

Immigration Services Agency Electronic Notification System User Manual

For Affiliated Organizations

Version 1.0

Contents

1	Introduction	4
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
2	Preparing to Use the Electronic Notification System (User Registration and Request for Use)	9
2.1	Significance of User Registration and Request for Use	9
2.2	Obtaining a User ID (User Registration)	10
2.3	Submitting a Request for Use	15
2.3.1	Login	15
2.3.2	Enter the Required Items.....	16
2.3.3	Attaching the Materials.....	18
2.3.4	Confirming Your Entries	21
2.4	When a Modification Request Is Received	24
3	Login/Logout for the Electronic Notification System	27
3.1	Accessing the Electronic Notification System	27
3.2	Login.....	29
3.3	Logout	31
3.4	If You Forgot Your User ID.....	32
3.5	If You Forgot Your Password.....	33
3.6	Extending the Time Before Automatic Logout	34
4	Submitting Notification of Acceptance of Mid- to Long-Term Residents for Each Individual	35
4.1	Selecting a Procedure	35
4.2	Entering the Required Items and Submitting the Notification	38
4.3	If Having Received an Email Notifying You of a Notification Error	42

5	Submitting Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act) for Multiple Individuals Collectively (Bulk Notification).....	43
5.1	Creating a Lump Sum Notification File.....	43
5.2	Selecting a Procedure	45
5.3	Entering the Required Items and Submitting the Notification	48
5.4	If Having Received an Email Notifying You of a Notification Error	54
6	Submitting Notification for the Name/Location Change of the Institution (Article 19-16 of the Act) on Behalf of Medium- to Long-Term Residents (Bulk notification)	55
6.1	Creating a Lump Sum Notification File.....	55
6.2	Selecting a Procedure	57
6.3	Entering the Required Items and Submitting the Notification	60
6.4	If Having Received an Email Notifying You of a Notification Error	66
7	Checking the Status of Your Notification	67
8	How To Use My Page	71
8.1	Checking the Status of Your Notification.....	71
8.2	Confirming the User Information	72
8.3	Changing the Email Address	73
8.4	Changing Your Password	75
8.5	Changing Your Phone Number	77
8.6	How To Use Favorite.....	79
9	Helpful Functions	82
9.1	Searching for Procedures	82
9.2	Saving/Loading Data During Entry.....	84
9.3	Reusing the Information Entered for Past Notifications.....	87
10	Revision History.....	91

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:

- Method for submitting Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act) for each individual
- Method for submitting Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act) for multiple individuals collectively
- Method for submitting Notification for the Name/location change of the institution (Article 19-16 of the Act) on behalf of medium- to long-term residents

■ Target readers

- Notification-responsible personnel at the organizations where medium- to long-term residents are enrolled

1.2 Meanings of the Icons in the Manual

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

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

1.3 Points to Note When Using the Electronic Notification System

- 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.

Program (when using bulk notification): Microsoft Office Excel

- 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.)

 < Return to List

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. 34).

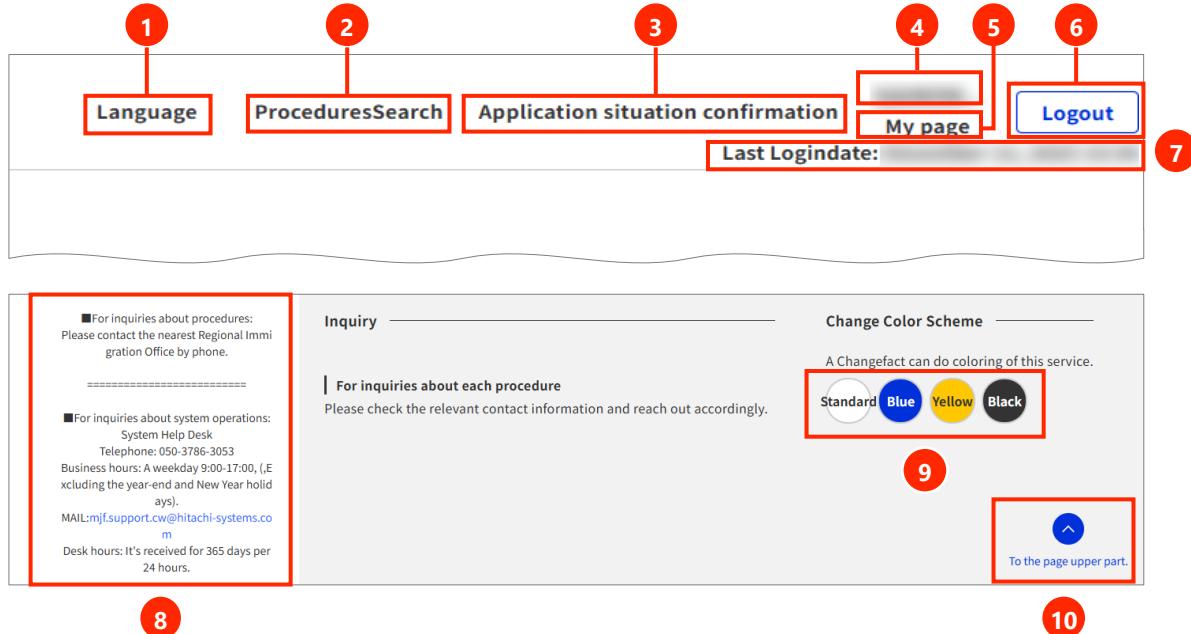
- Do not bookmark any screens beyond the [Application] screen in your browser. Even if you register them, you cannot access them from your browser's bookmarks.

1.4 Screen Descriptions

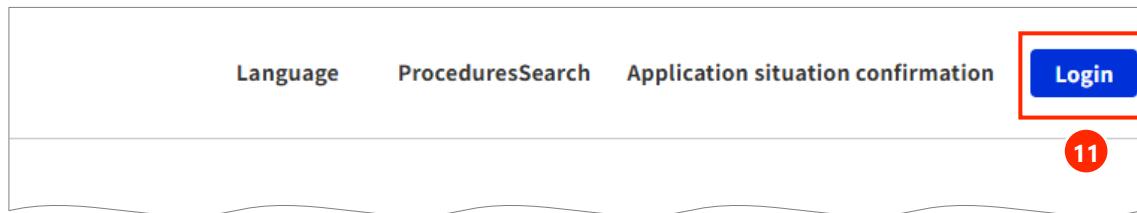
This section describes the screens of the Electronic Notification System.

■ 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.	"Changing the Language to Display" (p. 8)
②	Procedures Search	Click to search the procedures displayed in the [List of Procedures].	"Searching for Procedures" (p. 82)
③	Application situation confirmation	Click to check the status of your notification.	"Checking the Status of Your Notification" (p. 67)
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 "Favorite".	"How To Use My Page" (p. 71)

Item Name		Description	Page with Detailed Descriptions
⑥	Logout	Click to log out of the Electronic Notification System.	" Logout " (p. 31)
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.	" Login " (p. 29)

■ Top page

Notices will appear under [General Notices].

Click each notice's title to view its content.

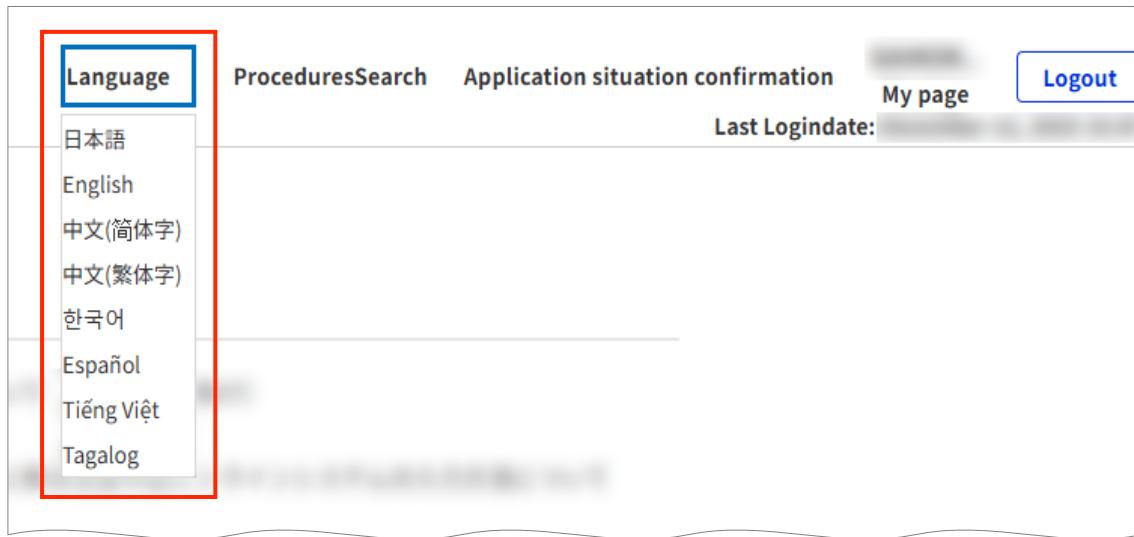
Click [List of Notices] to view past notices.



The screenshot shows the top page of the system. At the top, there is a header with the system's name in Japanese and English, followed by links for Language, ProceduresSearch, Application situation confirmation, and a blue 'Login' button. Below the header, there is a section titled 'General Notices' which contains three notices. A red box highlights this section. At the bottom right of the 'General Notices' box, there is a link 'List of Notices >'. The rest of the page is mostly empty space.

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)

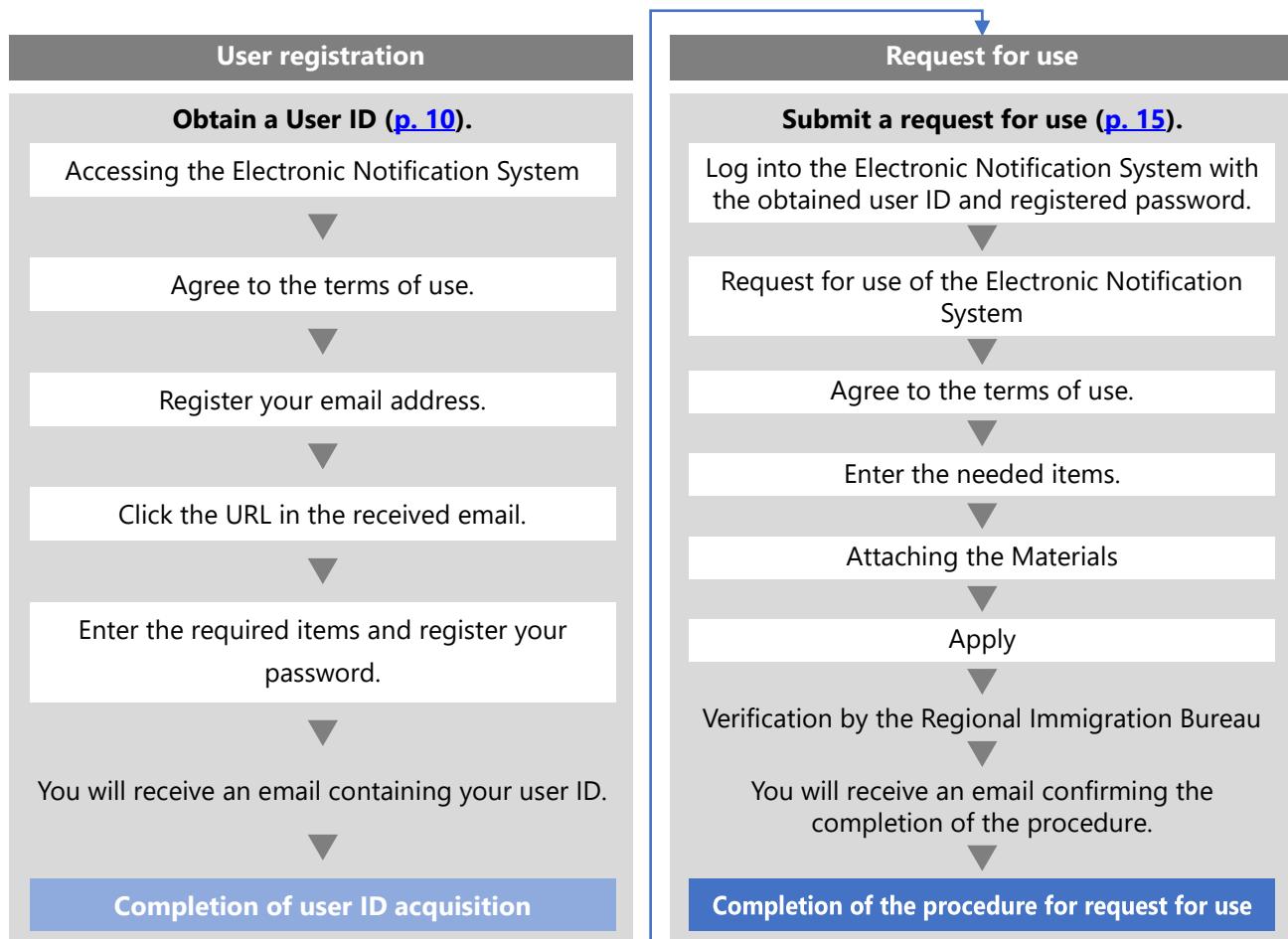
To submit a notification using the Electronic Notification System, user registration and request for use are required. This chapter explains how to register as a user and submit a request for use.

⚠️ Important

- Personnel from affiliated organizations — who submitted a user information registration form for the Electronic Notification System to the Regional Immigration Bureau and set authentication ID and password before December 31, 2025 — can log in using the same authentication ID and password. Proceed to “[Login](#)” (p. 29).
- You cannot log in using the user ID (formerly: authentication ID) and password 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:



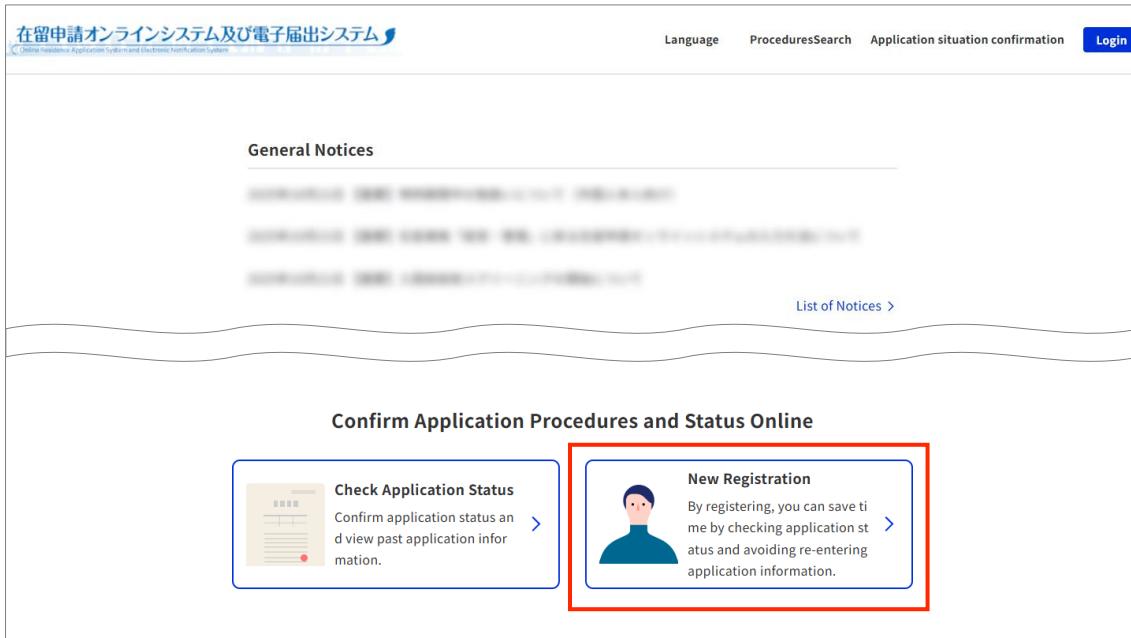
2.2 Obtaining a User ID (User Registration)

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. 27).

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 service >

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諸申請及び出入国在留管理局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
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、User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、地方公聴会休憩時間システム機器が提供する会員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

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

If you'd understand the above, please agree and advance.

Agree >

The [Email address input] screen is displayed.

4 Enter your email address in the [Please enter your email address.] and [Please enter 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".
- If there is a shared email address among staff members engaged in related duties, enter the shared email address. When entering an email address assigned to an individual, be sure to change the email address whenever the responsible person changes.

Email address input

Please enter your email address. **Required**

Please enter your 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 [UserRegistration] 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 [UserRegistration] screen is displayed.

6 Enter the required items.

For personnel of affiliated organizations, Organization of Affiliation of the Specified Skilled Worker, Registered Support Organization, and Japanese-Language Institutes, select [Staff Member of the Organization] as your user type.

For the [Name (English letter)] field, enter the name (alphabetical characters) of the person responsible for the notification procedure.

In the procedure for request for use (p. 15) after obtaining a user ID, there is a field for entering the name (alphabetical characters) of the person responsible for the notification procedure. The name (alphabetical characters) entered here will be displayed in that field.

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 UserRegistration screen. At the top, a blue header bar contains the text "UserRegistration". Below the header, a message in a box states: "Registered personal information will be used only for administrative purposes related to this electronic application." A light blue bar below the message box contains the text "Please choose the user type" followed by a red "Required" label. Below this bar is a list of four user type options, each with a radio button. The first option, "所属機関等の職員 (Staff Member of the Organization)", has a blue radio button indicating it is selected. The other three options are represented by white radio buttons. At the bottom of the screen, there is a light blue bar with the text "Email address" and a blurred email address field.

⚠ Important

- The password must be 10 to 20 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".

The screenshot shows a user interface for password entry. At the top, a blue header bar contains the text "Please input a password" and a red "Required" label. Below this, a text input field is present with the placeholder text: "Please input a password by 10-20 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." A second blue header bar below it contains the text "Please input a password (for confirmation)" and a red "Required" label. Below this is another text input field with the placeholder text: "Please input the same one again." Both text input fields are represented by empty rectangular boxes.

7 Click [Proceed to Confirmation].

The screenshot shows a user interface for user registration confirmation. At the top, a blue header bar contains the text "Email address". Below this is a text input field with the placeholder text: "Please input the email address." At the bottom, a blue button with the text "Proceed to Confirmation >" is highlighted with a red rectangular box.

⚠ 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

The screenshot shows a user interface for password entry with an error message. The top header bar "Please input a password" is now yellow, and the "Required" label is red. Below the input field, an error message "⚠ A password Required is an input item." is displayed in red. The input field itself is outlined in red. The placeholder text below the field is: "Please input a password by 10-20 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 [User registration confirmation] screen is displayed.

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

User registration confirmation

May I register by the following contents?

The user section	... (Redacted)
User ID	... (Redacted)
Name (English letter)	... (Redacted)
Telephone number	... (Redacted)
Email address	... (Redacted)

< Return to Input Register >

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

9 Click [Return to Login].

UserCompleting registration

User: ... Has been registered.
Your User ID is as follows.
User ID: ...

※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.

