24, 2026 for 8 p.m. 13 minutes

Sort Application Date and Time Desc... Change Display Count Show 20 Items per Pag

2	1	1	3		
Procedure Name	Related information	Application Date and Time	Processing Status	Action	
Notification relating to the institution or spouse	Notification Receipt Number: [REDACTED]	February 24 7 p.m. in 2026	Pending	Select >	
Notification relating to the institution or spouse	Notification Receipt Number: [REDACTED]	December 12 6 p.m. in 2025	Completed	Select >	

1

< Return to Input

Field	Description
① Related information	Enter any of the information displayed in the [Related information] column to search.
② Procedures name	Searches for the procedure that contains the entered keyword. Enter two or more keywords separated by spaces. If you enter two or more keywords, the procedure containing all the keywords will be searched.
③ Application date	Searches for the notification(s) submitted on the specified date. Enter the date or click [Calendar] to select the date.

## Reference

Sort  Change Display Count

First Previous 1 2 3 **4** 5 6 7 8 Next Last

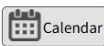
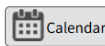
- Use the [Sort] pull-down menu to change the display order.
- Use the [Change Display Count] pull-down menu to change the number of items to be displayed per page.
- The number indicates the page of the search results. Click the number to switch pages. The colored number indicates the page currently displayed.
- Click [First] to go to the first page, and click [Last] to go to the last page.

### 3 Click [Search].

The past procedure list

Search by Keyword

Related information  Procedure Name

Application date   -  

Example input) January 23, 2000 should be entered as 20000123

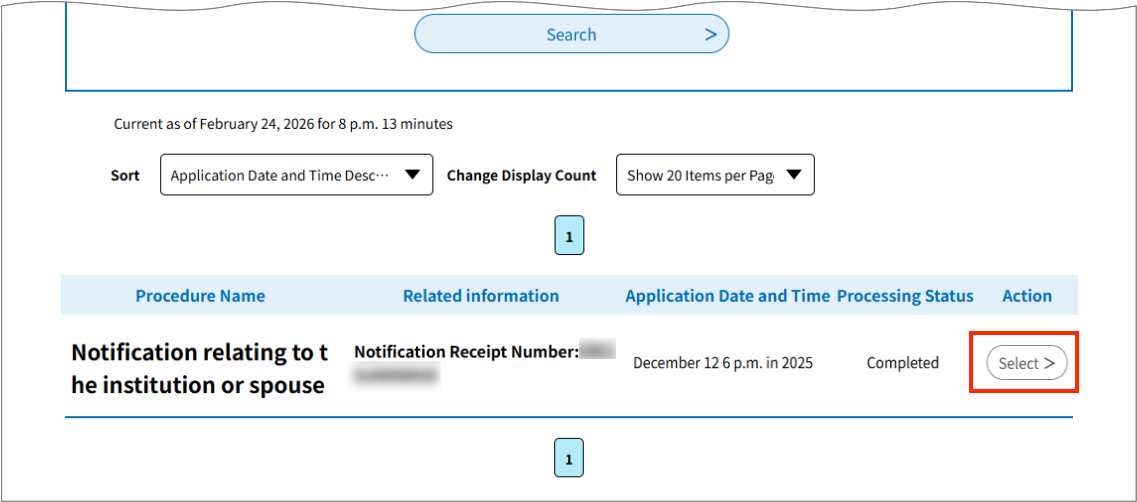
The search results will be displayed.

Current as of February 24, 2026 for 8 p.m. 13 minutes

Sort  Change Display Count

Procedure Name	Related information	Application Date and Time	Processing Status	Action
<b>Notification relating to the institution or spouse</b>	Notification Receipt Number: <input type="text"/>	December 12 6 p.m. in 2025	Completed	<input type="button" value="Select &gt;"/>

**4 Click [Select] for the notification whose information you want to use.**



The [Procedure] screen is restored.  
The entry fields will be filled with the information entered for the past notification.

## 8 Revision History

No.	Ver.	Date	Details
1	1.0	2025/12/23	Newly Created
2	1.01	2026/03/02	Revised the following screenshot "2.4 Applying to Use the Online Residence Application System" Step19 "3.6 Extending the Time Before Automatic Logout" "4.2.2 Submitting a Notification" Step3