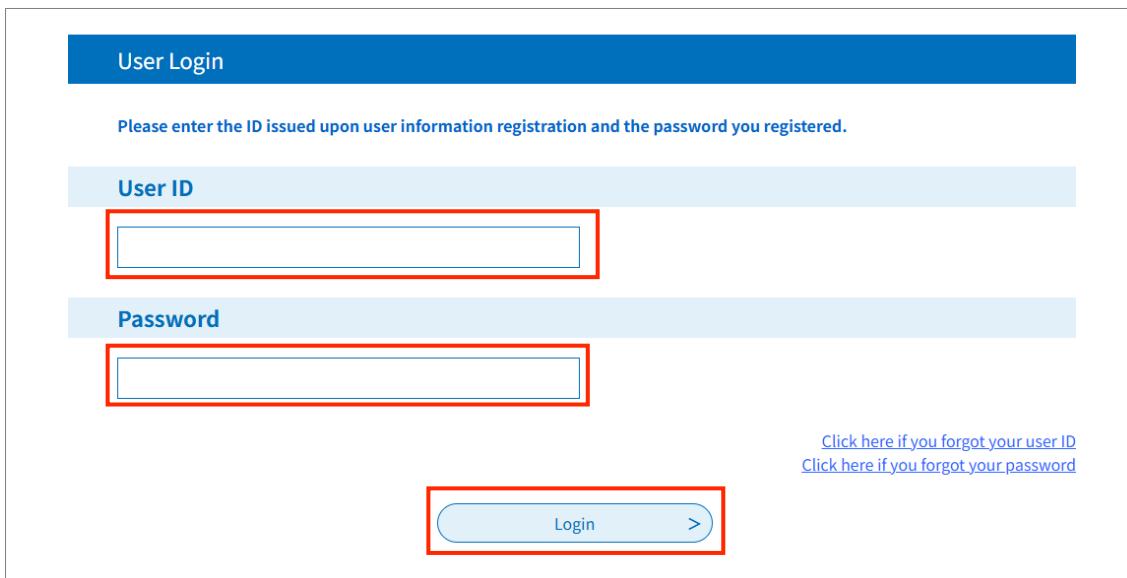
Log into the Electronic Notification System and submit a request for use. Proceed to "[Submitting a Request for Use](#)" (p. 15).

2.3 Submitting a Request for Use

Log into the Electronic Notification System and submit a request for use. Once the submitted request for use is verified and no revisions are required, you can submit the notification.

2.3.1 Login

1 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 >

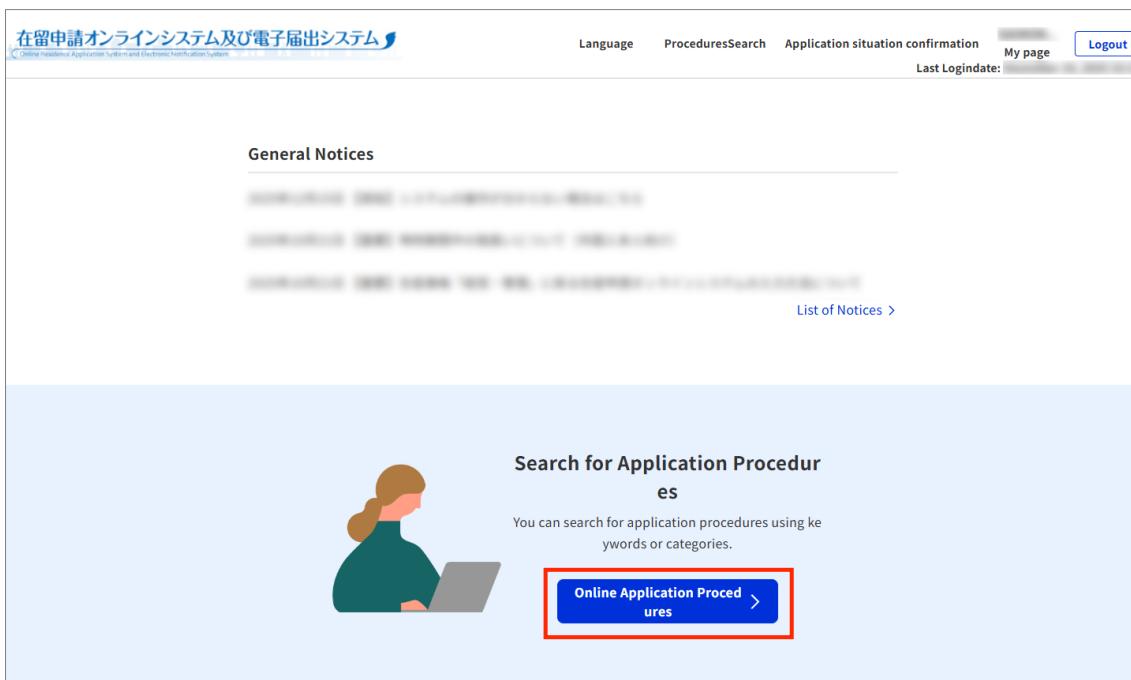
Item Name	Description
User ID	Enter the "User ID" acquired in " Obtaining a User ID " (p. 10). It has been mentioned in the email.
Password	Enter the password registered in " Obtaining a User ID " (p. 10).

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. 33).
- If you have forgotten your user ID, see "[If You Forgot Your User ID](#)" (p. 32).
- If you have forgotten your password, see "[If You Forgot Your Password](#)" (p. 33).

Log into the Electronic Notification System.

2 Click [Online Application Procedures].



The [Online Application Procedures] screen is displayed.

2.3.2 Enter the Required Items

- 1 Under [List of Procedures], click [Usage Application(For Affiliated Institutions Who Wish to Begin Notifications by Institutions, Notifications by Specified Skilled Worker Institutions and Registered Support Organizations, or Reports Based on the Notification Standards for Japanese Language Education Institutions)].

Important

- Do not select [Usage Application(For Affiliated Institutions Who Wish to Begin Applying for Status of Residence)].

Reference

- To search for procedures, see "[Searching for Procedures](#)" (p. 82).

Search by Keyword

Enter Keyword

Reception starting day

Show 20 Items per Page

Search for Synonyms

Keyword Search

List of Procedures

Usage Application(For Affiliated Institutions Who Wish to Begin Applying for Status of Residence)

Start of Reception : October 23, 2025 00 minutes at 00 o'clock

End of Reception : At Any Time

Usage Application(For Affiliated Institutions Who Wish to Begin Notifications by Institutions, Notifications by Specified Skilled Worker Institutions and Registered Support Organizations, or Reports Based on the Notification Standards for Japanese Language Education Institutions)

Start of Reception : August 18, 2025 30 minutes at 09 o'clock

End of Reception : At Any Time

1

The [The Procedures explanation] screen is displayed.

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

The Procedures explanation

Procedures name	Usage Application(For Affiliated Institutions Who Wish to Begin Notifications by Institutions, Notifications by Specified Skilled Worker Institutions and Registered Support Organizations, or Reports Based on the Notification Standards for Japanese Language Education Institutions)	Add to Favorites
The explanation		
Reception time	9:30 August 18 in 2025 -	

< terms of service>

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官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局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
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、User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'd understand the above, please agree and advance.

< Return to List

Agree

The [Application] screen is displayed.

3 Enter the required items.

For what to enter in each field, see the separate document "Points to Note When Entering Required Information".

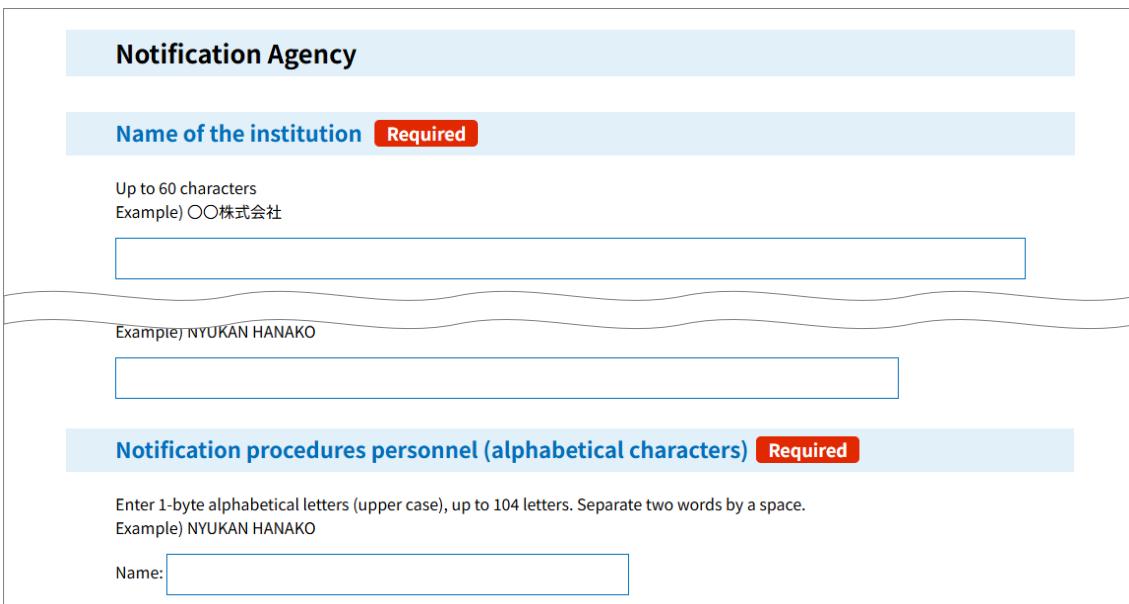
For [Notification procedures personnel (alphabetical characters)], the name (alphabetical characters) entered when obtaining the user ID will be displayed. If it does not appear, enter the name (alphabetical characters) you entered when obtaining your user ID.

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. 84).



Notification Agency

Name of the institution Required

Up to 60 characters
Example) OO株式会社

Example) NYUKAN HANAKO

Notification procedures personnel (alphabetical characters) Required

Enter 1-byte alphabetical letters (upper case), up to 104 letters. Separate two words by a space.
Example) NYUKAN HANAKO

Name:

2.3.3 Attaching the Materials

Here is how to attach the documents required for your request for use.

You can attach up to 20 files, totaling up to 20 MB.

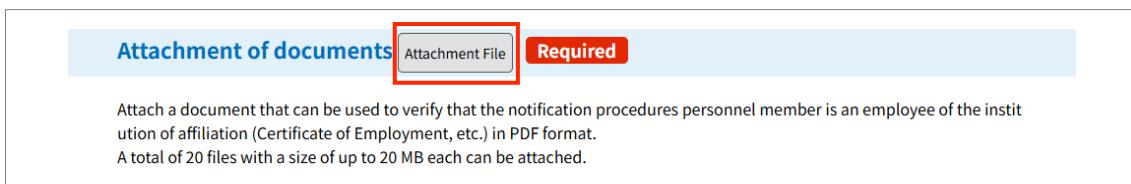
The file format that can be attached is PDF.

Important

- The materials required for the request for use are PDF files of the following documents that include the names of the affiliated organization and notification procedures personnel: employee ID card, staff ID card, certificate of employment, certificate of application proxy, certificate of all historical matters, registration support agency registration (renewal) notification, certificate of notification, etc. Business cards are considered invalid.
- The following PDF files cannot be attached:
 - PDF files with security options enabled. (For example, password-protected files, files that prohibit printing, files that prohibit copying text and graphics, or files that require network authentication to be opened.)
 - PDF files in formats that do not conform to ISO 32000-1 (International Standards for PDF).

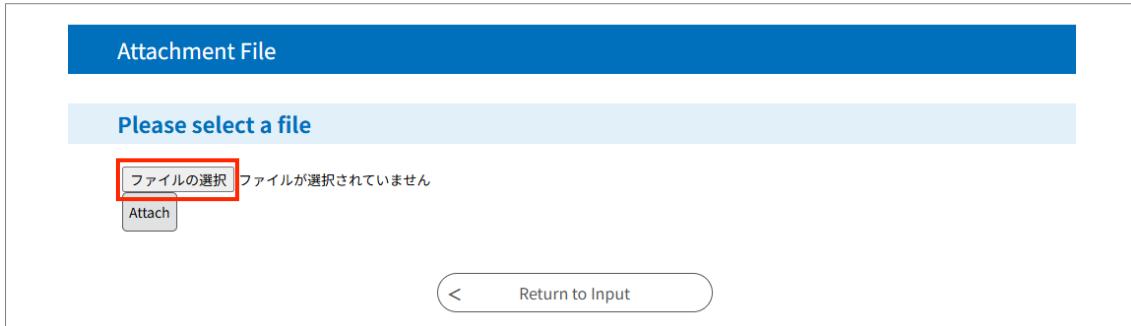
If you attach such a file, an error message will appear. Check the file and reattach the appropriate one.

1 Click [Attachment File].



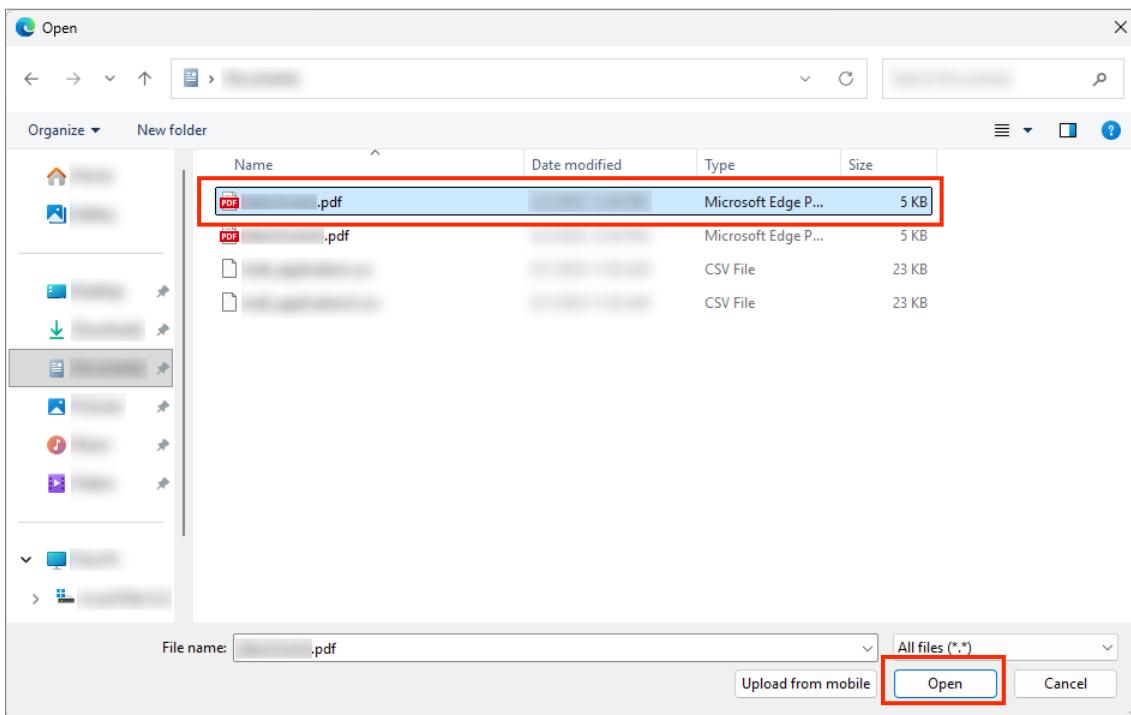
The screen for attaching files is displayed.

2 Click [Select File].

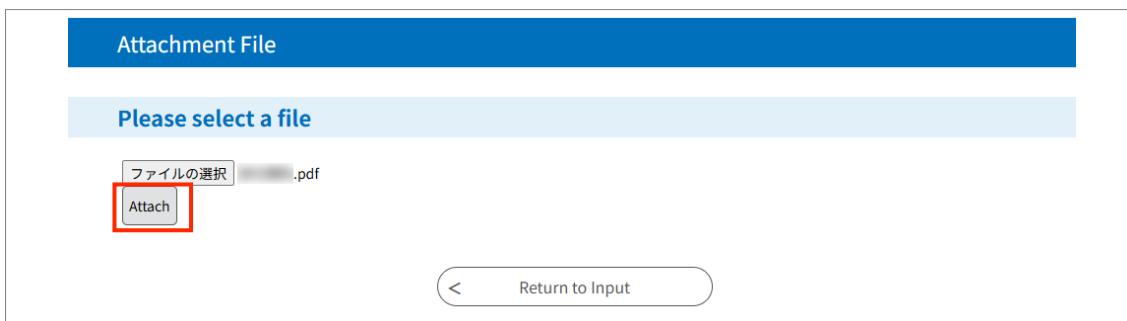


The screen for selecting the material to attach is displayed.

3 Select the material to attach and click [Open].



4 Click [Attach].



Attachment File

Please select a file

ファイルの選択 .pdf

Attach

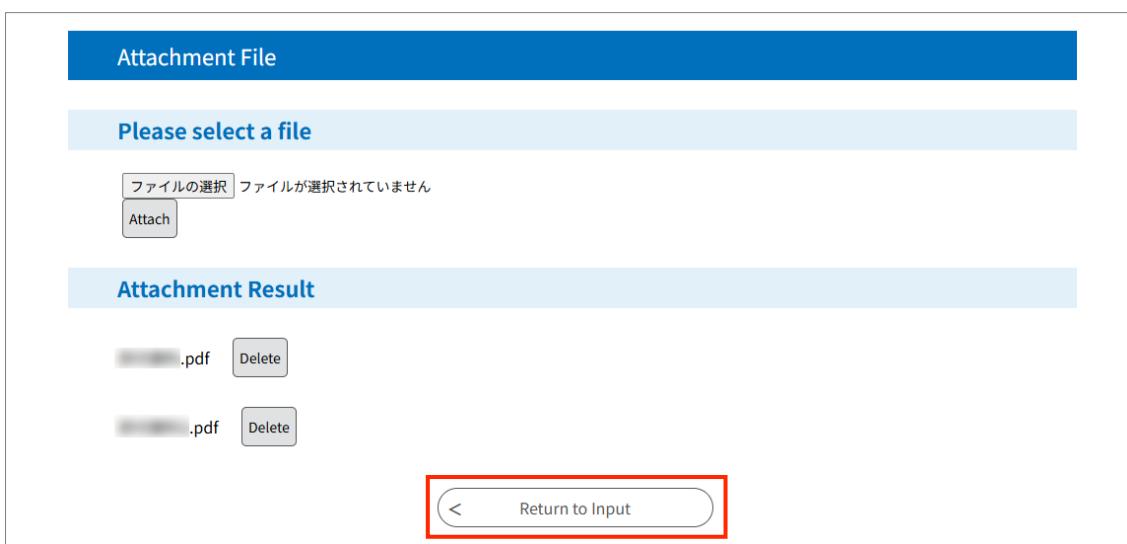
< Return to Input

i Reference

- To attach multiple materials, repeat steps 2 through 4.

The material(s) will be attached.

5 After attaching all the required materials, click [Return to Input].



Attachment File

Please select a file

ファイルの選択 ファイルが選択されていません

Attach

Attachment Result

.pdf Delete

.pdf Delete

< Return to Input

i Reference

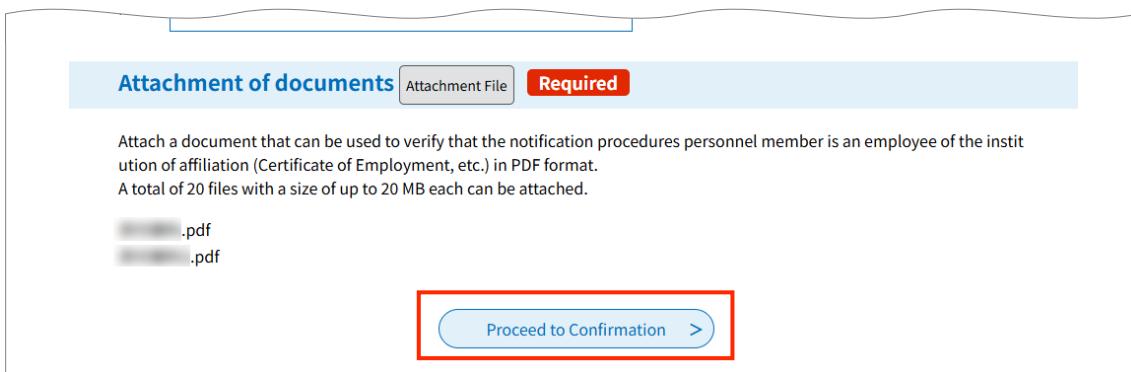
- To delete the attached material, click [Delete].

The entry screen is restored.

2.3.4 Confirming Your Entries

Confirm your entries.

- 1 Review the information you entered in “[Enter the Required Items](#)” (p. 16) and the materials you attached in “[Attaching the Materials](#)” (p. 18), and then click [Proceed to Confirmation].



Attachment of documents Attachment File **Required**

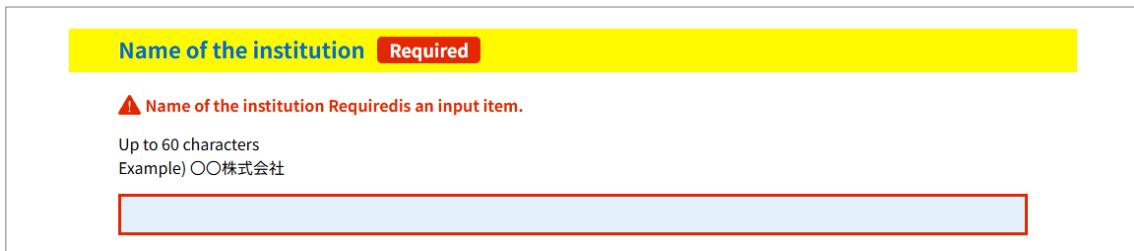
Attach a document that can be used to verify that the notification procedures personnel member is an employee of the institution or affiliation (Certificate of Employment, etc.) in PDF format.
A total of 20 files with a size of up to 20 MB each can be attached.

......pdf
......pdf

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 [Name of the institution] field



Name of the institution **Required**

 **Name of the institution** Required is an input item.
Up to 60 characters
Example) ○○株式会社

The [Application confirmation] screen is displayed.

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

Application 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.

Usage Application(For Affiliated Institutions Who Wish to Begin Notifications by Institutions, Notifications by Specified Skill ed Worker Institutions and Registered Support Organizations, or Reports Based on the Notification Standards for Japanese Language Education Institutions)

Notice

Notification procedures pe rsonnel (kanji characters)	...
Notification procedures pe rsonnel (alphabetical char acters)	...
Attachment of documents	...

< [Return to Input](#) [Apply](#) >

A pop-up message is displayed.

3 Click [OK].

aws-dev.e-tumo.jp の内容

Preserve or print our page in a file, and please keep whether you schedule a reference number and a password for a memo.
When a reference number and a password are lost, there is a possibility that the application contents can't be inquired any more.

[OK](#)

i Reference

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

The [Application Completed] screen is displayed, and your application is finalized.

Application Completed

was received.

Your application has been completed

The mailing and the password on which a reference number was indicated.

If the email address is incorrect or if filters are set up,
The email may not be delivered.

Reference number	[REDACTED]
Password	[REDACTED]

When confirming the application situation from now on, a reference number and a password are the needed important number.
Please ensure that the password is kept secure and not shared with others.

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 and password.
Therefore, there is no need to jot down the reference number and password.

The procedure for applying to use the Electronic Notification System is now complete. If all of your entries are appropriate, an email will be sent to notify you that the procedure has been completed.

If corrections are needed for your request for use, an email requesting corrections will be sent. See "[When a Modification Request Is Received](#)" (p. 24).

Next, you will proceed with notification submission. See the respective pages.

Submitting Notification of Acceptance of Mid- to Long-Term Residents for each individual ► [p.35](#)

Submitting Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act) for multiple individuals collectively (Bulk notification) ► [p.43](#)

Submitting Notification for the Name/location change of the institution (Article 19-16 of the Act) on behalf of medium- to long-term residents (Bulk notification) ► [p.55](#)

2.4 When a Modification Request Is Received

If there are errors in the information entered for the request for use or in the attached materials, an email will be sent. Submit your request again according to the modification instructions.

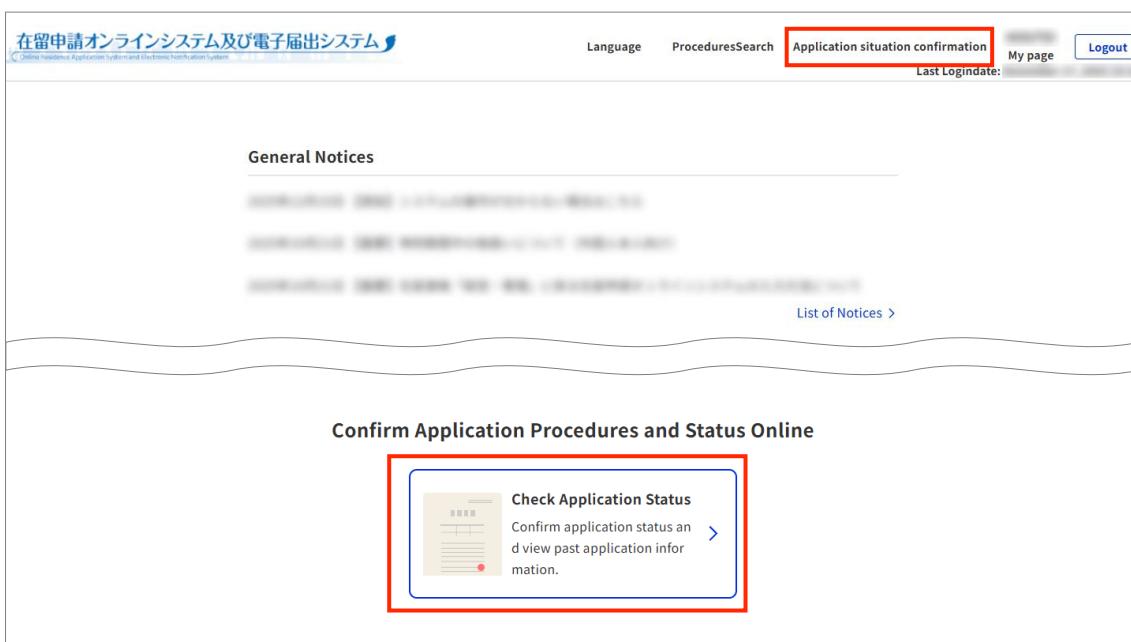
1 Click the URL in the received email.

The [User Login] screen is displayed.

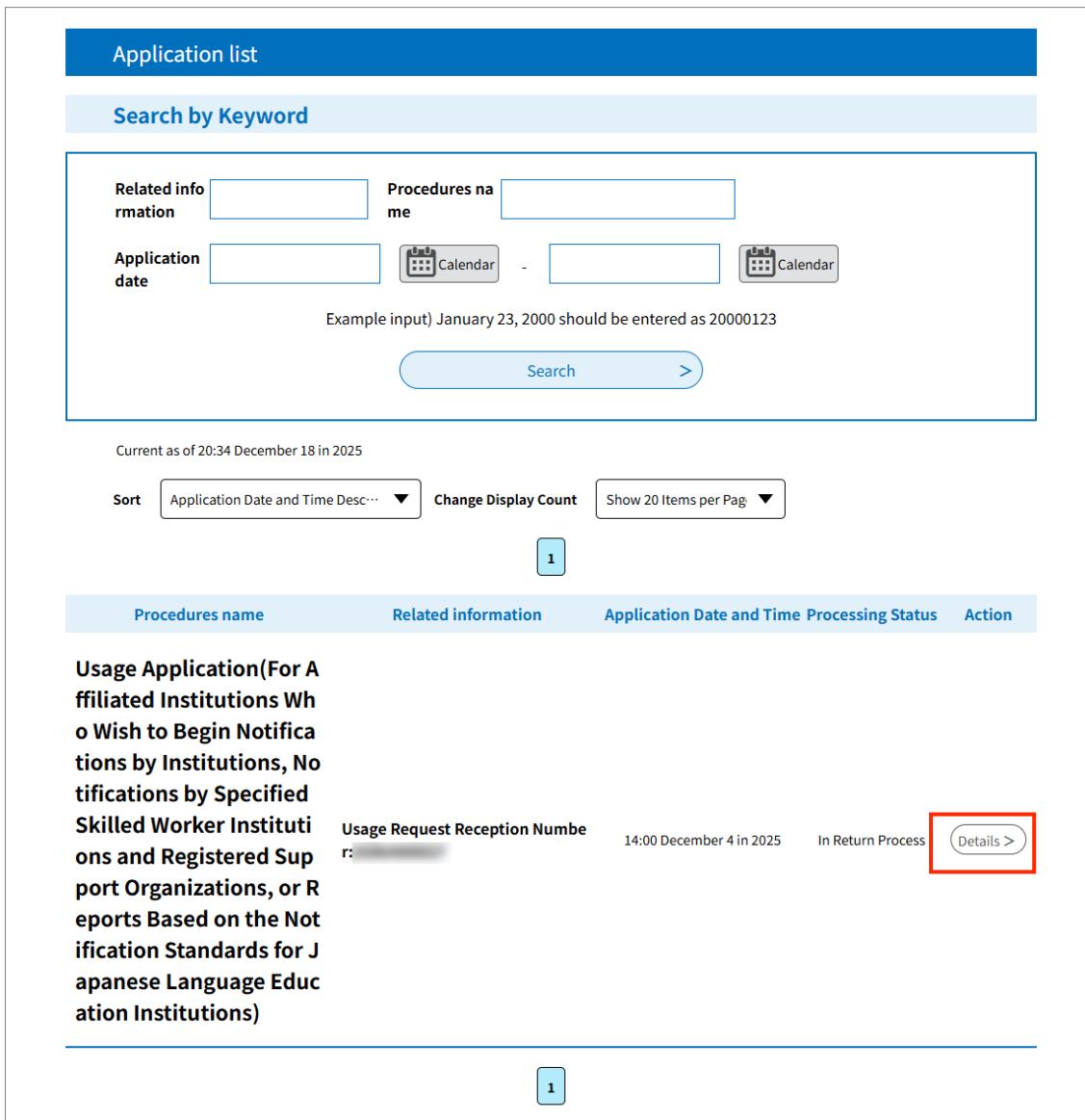
2 Log into the Electronic Notification System.

See “[Login](#)” (p. 29).

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



The [Application list] screen is displayed.

4 Click [Details] for the request subject to modification.

The screenshot shows the 'Application list' screen. At the top, there is a search bar labeled 'Search by Keyword' with fields for 'Related info rmation' and 'Procedures na me'. Below the search bar are fields for 'Application date' and 'Calendar'. A note says 'Example input) January 23, 2000 should be entered as 20000123'. A 'Search' button with a right-pointing arrow is below the calendar fields. Below the search area, the text 'Current as of 20:34 December 18 in 2025' is displayed. There are buttons for 'Sort' (set to 'Application Date and Time Desc...'), 'Change Display Count' (set to 'Show 20 Items per Pag'), and a page number '1'. The main table has columns: 'Procedures name', 'Related information', 'Application Date and Time', 'Processing Status', and 'Action'. The first row in the table is highlighted with a red box around the 'Details >' button in the 'Action' column. The 'Procedures name' for this row is: 'Usage Application(For A ffiliated Institutions Wh o Wish to Begin Notifica tions by Institutions, No tifications by Specified Skilled Worker Instituti ons and Registered Sup port Organizations, or R eports Based on the Not ification Standards for J apanese Language Educa tion Institutions)'.

The [Application Details] screen is displayed.

5 Click [Modify].

The screenshot shows the 'Application Details' screen. At the top, there is a blue header bar with the text 'Application Details'. Below this, there are several data entry fields:

- Procedures name:** Usage Application(For Affiliated Institutions Who Wish to Begin Notifications by Institutions, Notifications by Specified Skilled Worker Institutions and Registered Support Organizations, or Reports Based on the Notification Standards for Japanese Language Education Institutions)
- Reference number:** [REDACTED]
- Related information:** [REDACTED]
- The processing status:** In Return Process
- Personnel (Kanji characters):** [REDACTED]
- Notification procedures personnel (alphabetical characters):** [REDACTED]
- Attachment of documents:** [REDACTED]

Below the fields, there is a note in red text:

※ After confirmation, please be sure to close a browser.
If you need to modify the application details, please select the [Modify] button.

At the bottom, there are three buttons: a left arrow button, a 'Return to List' button, and a 'Modify' button, which is highlighted with a red box.

The [Application] screen is displayed.

6 Modify according to the instructions in the received email and submit your application again.

As for the materials, only those requested for modification shall be attached. You do not need to re-attach materials that do not require modification.

i Reference

- If no responses to the modification request email are made within seven days, a follow-up email will be sent.

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

- Personnel from affiliated organizations — who submitted a user information registration form for the Electronic Notification System to the Regional Immigration Bureau and set authentication ID and password before December 31, 2025 — can log in using the same authentication ID and password.
- You cannot log in using the user ID (formerly: authentication ID) and password for the Online Residence Application System.

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) 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
Online Residence Application System and Electronic Notification System

Language ProceduresSearch Application situation confirmation Login

General Notices

List of Notices >

Search for Application Procedures

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
Business hours: A weekday 9:00-17:00, (excluding the year-end and New Year holidays).
MAIL: mfj.support.cw@hitachi-systems.com
Desk hours: It's received for 365 days per 24 hours.

Inquiry

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

Change Color Scheme

A Changefact can do coloring of this service.

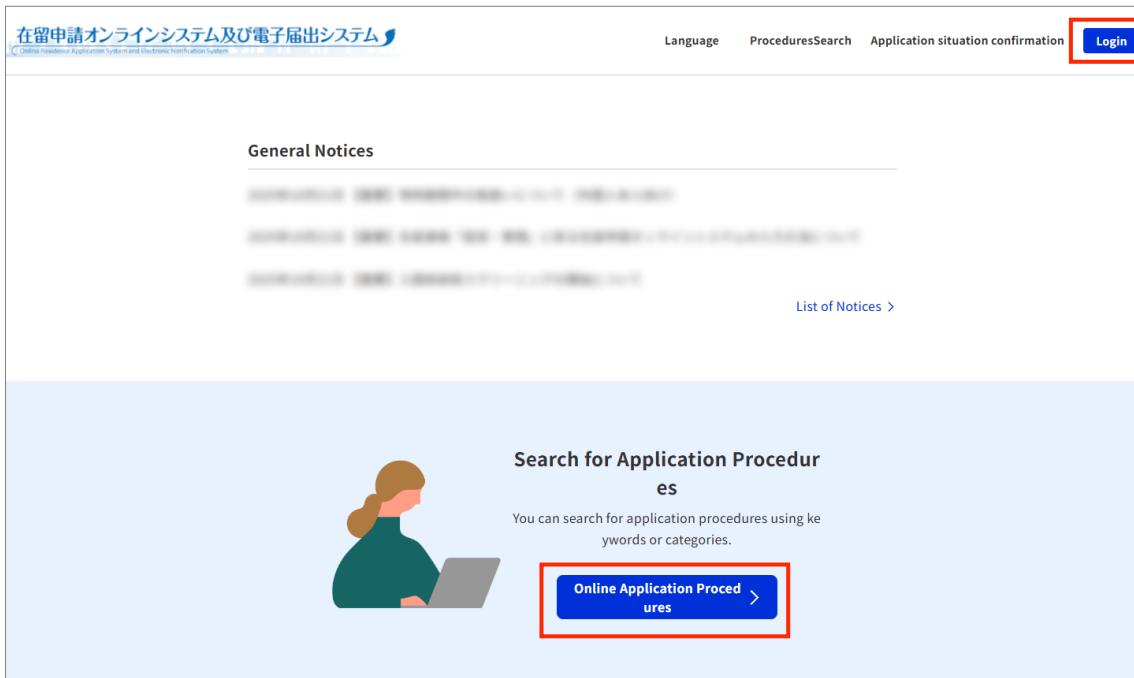
Standard Blue Yellow Black

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 \(User Registration\)" \(p. 10\)](#).

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 " Obtaining a User ID " (p. 10). It has been mentioned in the email.
Password	Enter the password registered in " Obtaining a User ID " (p. 10).

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. 33).
- If you have forgotten your user ID, see "[If You Forgot Your User ID](#)" (p. 32).
- If you have forgotten your password, see "[If You Forgot Your Password](#)" (p. 33).

Log into the Electronic Notification System.

3.3 Logout

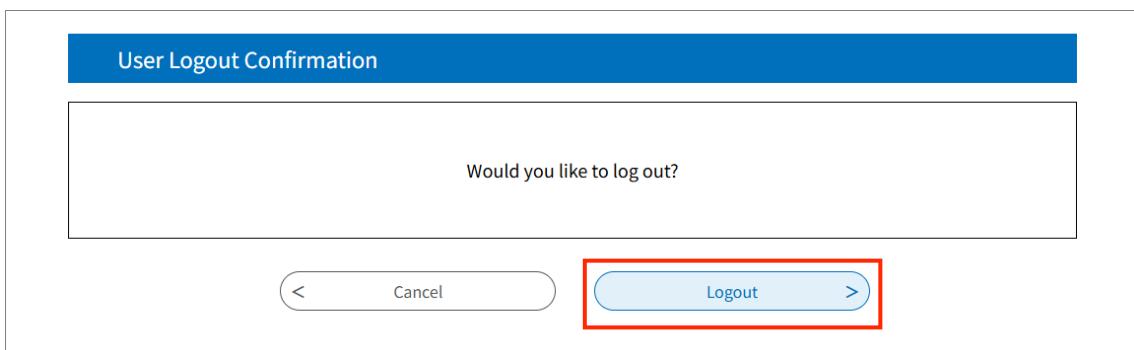
This section explains how to log out of the Electronic Notification System.

1 Click [Logout].



The [User Logout Confirmation] screen is displayed.

2 Click [Logout].



Now you have logged out of the Electronic Notification System.

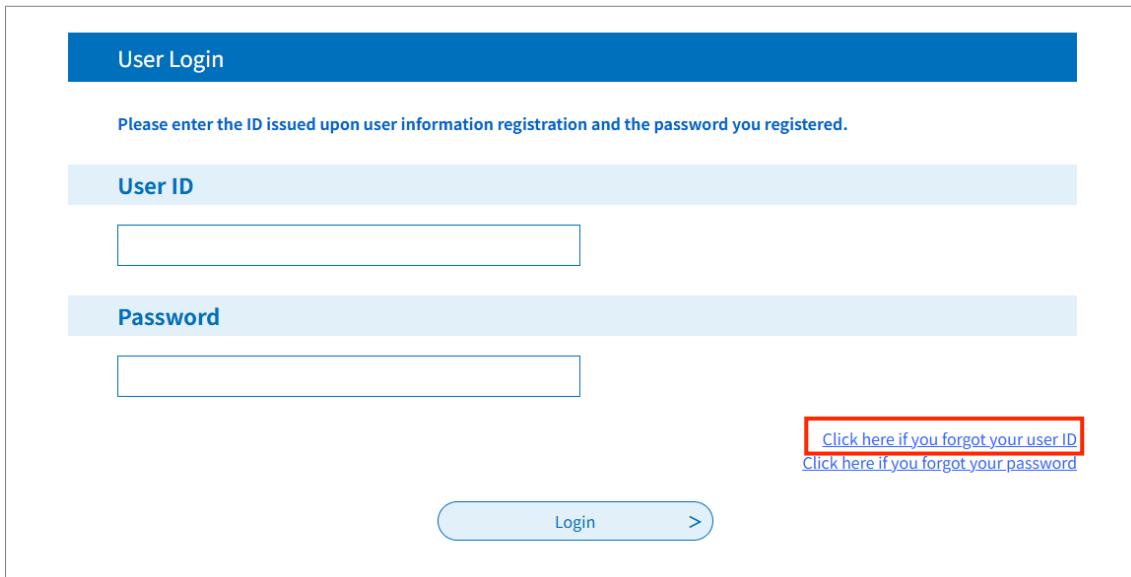
3.4 If You Forgot Your User ID

This section explains how to receive your user ID via email if you have forgotten it.

⚠ Important

- Personnel from affiliated organizations — who set an ID through a user information registration form for the Electronic Notification System before December 31, 2025 — shall submit a written inquiry to the Regional Immigration Bureau.

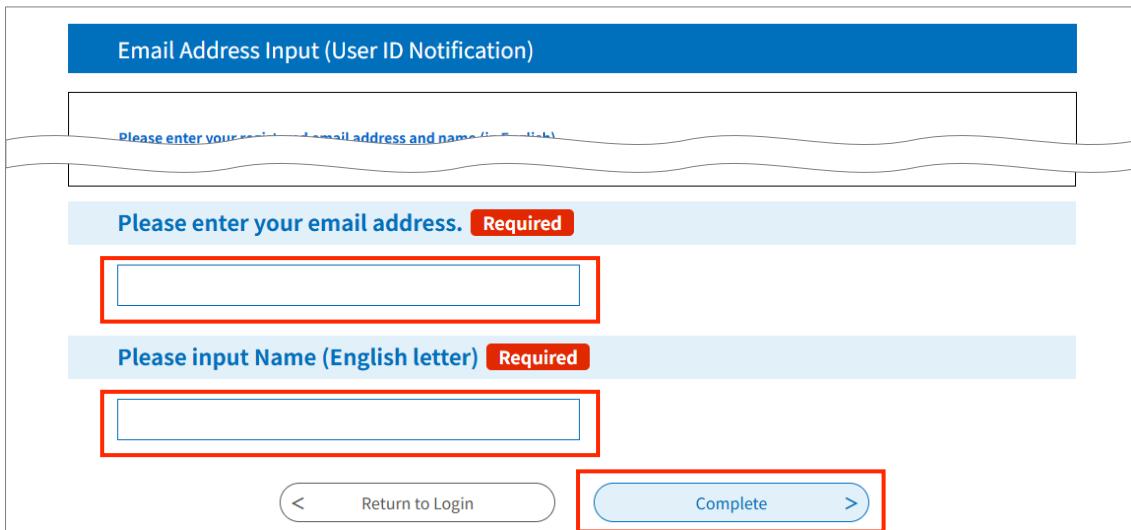
1 On the [User Login] screen, click [Click here if you forgot your user ID].



The screenshot shows the 'User Login' screen. At the top, a blue header bar contains the text 'User Login'. Below it, a message in blue text reads: 'Please enter the ID issued upon user information registration and the password you registered.' There are two input fields: 'User ID' and 'Password', each with a text input box below it. To the right of the 'Password' field is a red rectangular box containing the text 'Click here if you forgot your user ID'. Below these fields is a blue 'Login' button with a right-pointing arrow. To the right of the 'Login' button is another red rectangular box containing the text 'Click here if you forgot your password'.

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].



The screenshot shows the 'Email Address Input (User ID Notification)' screen. At the top, a blue header bar contains the text 'Email Address Input (User ID Notification)'. Below it, a message in blue text reads: 'Please enter your email address and name.' There are two input fields: 'Please enter your email address.' (with a red border) and 'Please input Name (English letter)' (with a red border). Both fields have a red 'Required' label to their right. At the bottom of the screen are two buttons: a blue 'Return to Login' button with a left-pointing arrow, and a blue 'Complete' button with a right-pointing arrow, which is highlighted with a red box.

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].

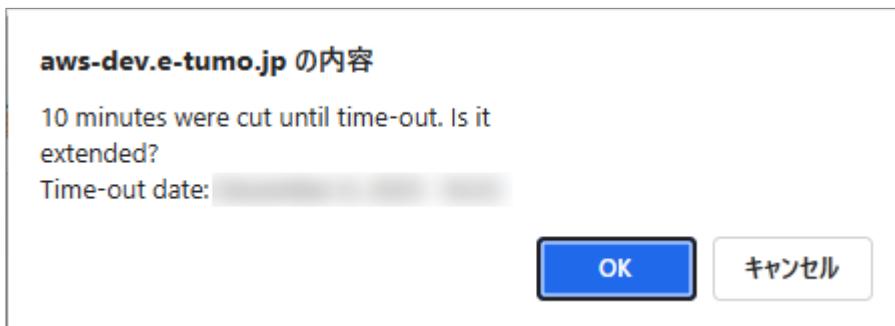
You will receive an email containing the URL for the password reset screen.

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 of Acceptance of Mid- to Long-Term Residents for Each Individual

This chapter explains how to submit a notification for each medium- to long-term resident. When submitting notifications for multiple medium- to long-term residents collectively, see “[Submitting Notification of Acceptance of Mid- to Long-Term Residents \(Article 19-17 of the Act\) for Multiple Individuals Collectively \(Bulk Notification\)](#)” (p. 43).

⚠ Important

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

4.1 Selecting a Procedure

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

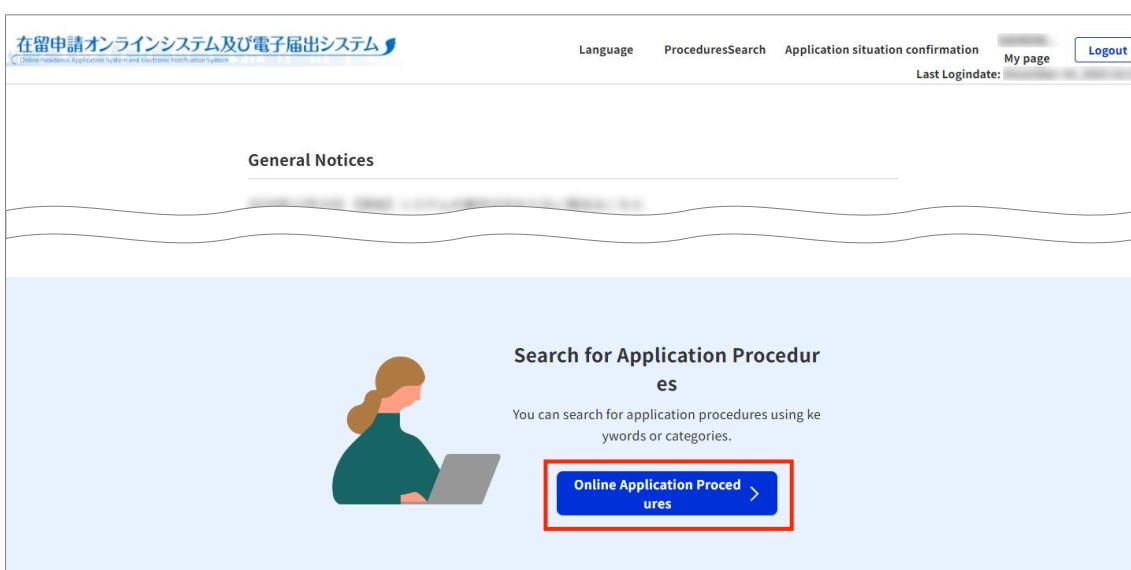
1 Open the top page of the Electronic Notification System in your browser.

See “[Accessing the Electronic Notification System](#)” (p. 27).

2 Log into the Electronic Notification System.

See “[Login](#)” (p. 29).

3 Click [Online Application Procedures].



The [Online Application Procedures] screen is displayed.

4 Click [Notification relating to the employment or invitation of medium- to long-term residents] under [List of Procedures].

i Reference

- To search for procedures, see "[Searching for Procedures](#)" (p. 82).

The screenshot shows a search interface for 'List of Procedures'. At the top, there is a search bar labeled 'Search by Keyword' with a placeholder 'Enter Keyword' and a checkbox 'Search for Synonyms'. Below the search bar are buttons for 'Keyword Search' and 'List of Procedures'. To the right, there are buttons for 'Reception starting day' and 'Show 10 Items per Page'. The main area displays a list of procedures in a grid format. The first procedure in the top row is highlighted with a red box and labeled 'Notification relating to the employment or invitation of medium- to long-term residents'. Below it, another procedure is labeled 'Notification relating to the employment or invitation of medium- to long-term residents(Batch Notification)'. The second procedure in the top row is labeled 'Notification for the Name/location change of the institution(Batch Notification)'. At the bottom right of the list area, there is a blue circular button with the number '1'.

The [The Procedures explanation] screen is displayed.

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

i Reference

- If you click [Add to Favorites] to add the procedure to your Favorite, you can easily apply from your My page without searching for the procedures. For more information, see "[How To Use Favorite](#)" (p. 79).

The Procedures explanation

Procedures name	Notification relating to the employment or invitation of medium- to long-term residents Add to Favorites
The explanation	
Reception time	9:30 August 18 in 2025 -

Contact information

< terms of service>

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諸申請及び出入国在留管理局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
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、User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'd understand the above, please agree and advance.

[Return to List](#) Agree [Next](#)

The [Application] screen is displayed. Proceed to "[Entering the Required Items and Submitting the Notification](#)" (p. 38).

Application

Selected Procedure Name : Notification relating to the employment or invitation of medium- to long-term residents [Open](#)

Notice

If you want to temporarily save the entered information, please use the "Save Data" button at the bottom of the screen.

Content of the Notification

[Content of the Notification](#) Required

4.2 Entering the Required Items and Submitting the Notification

Enter the required items and submit 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.

ℹ Reference

- If you want to temporarily save data while entering it, see “[Saving/Loading Data During Entry](#)” (p. 84).
- To reuse a past notification and automatically set the information to be entered, see “[Reusing the Information Entered for Past Notifications](#)” (p. 87).

1 Make selection for [Content of the Notification].

Content of the Notification

Content of the Notification Required

This item will cause the below entry items to change.

選択してください

▼

2 Enter the required items.

The required information varies depending on the type of notification.

Subject of the Notification

Enter what is written in your Resident Card precisely, as you enter the information on the person notifying.
In case 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

One-byte English letter (capital letter input) and Up to 104 characters. space period
Example) TURNER ELIZABETH MD

Name:

Phone number of the person submitting the notification Required

Up to 12 1-byte letters
Example) 0312345678

3 Click [Proceed to Confirmation].

Name:

Phone number of the person submitting the notification 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 [Matters for public notification relating to the date of birth] field

Matters for public notification relating to the date of birth Required

⚠ Matters for public notification relating to the date of birth Required is an input item.

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 [Application confirmation] screen is displayed.

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

Application 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 employment or invitation of medium- to long-term residents

Notice	
[Redacted]	
Serial Code	[Redacted]
Location of the institution Address	[Redacted]
Name of the person submitting the notification	[Redacted]
Phone number of the person submitting the notification	[Redacted]

[**< Return to Input**](#) [**Apply**](#) [**>**](#)

A pop-up message is displayed.

5 Click [OK].

aws-dev.e-tumo.jp の内容

Preserve or print our page in a file, and please keep whether you schedule a reference number and a password for a memo.
When a reference number and a password are lost, there is a possibility that the application contents can't be inquired any more.

OK

i Reference

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

The [Application Completed] screen is displayed, and your application is finalized.

Application Completed

was received.

Your application has been completed

The mailing and the password on which a reference number was indicated.

If the email address is incorrect or if filters are set up,
The email may not be delivered.

Reference number

Password

When confirming the application situation from now on, a reference number and a password are the needed important number.
Please ensure that the password is kept secure and not shared with others.
If there are any issues with the submitted information, we may contact you separately.

< Return to List

i **Reference**

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

If there are no errors in the confirmed entries, the submission of the Notification of Acceptance of Mid- to Long-Term Residents 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 the 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. 42).

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. 31).

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 Submitting Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act) for Multiple Individuals Collectively (Bulk Notification)

You can submit the Notification of Acceptance of Mid- to Long-Term Residents for multiple individuals collectively.

Important

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

5.1 Creating a Lump Sum Notification File

To submit notifications in bulk, you need a lump sum notification file (CSV file).

Create the lump sum notification file (CSV file) using the template for batch notifications (Excel file).

It is recommended that you create the file before logging in.

1 Download the template for batch notifications (Excel file) “Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act)” and save it to your desktop.

From the Immigration Services Agency website's “Frequently Asked Questions (Q&A) and Operation Manual (for Articles 19-16 and 19-17 of the Act)” page

(https://www.moj.go.jp/isa/applications/online/i-ens_faq_manual.html), download the template for the “Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act)”.

2 Open the template for batch notifications (Excel file) and enter the notification information.

One file can hold entries for up to 300 people.

For the instructions on how to fill in the template for batch notifications (Excel file), see the usage procedures in the file.

Important

- To create a lump sum notification file (CSV file), the macro function must be enabled in Excel. If the macro function has been disabled, enable it.
- If [Protected View] appears in Excel, click [Enable Editing].
- If [Security Warning] appears in Excel, click [Enable Content].

 **Reference**

- If the status of residence is "Student", you do not need to enter the "Details of activities at the organization".
- For "Student: State of acceptance at the time of May 1" and "Student: State of acceptance at the time of Nov 1", entering for "Item Generating date of notification" is not required.
- For the entries in the pull-down menu, select the appropriate item from the pull-down menu. If you directly enter an item that does not exist in the pull-down menu, an error will occur.

3 Create a lump sum notification file (CSV file).

For the instructions on how to create a lump sum notification file (CSV file), see the usage procedures in the file.

 **Important**

- Do not edit or change the extension (csv) of the created bulk notification file (CSV file). Editing the file will disable the registration.

 **Reference**

- After clicking the [Output lump sum notification file] button to create the bulk notification file (CSV file), we recommend saving the bulk notification template (Excel file) as a precaution in case of an acceptance error.

5.2 Selecting a Procedure

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

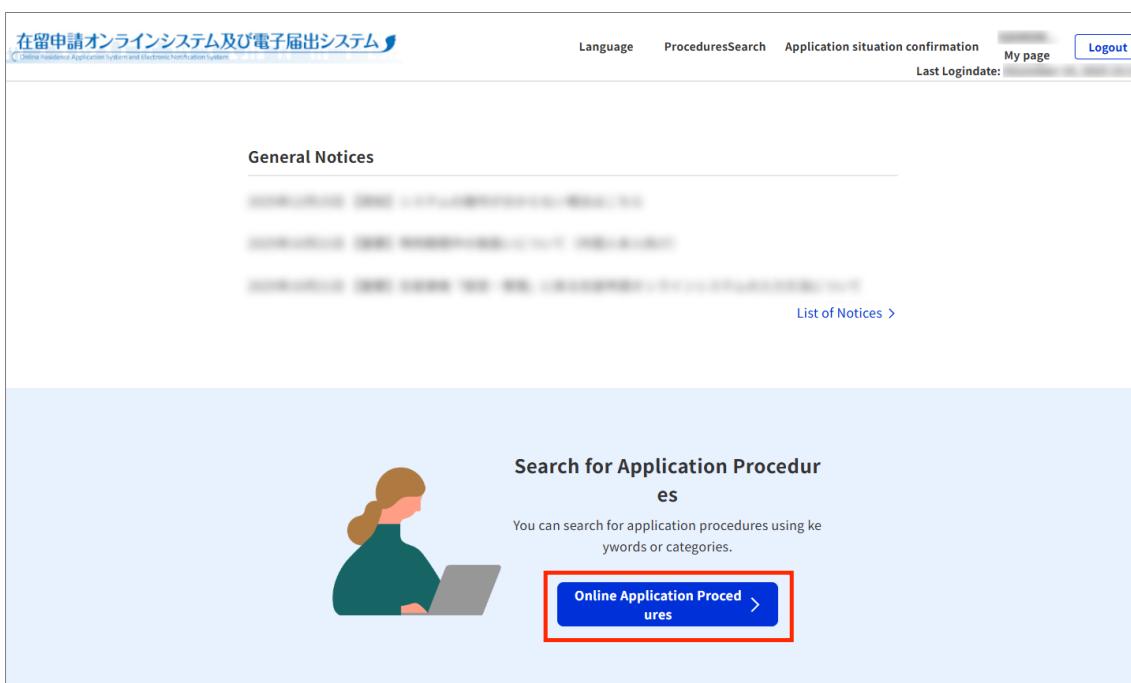
1 Open the top page of the Electronic Notification System in your browser.

See "[Accessing the Electronic Notification System](#)" (p. 27).

2 Log into the Electronic Notification System.

See "[Login](#)" (p. 29).

3 Click [Online Application Procedures].



The [Online Application Procedures] screen is displayed.

4 Click [Notification relating to the employment or invitation of medium- to long-term residents(Batch Notification)] under [List of Procedures].

i Reference

- To search for procedures, see "[Searching for Procedures](#)" (p. 82).

Search by Keyword

Enter Keyword

List of Procedures

Reception starting da...

Show 10 Items per Pa...

Search for Synonyms

Keyword Search

Notification relating to the employment or invitation of medium- to long-term residents

Start of Reception : August 18, 2025 30 minutes at 09 o'clock
End of Reception : At Any Time

Notification for the Name/location change of the institution(Batch Notification)

Start of Reception : August 18, 2025 30 minutes at 09 o'clock
End of Reception : At Any Time

1

The [The Procedures 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 Favorite, you can easily apply from your My page without searching for the procedures. For more information, see "[How To Use Favorite](#)" (p. 79).

The Procedures explanation

Procedures name	Notification relating to the employment or invitation of medium- to long-term residents(Batch Notification) Add to Favorites
The explanation	<p>The content of dropdown menus, etc., is provisional (eventually, it will conform to the FEIS code). Multilingual display is not supported. The name fields are separated into "First Name" and "Last Name" (eventually, it will be a single field for names in English).</p> <p>You can proceed with the application, but emails will be received (they will be converted).</p>

< terms of service>

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許申請及び出入国在留管理局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
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、User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'd understand the above, please agree and advance.

[Return to List](#) [Agree](#) [Open](#)

The [Application] screen is displayed. Proceed to "[Entering the Required Items and Submitting the Notification](#)" (p. 48).

Application

Selected Procedure Name : Notification relating to the employment or invitation of medium- to long-term residents (Batch Notification) [Contact Information](#) [Open](#)

Notice

If you want to temporarily save the entered information, please use the "Save Data" button at the bottom of the screen.

Batch notification relating to the employment or invitation of medium- to long-term residents

5.3 Entering the Required Items and Submitting the Notification

Enter the required items and submit 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. 84).
- To reuse a past notification and automatically set the information to be entered, see “[Reusing the Information Entered for Past Notifications](#)” (p. 87).

1 Enter the required items.

Batch notification relating to the employment or invitation of medium- to long-term residents

Batch notification relating to the employment or invitation of medium- to long-term residents is performed.

Notification Agency

One-byte English letter (capital letter input) and Up to 104 characters. space period
Example) TURNER ELIZABETH MD

Name:

Phone number of the person submitting the notification Required

Up to 12 1-byte letters
Example) 0312345678

2 Click [Attachment File].

Specify Batch Notification Information File

A template for batch notifications can be downloaded from here.
https://www.moj.go.jp/isa/applications/online/i-ens_faq_manual.html

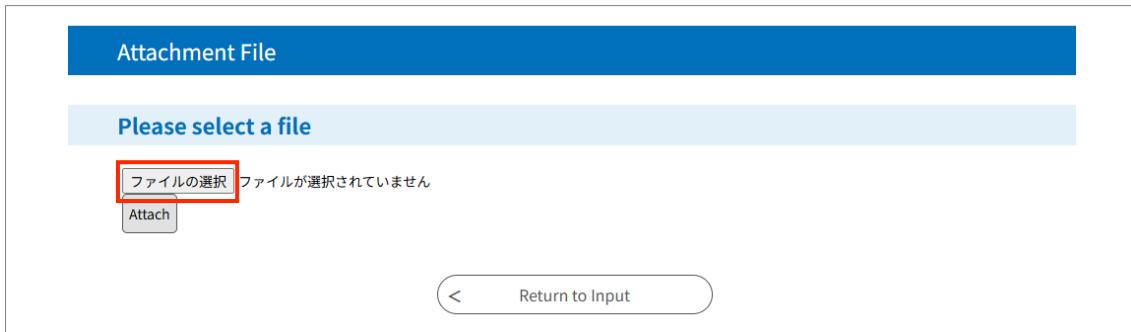
Lump sum notification file Required

Specify a CSV file for batch notification and click on the Proceed to confirmation button.
A total of 20 files with a size of up to 20 MB each is allowed.

The screen for attaching files is displayed.

5 Submitting Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act) for Multiple Individuals Collectively (Bulk Notification)

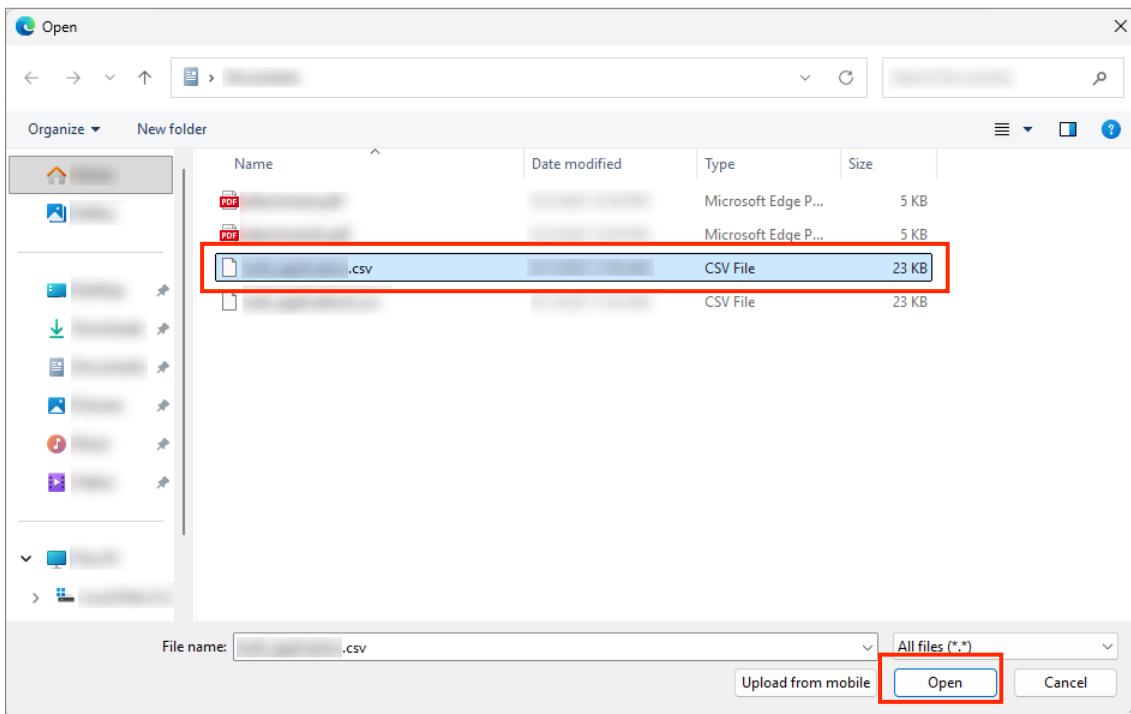
3 Click [Select File].



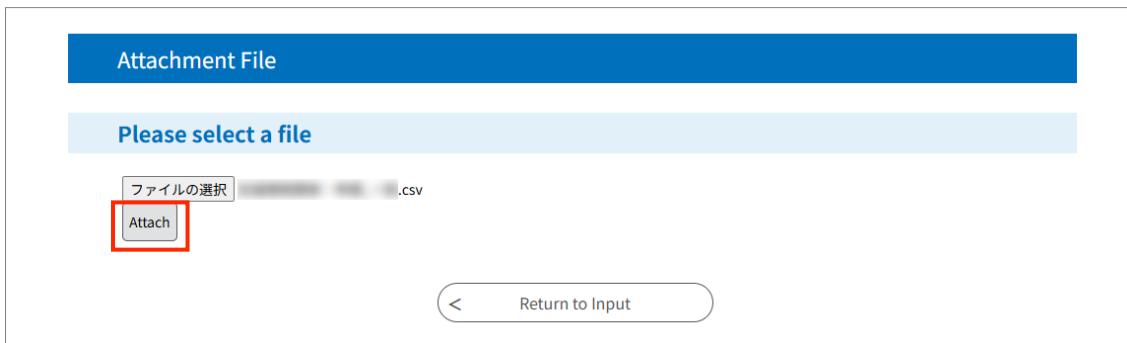
The screen for selecting the lump sum notification file (CSV file) to attach is displayed.

4 Select the lump sum notification file (CSV file) to attach and click [Open].

The file format that can be attached is CSV. Do not attach the template for batch notifications (Excel file) you entered.



5 Click [Attach].



Attachment File

Please select a file

ファイルの選択 .csv

Attach

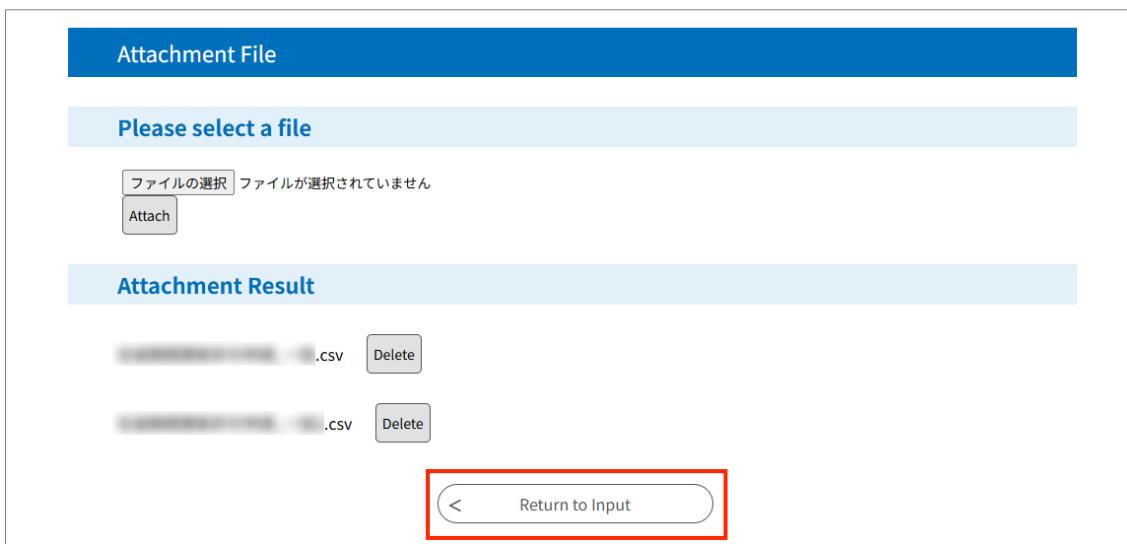
< Return to Input

i Reference

- To attach multiple lump sum notification files (CSV files), repeat steps 3 through 5.
- You can attach up to 20 lump sum notification files (CSV files), totaling up to 20 MB.

The lump sum notification files (CSV files) are attached.

6 Attach all lump sum notification files (CSV files) and click [Return to Input].



Attachment File

Please select a file

ファイルの選択 ファイルが選択されていません

Attach

Attachment Result

..... .csv Delete

..... .csv Delete

< Return to Input

i Reference

- To delete the attached lump sum notification file (CSV file), click [Delete].

The entry screen is restored.

7 Click [Proceed to Confirmation].

Specify Batch Notification Information File

A template for batch notifications can be downloaded from here.
https://www.moj.go.jp/isa/applications/online/i-ens_faq_manual.html

Lump sum notification file Attachment File **Required**

Specify a CSV file for batch notification and click on the Proceed to confirmation button.
A total of 20 files with a size of up to 20 MB each is allowed.

..... .csv
..... .csv

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 [Name of the institution] field

Name of the institution **Required**

! Name of the institution Required is an input item.

Up to 100 characters.
Example) XXXX Corporation

The [Application confirmation] screen is displayed.

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

Application 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 employment or invitation of medium- to long-term residents(Batch Notification)

Notice

Phone number of the person submitting the notification [redacted]

Specify Batch Notification Information File

Lump sum notification file [redacted]

< Return to Input Apply >

A pop-up message is displayed.

9 Click [OK].

aws-dev.e-tumo.jp の内容

Preserve or print our page in a file, and please keep whether you schedule a reference number and a password for a memo.
When a reference number and a password are lost, there is a possibility that the application contents can't be inquired any more.

OK

i Reference

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

The [Application Completed] screen is displayed, and your application is finalized.

Application Completed

was received.

Your application has been completed

The mailing and the password on which a reference number was indicated.

If the email address is incorrect or if filters are set up,
The email may not be delivered.

Reference number	[REDACTED]
Password	[REDACTED]

When confirming the application situation from now on, a reference number and a password are the needed important number.
Please ensure that the password is kept secure and not shared with others.

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 and password. Therefore, there is no need to jot down the reference number and password.

If there are no errors in the confirmed entries, the submission of the Notification of Acceptance of Mid- to Long-Term Residents for multiple individuals 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 the 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. 54).

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. 31).

5.4 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 revise the lump sum notification file 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.

6 Submitting Notification for the Name/Location Change of the Institution (Article 19-16 of the Act) on Behalf of Medium- to Long-Term Residents (Bulk notification)

At the request of a medium- to long-term resident, the responsible personnel of his/her affiliated organization can collectively submit Notification for the Name/Location Change of the Institution on his/her behalf, in accordance with Article 19-16 of the Immigration Control Act.

Important

- After a notification event happens, you can submit a notification. You cannot submit a notification before the occurrence of the event.
- Mid- to long-term residents subject to notifications must also have applied to use the Electronic Notification System or the Online Residence Application System. If you submit a notification for a medium- to long-term resident who has not completed their request for use, an error will occur.

6.1 Creating a Lump Sum Notification File

To submit notifications in bulk, you need a lump sum notification file (CSV file).

Create the lump sum notification file (CSV file) using the template for batch notifications (Excel file).

It is recommended that you create the file before logging in.

1 **Download the template for batch notifications (Excel file) “Notification on behalf of a mid- to long-term resident (change of name or location of affiliated institution) (Article 19-16 of the Act) and save it to your desktop.**

From the Immigration Services Agency website's "Frequently Asked Questions (Q&A) and Operation Manual (for Articles 19-16 and 19-17 of the Act)" page

(https://www.moj.go.jp/isa/applications/online/i-ens_faq_manual.html), download the template for the "Notification on behalf of a mid- to long-term resident (change of name or location of affiliated institution) (Article 19-16 of the Act)".

2 Open the template for batch notifications (Excel file) and enter the notification information.

One file can hold entries for up to 300 people.

For the instructions on how to fill in the template for batch notifications (Excel file), see the usage procedures in the file.

Important

- To create a lump sum notification file (CSV file), the macro function must be enabled in Excel. If the macro function has been disabled, enable it.
- If [Protected View] appears in Excel, click [Enable Editing].
- If [Security Warning] appears in Excel, click [Enable Content].

Reference

- For the entries in the pull-down menu, select the appropriate item from the pull-down menu. If you directly enter an item that does not exist in the pull-down menu, an error will occur.

3 Create a lump sum notification file (CSV file).

For the instructions on how to create a lump sum notification file (CSV file), see the usage procedures in the file.

Important

- Do not edit or change the extension (csv) of the created bulk notification file (CSV file). Editing the file will disable the registration.

Reference

- After clicking the [Bulk Notification File Output] button to create the lump sum notification file (CSV file), we recommend saving the template for batch notifications (Excel file) as a precaution in case of an acceptance error.

6.2 Selecting a Procedure

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

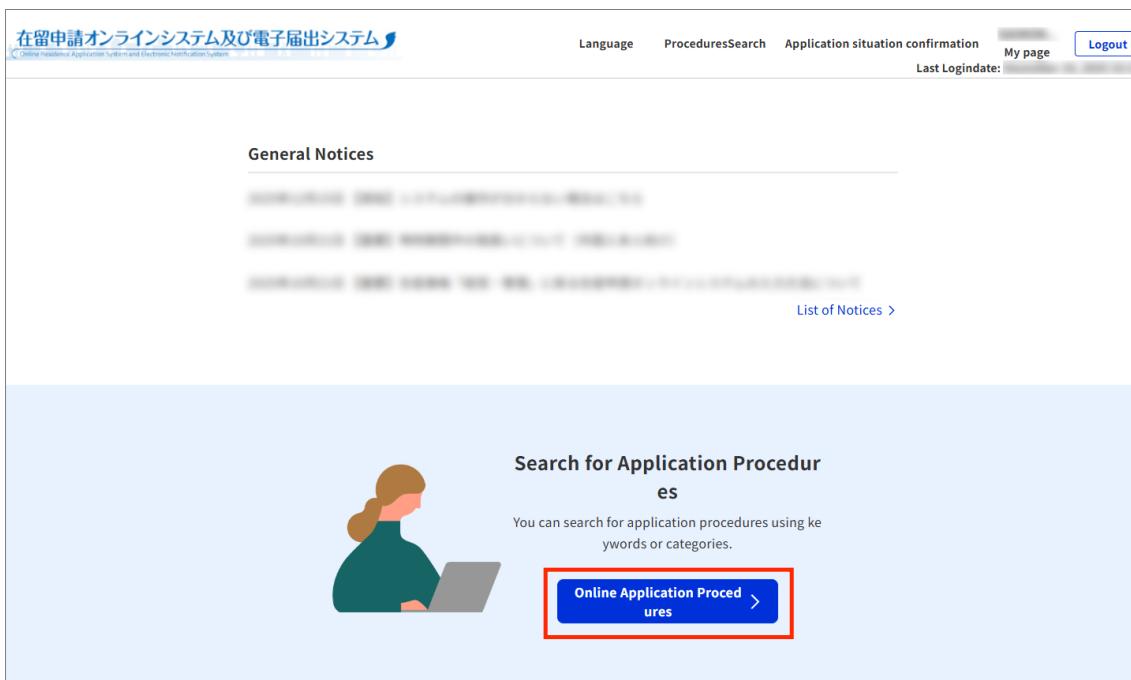
1 Open the top page of the Electronic Notification System in your browser.

See "[Accessing the Electronic Notification System](#)" (p. 27).

2 Log into the Electronic Notification System.

See "[Login](#)" (p. 29).

3 Click [Online Application Procedures].



The [Online Application Procedures] screen is displayed.

6 Submitting Notification for the Name/Location Change of the Institution (Article 19-16 of the Act) on Behalf of Medium- to Long-Term Residents (Bulk notification)

4 Click [Notification for the Name/location change of the institution(Batch Notification)] under [List of Procedures].

i Reference

- To search for procedures, see "[Searching for Procedures](#)" (p. 82).

The screenshot shows a search interface for 'List of Procedures'. At the top, there is a search bar labeled 'Search by Keyword' with a placeholder 'Enter Keyword' and a checkbox 'Search for Synonyms'. To the right, there are buttons for 'Reception starting da...' and 'Show 10 Items per Pa...'. The main area displays a list of procedures in boxes. The first box is titled 'Notification relating to the employment or invitation of medium- to long-term residents' and includes details: 'Start of Reception : August 18, 2025 30 minutes at 09 o'clock' and 'End of Reception : At Any Time'. The second box, titled 'Notification for the Name/location change of the institution(Batch Notification)', is highlighted with a red border. It includes details: 'Start of Reception : August 18, 2025 30 minutes at 09 o'clock', 'End of Reception : At Any Time', and 'Reception starting da...'. A blue circular button with the number '1' is located at the bottom right of the page.

The [The Procedures 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 Favorite, you can easily apply from your My page without searching for the procedures. For more information, see "[How To Use Favorite](#)" (p. 79).

The Procedures explanation

Procedures name	Notification for the Name/location change of the institution(Batch Notification)	 Add to Favorites
The explanation		
Reception time	9:30 August 18 in 2025 -	
Contact information		
<p>< terms of service></p> <p>利用規約</p> <p>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諸申請及び出入国在留管理局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。</p> <p>記</p> <p>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、Userへの事前の通知を行なうことなく、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。</p>		
By clicking the "Agree" button, it will be considered that you have agreed to this explanation.		
<p>If you'd understand the above, please agree and advance.</p> <p>Return to List Agree Next</p>		

The [Application] screen is displayed. Proceed to "[Entering the Required Items and Submitting the Notification](#)" (p. 60).

Application

Selected Procedure Name : Notification for the Name/location change of the institution(Batch Notification)

Contact Information [+ Open](#)

Notice

If you want to temporarily save the entered information, please use the "Save Data" button at the bottom of the screen.

Batch Notification for Name and Address Change of the Affiliated Organization

6.3 Entering the Required Items and Submitting the Notification

Enter the required items and submit 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. 84).
- To reuse a past notification and automatically set the information to be entered, see “[Reusing the Information Entered for Past Notifications](#)” (p. 87).

1 Enter the required items.

Batch Notification for Name and Address Change of the Affiliated Organization

Batch registration for notifications relating to changes to the name or location of the institution of affiliation is performed in place of medium- to long-term residents.

Notification Officer

Name of the person submitting the notification Required

One-byte English letter (capital letter input) andUp to 104 characters. space period
Example) TURNER ELIZABETH MD

Name:

Phone number of the person submitting the notification Required

Up to 12 1-byte letters
Example) 0312345678

2 Click [Attachment File].

Specify Batch Notification Information File

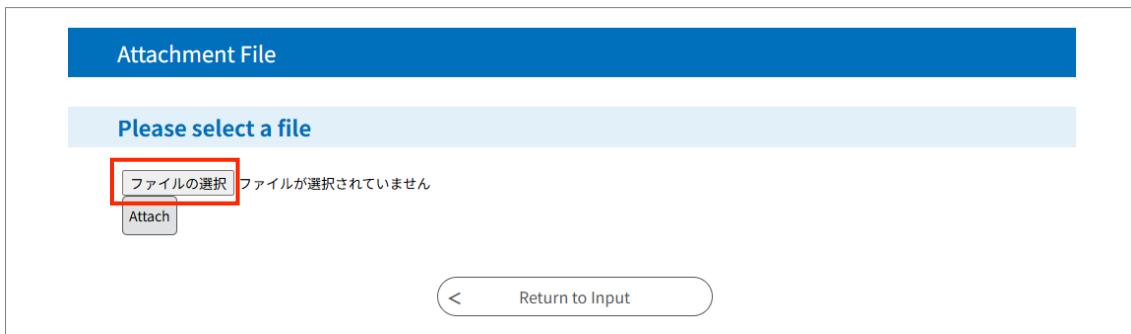
A template for batch notifications can be downloaded from here.
https://www.moj.go.jp/isa/applications/online/i-ens_faq_manual.html

Lump sum notification file Required

Specify a CSV file for batch notification and click on the Proceed to confirmation button.
A total of 20 files with a size of up to 20 MB each is allowed.

The screen for attaching files is displayed.

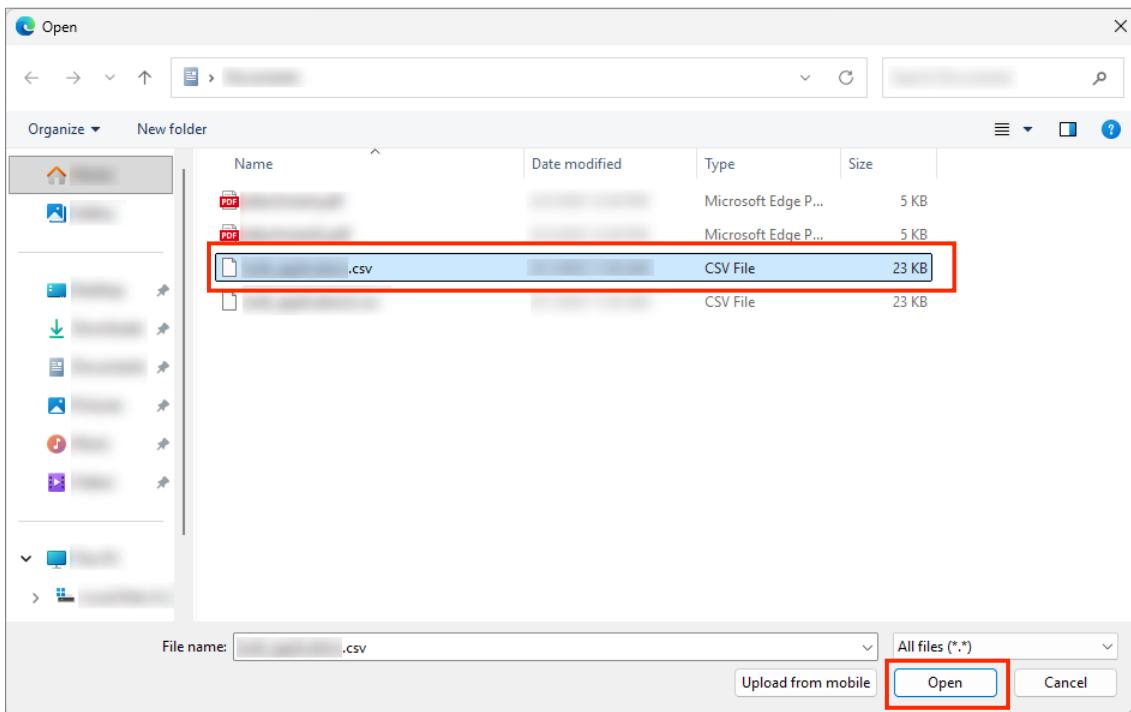
3 Click [Select File].



The screen for selecting the lump sum notification file (CSV file) to attach is displayed.

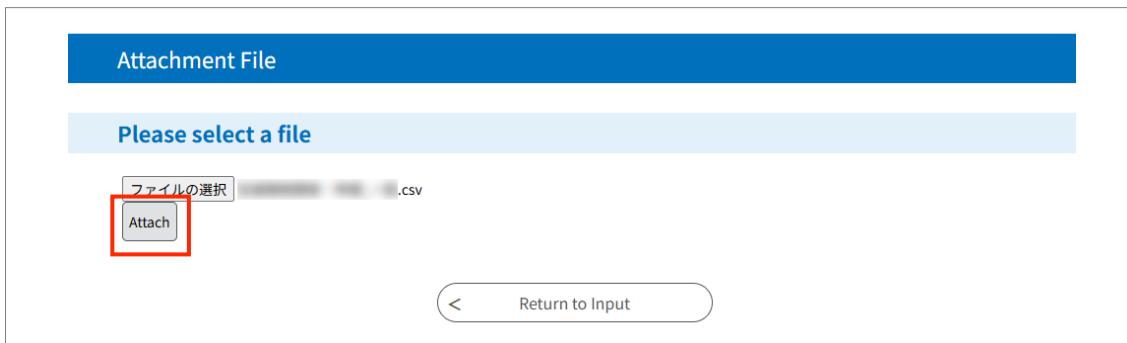
4 Select the lump sum notification file (CSV file) to attach and click [Open].

The file format that can be attached is CSV. Do not attach the template for batch notifications (Excel file) you entered.



6 Submitting Notification for the Name/Location Change of the Institution (Article 19-16 of the Act) on Behalf of Medium- to Long-Term Residents (Bulk notification)

5 Click [Attach].



Attachment File

Please select a file

ファイルの選択 .csv

Attach

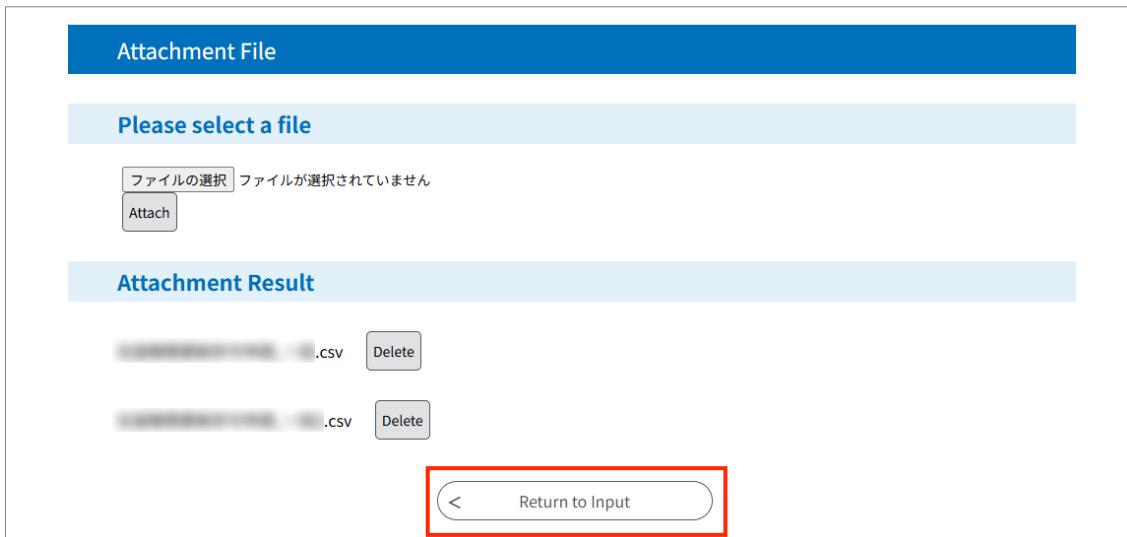
< Return to Input

i Reference

- To attach multiple lump sum notification files (CSV files), repeat steps 3 through 5.
- You can attach up to 20 lump sum notification files (CSV files), totaling up to 20 MB.

The lump sum notification files (CSV files) are attached.

6 Attach all lump sum notification files (CSV files) and click [Return to Input].



Attachment File

Please select a file

ファイルの選択 ファイルが選択されていません

Attach

Attachment Result

..... .csv Delete

..... .csv Delete

< Return to Input

i Reference

- To delete the attached lump sum notification file (CSV file), click [Delete].

The entry screen is restored.

6 Submitting Notification for the Name/Location Change of the Institution (Article 19-16 of the Act) on Behalf of Medium- to Long-Term Residents (Bulk notification)

7 Click [Proceed to Confirmation].

Specify Batch Notification Information File

A template for batch notifications can be downloaded from here.
https://www.moj.go.jp/isa/applications/online/i-ens_faq_manual.html

Lump sum notification file Attachment File **Required**

Specify a CSV file for batch notification and click on the Proceed to confirmation button.
A total of 20 files with a size of up to 20 MB each is allowed.

..... .csv
..... .csv

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 [Name of the person submitting the notification] field

Name of the person submitting the notification **Required**

⚠ Name of the person submitting the notification Required is an input item.

One-byte English letter (capital letter input) and Up to 104 characters. space period
Example) TURNER ELIZABETH MD

Name:

The [Application confirmation] screen is displayed.

6 Submitting Notification for the Name/Location Change of the Institution (Article 19-16 of the Act) on Behalf of Medium- to Long-Term Residents (Bulk notification)

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

Application 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 for the Name/location change of the institution(Batch Notification)

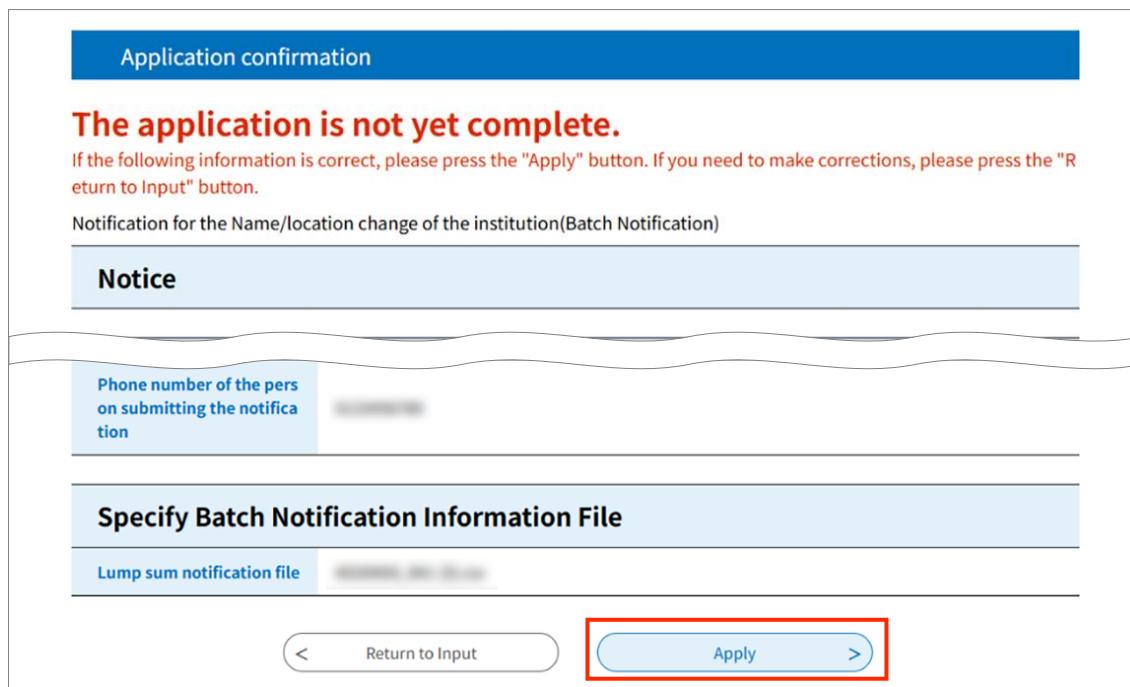
Notice

Phone number of the person submitting the notification [redacted]

Specify Batch Notification Information File

Lump sum notification file [redacted]

< Return to Input **Apply** >



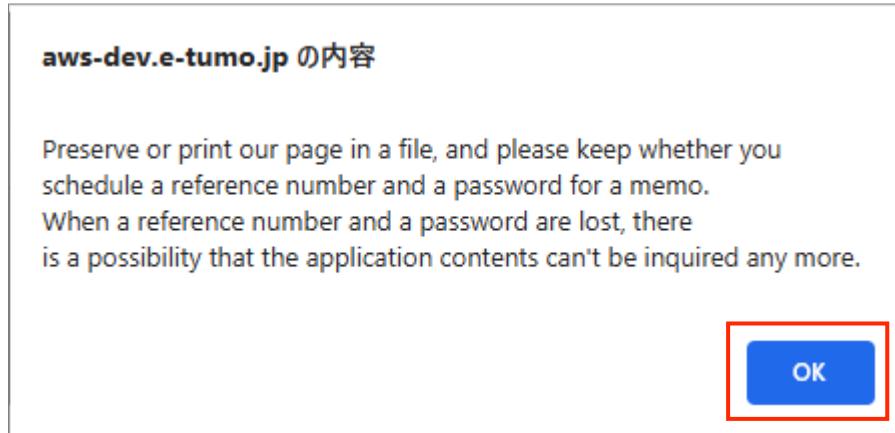
A pop-up message is displayed.

9 Click [OK].

aws-dev.e-tumo.jp の内容

Preserve or print our page in a file, and please keep whether you schedule a reference number and a password for a memo.
When a reference number and a password are lost, there is a possibility that the application contents can't be inquired any more.

OK



i Reference

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

The [Application Completed] screen is displayed, and your application is finalized.

Application Completed

was received.

Your application has been completed

The mailing and the password on which a reference number was indicated.

If the email address is incorrect or if filters are set up,
The email may not be delivered.

Reference number	[REDACTED]
Password	[REDACTED]

When confirming the application situation from now on, a reference number and a password are the needed important number.
Please ensure that the password is kept secure and not shared with others.

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 and password. Therefore, there is no need to jot down the reference number and password.

If there are no errors in the confirmed entries, the submission of the Notification for the Name/location change of the institution (Article 19-16 of the Act) 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 the 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. 66).

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. 31).

6.4 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 revise the lump sum notification file 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.

7 Checking the Status of Your Notification

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

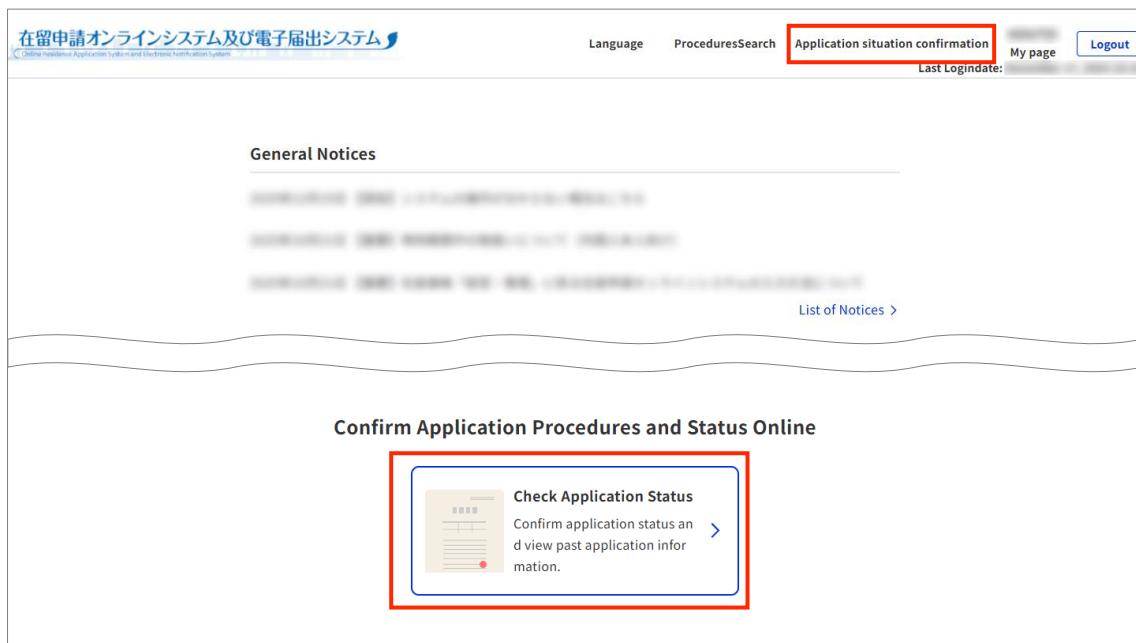
1 Open the top page of the Electronic Notification System in your browser.

See "[Accessing the Electronic Notification System](#)" (p. 27).

2 Log into the Electronic Notification System.

See "[Login](#)" (p. 27).

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



The [Application 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].

Application list

Search by Keyword

1 Related information
2 Procedures name
3 Application date Calendar - Calendar

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

Search >

Current as of 20:39 December 18 in 2025

Sort
Change Display Count

Procedures name	Related information	Application Date and Time	Processing Status	Action
Notification relating to the employment or invitation of medium- to long-term residents	Notification Receipt Number: [REDACTED]	14:00 December 4 in 2025	Completed	Details >
Notification relating to the employment or invitation of medium- to long-term residents	Notification Receipt Number: [REDACTED]	14:00 December 4 in 2025	Completed	Details >

1

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 system will search for procedures containing all of the keywords.
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: Application Date and Time Desc... ▾ Change Display Count: Show 10 Items per Page ▾

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].

Application list

Search by Keyword

Related info rmation [redacted] Procedures na me [redacted]

Application date [redacted] - [redacted]

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

Search >

The search results will be displayed.

Current as of 20:44 December 18 in 2025

Sort: Application Date and Time Desc... ▾ Change Display Count: Show 20 Items per Page ▾

1

Procedures name	Related information	Application Date and Time	Processing Status	Action
Notification relating to t he employment or invit ation of medium- to lon g-term residents	Notification Receipt Number: [redacted]	14:00 December 4 in 2025	Completed	

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.

The screenshot shows a search interface with a search bar and a 'Search' button. Below the search bar, the text 'Current as of 20:44 December 18 in 2025' is displayed. There are filter options for 'Sort' (Application Date and Time Desc...), 'Change Display Count' (Show 20 Items per Page), and 'Action'. A table header row includes columns for 'Procedures name', 'Related information', 'Application Date and Time', 'Processing Status', and 'Action'. The main data row shows a notification for 'Notification relating to the employment or invitation of medium- to long-term residents'. The 'Related information' column contains 'Notification Receipt Number: [REDACTED]'. The 'Application Date and Time' is '14:00 December 4 in 2025'. The 'Processing Status' is 'Completed'. The 'Action' column contains a link 'Details >' which is highlighted with a red box. A blue box highlights the number '1' in a box above the table.

Procedures name	Related information	Application Date and Time	Processing Status	Action
Notification relating to the employment or invitation of medium- to long-term residents	Notification Receipt Number: [REDACTED]	14:00 December 4 in 2025	Completed	Details >

The [Application Details] screen is displayed.

7 Check the notification details and processing status.

Click [Print Details] to print your notification details.

8 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 "Favorite".

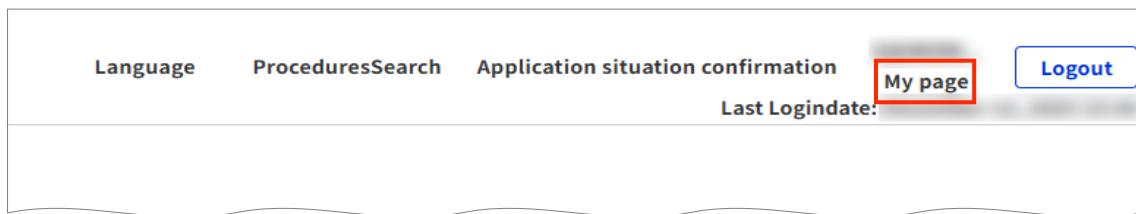
1 Open the top page of the Electronic Notification System in your browser.

See "[Accessing the Electronic Notification System](#)" (p. 27).

2 Log into the Electronic Notification System.

See "[Login](#)" (p. 27).

3 Click [My page].



The [My page] screen is displayed.

Field	Description	Page with Detailed Descriptions
Confirm Application Details	You can check the status of your notification or review the details of your past notifications.	"Checking the Status of Your Notification" (p. 71)
Favorite Procedures	You can open the procedures that you have added to Favorite.	"How To Use Favorite" (p. 79)
Check User Information	You can check your user information or change your email address, password, or phone number.	"Confirming the User Information" (p. 72)

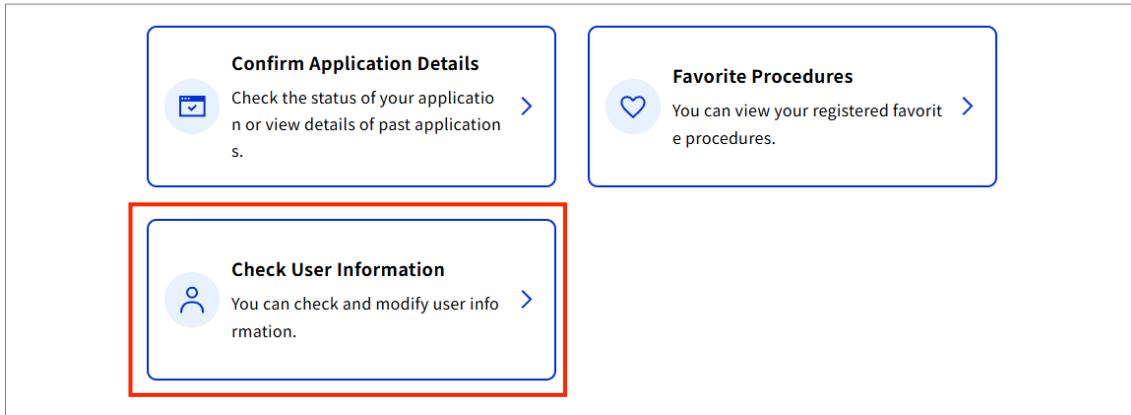
8.1 Checking the Status of Your Notification

Click [Confirm Application Details] on the [My page] screen to display the [Application list] screen. For the subsequent steps, see Step 4 of "[Checking the Status of Your Notification](#)" (p. 68).

8.2 Confirming the User Information

Here is how to confirm the user information.

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

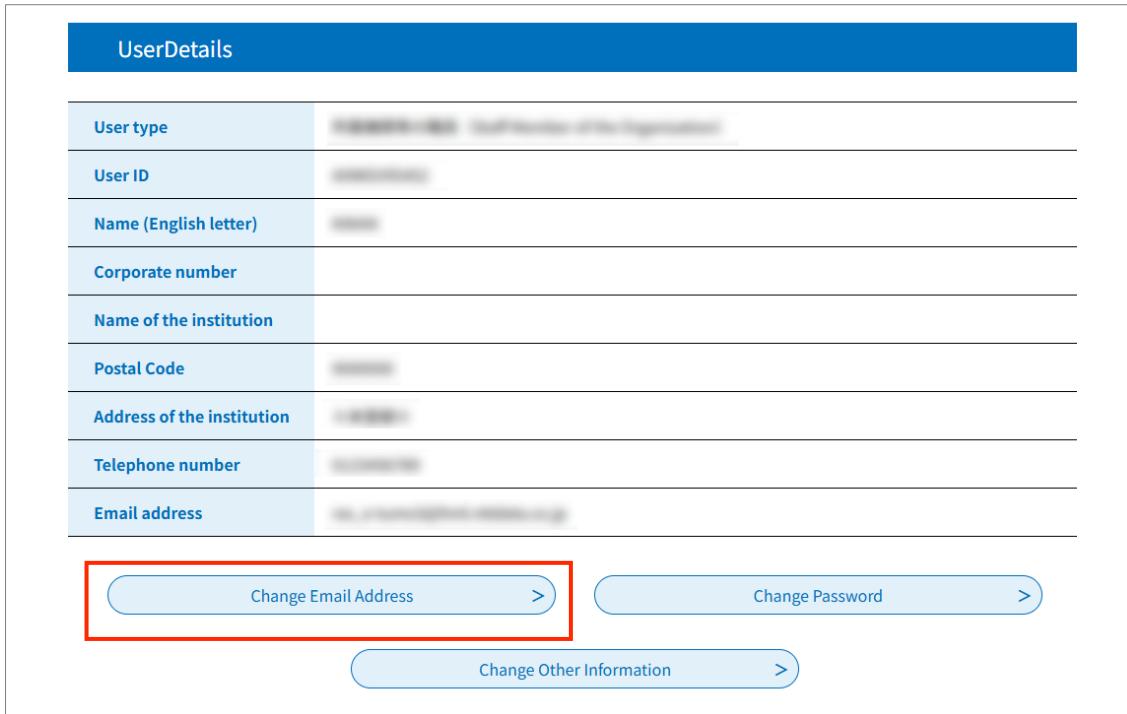


The [UserDetails] screen is displayed.

8.3 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 screenshot shows the 'UserDetails' screen with the following fields:

User type	...
User ID	...
Name (English letter)	...
Corporate number	...
Name of the institution	...
Postal Code	...
Address of the institution	...
Telephone number	...
Email address	...

At the bottom, there are three buttons:

- Change Email Address > (highlighted with a red box)
- Change Password >
- Change Other Information >

The [Email address input (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 input (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, " [REDACTED] " 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 we cannot respond to inquiries sent to the sender's email address.
Lastly, if you are using a mobile phone email, please be aware that the initial settings may block emails with URL links. In such cases, please adjust your settings to allow these emails.

Email address **Required**

Email address (for confirmation) **Required**

< Return to Details > Change

An email will be sent to the entered email address.

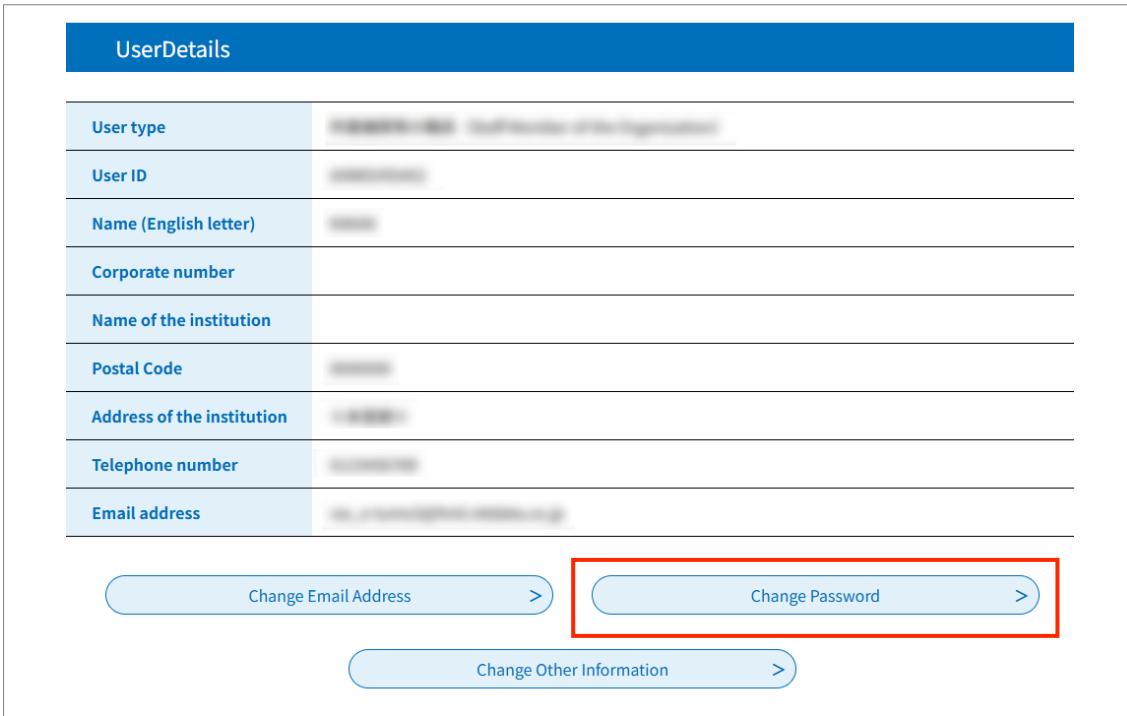
4 Click the URL in the received email.

Your email address change is now complete.

8.4 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 the 'UserDetails' screen with the following fields:

User type	Customer
User ID	XXXXXXXXXX
Name (English letter)	XXXXXX
Corporate number	XXXXXX
Name of the institution	XXXXXX
Postal Code	XXXXXX
Address of the institution	XXXXXX
Telephone number	XXXXXX
Email address	XXXXXX

At the bottom, there are three buttons:

- Change Email Address >
- Change Password > (This button is highlighted with a red box.)
- 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 20 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 a password by 10-20 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

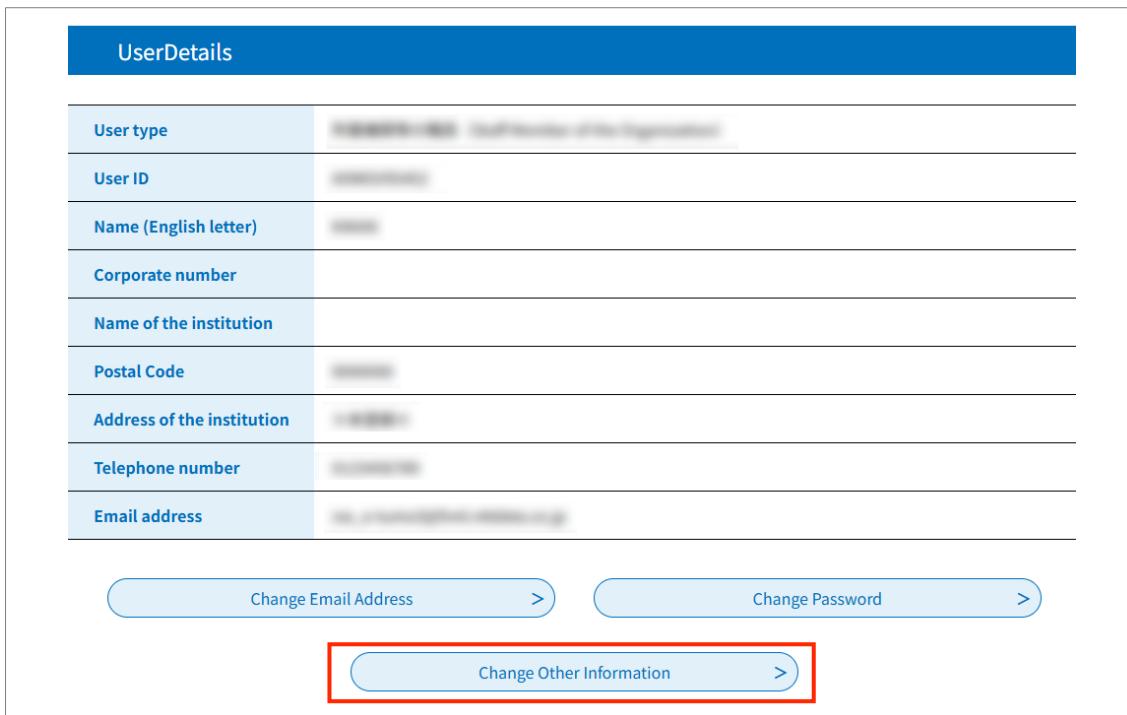
The [UserChange Completed] screen is displayed.

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

8.5 Changing Your Phone Number

Here is how to change your registered phone number.

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



The screenshot shows the 'UserDetails' screen with the following fields:

User type	Customer
User ID	XXXXXXXXXX
Name (English letter)	XXXXXX
Corporate number	XXXXXX
Name of the institution	XXXXXX
Postal Code	XXXXXX
Address of the institution	XXXXXX
Telephone number	XXXXXX
Email address	XXXXXX

Below the table are three buttons:

- Change Email Address >
- Change Password >
- Change Other Information > (This button is highlighted with a red box.)

The [UserChange] screen is displayed.

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

UserChange

Registered personal information will be used only for administrative purposes related to this electronic application.

User type

Please input Telephone number Required

Please input without hyphens.
Example input) 012-345-6789 should be entered as 0123456789

Email address

[Return to Details < >](#) Proceed to Confirmation

The [UserChange confirmation] screen is displayed.

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

UserChange confirmation

May I register by the following contents?

User type	[[REDACTED]]
User ID	[[REDACTED]]
Name (English letter)	[[REDACTED]]
Corporate number	[[REDACTED]]
Name of the institution	[[REDACTED]]
Postal Code	[[REDACTED]]
Address of the institution	[[REDACTED]]
Telephone number	[[REDACTED]]
Email address	[[REDACTED]]

[Return to Input < >](#) Change

The [UserChange Completed] screen is displayed.

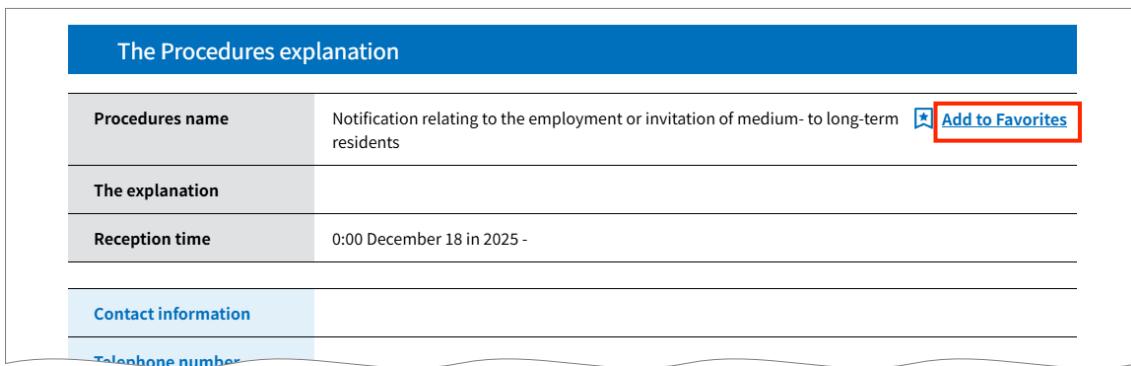
An email confirming the change will be sent, and your phone number change is now complete.

8.6 How To Use Favorite

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

■ Adding Procedures to Favorite

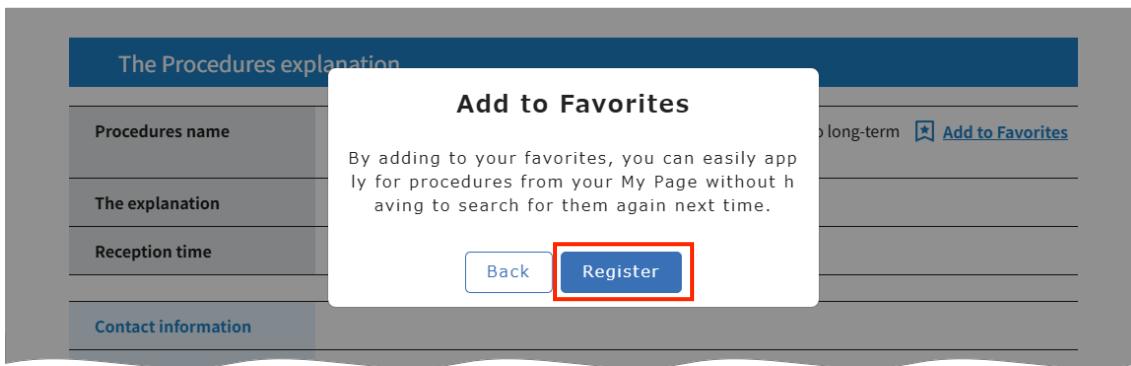
- 1 Click [Add to Favorites] on the [The Procedures explanation] screen for each notification.



The Procedures explanation

Procedures name	Notification relating to the employment or invitation of medium- to long-term residents	Add to Favorites
The explanation		
Reception time	0:00 December 18 in 2025 -	
Contact information		
Telephone number		

- 2 Click [Register].



The Procedures explanation

Add to Favorites

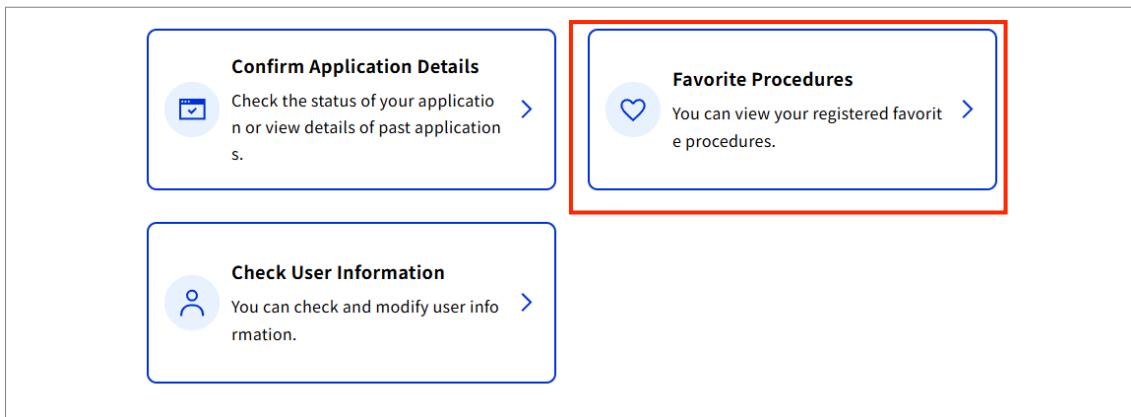
By adding to your favorites, you can easily apply for procedures from your My Page without having to search for them again next time.

[Back](#) [Register](#)

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

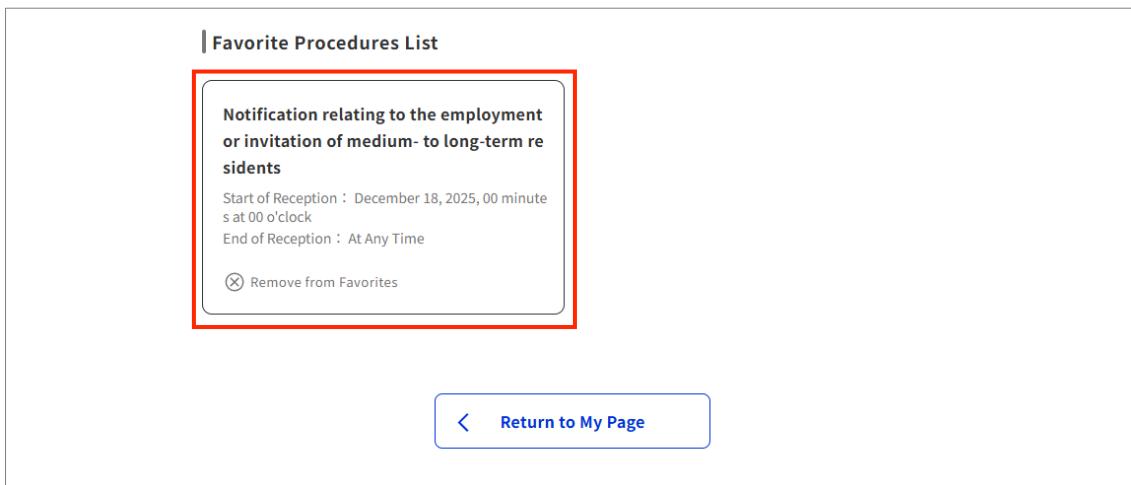
■ Calling Up Procedures Added to Favorite

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.

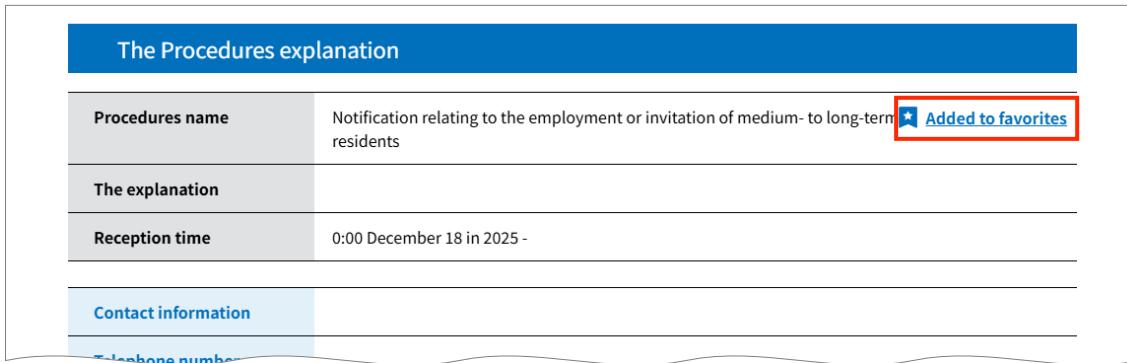


The [The Procedures explanation] screen is displayed, and the procedure is started.

■ Deleting Procedures from Favorite

- When deleting through the [The Procedures explanation] screen

On the [The Procedures explanation] screen for each notification, click [Added to favorites], and then click [Delete] on the confirmation screen.

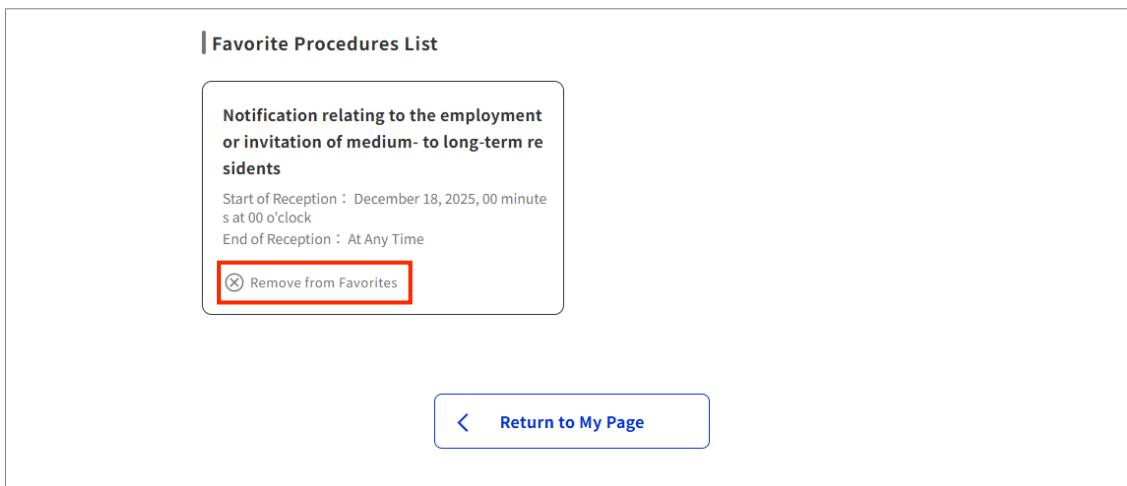


The Procedures explanation

Procedures name	Notification relating to the employment or invitation of medium- to long-term residents	 Added to favorites
The explanation		
Reception time	0:00 December 18 in 2025 -	
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 employment or invitation of medium- to long-term residents

Start of Reception : December 18, 2025, 00 minutes at 00 o'clock

End of Reception : At Any Time

 Remove from Favorites



9 Helpful Functions

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

9.1 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).

Search by Keyword

Enter Keyword

Search for Synonyms

Keyword Search

December 17, 2025 Current as of 23:54

List of Procedures

Reception starting da... Show 10 Items per Pa...

Notification relating to the employment or invitation of medium- to long-term residents
Start of Reception : August 18, 2025 30 minutes at 09 o'clock
End of Reception : At Any Time

Notification for the Name/location change of the institution(Batch Notification)
Start of Reception : August 18, 2025 30 minutes at 09 o'clock
End of Reception : At Any Time

Notification relating to the employment or invitation of medium- to long-term residents(Batch Notification)
Start of Reception : August 18, 2025 30 minutes at 09 o'clock
End of Reception : At Any Time

1

2 Click [Keyword Search].

The screenshot shows a search interface with the following elements:

- Search by Keyword** section:
 - Text input field: Institution
 - Search for Synonyms
 - Keyword Search** button (highlighted with a red box)
- List of Procedures** section:
 - Institution**
 - SearchResult 1 The matter**
 - Notification for the Name/location change of the institution(Batch Notification)**
 - Start of Reception : August 18, 2025 30 minutes at 09 o'clock
 - End of Reception : At Any Time
- Header: December 22, 2025 Current as of 18:37
- Buttons: Reception starting da▼ Show 10 Items per Pa▼
- Page number: 1

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

9.2 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.

i Reference

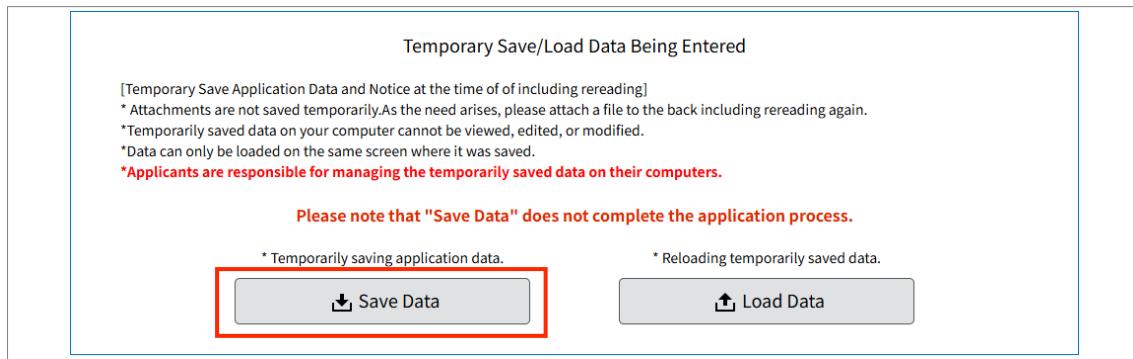
- Attachments cannot be saved temporarily. After loading the saved data, re-attach the file(s) as necessary.
- Temporarily saved data can only be loaded on the same screen where it was saved.
- Temporarily save data you are entering to your computer. Manage the saved data under your own responsibility.
- 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.

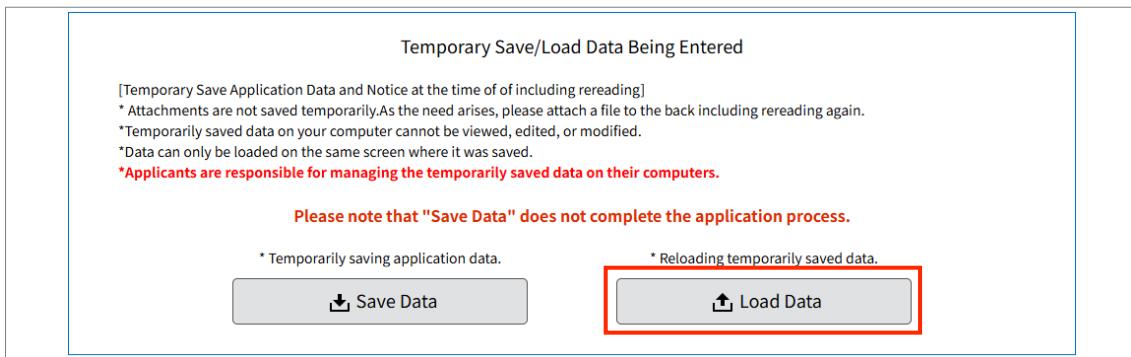
1 Click [Save Data] at the bottom of the [Application] screen.



The data will be saved on your computer.

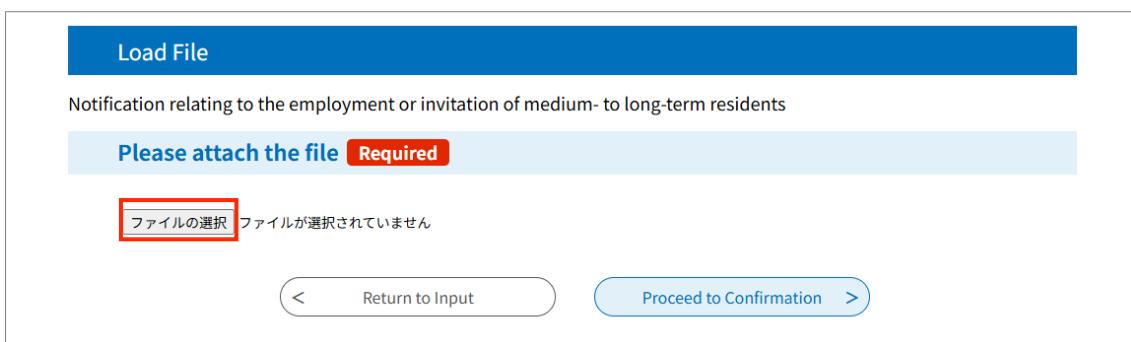
■ Loading temporarily saved data to resume

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



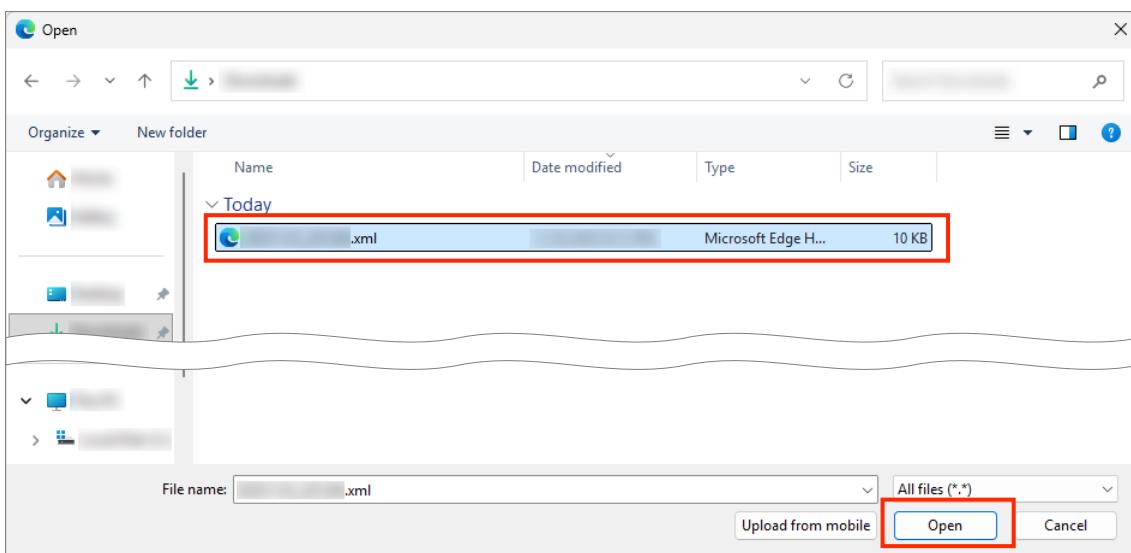
The [Load File] screen is displayed.

2 Click [Select File].

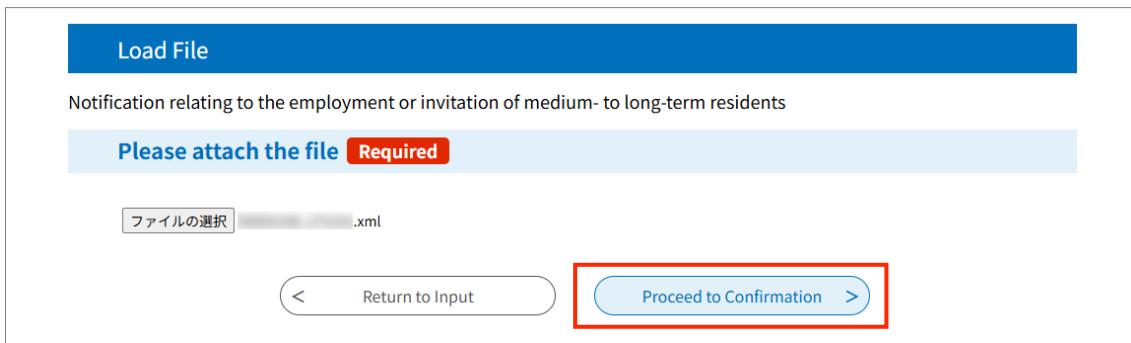


The file selection screen is displayed.

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



4 Click [Proceed to Confirmation].



Load File

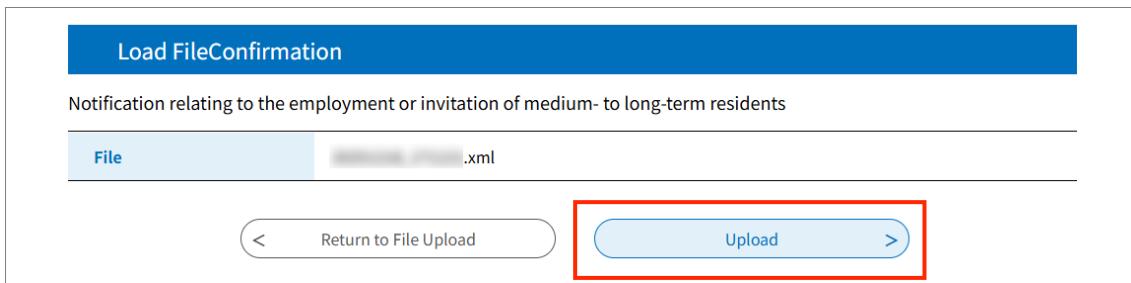
Notification relating to the employment or invitation of medium- to long-term residents

Please attach the file **Required**

ファイルの選択 .xml

< Return to Input **Proceed to Confirmation** >

5 Click [Upload].



Load FileConfirmation

Notification relating to the employment or invitation of medium- to long-term residents

File .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.

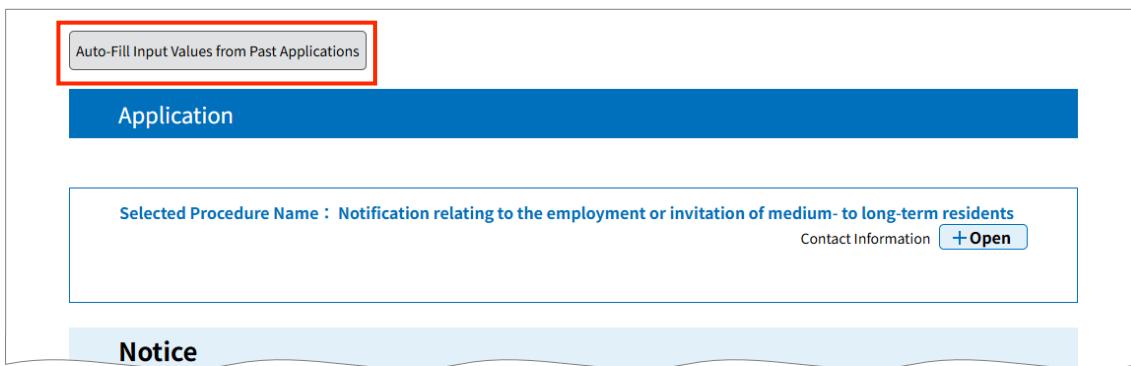
9.3 Reusing the Information Entered for Past Notifications

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 application 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 application list

Search by Keyword

1 Related information 2 Procedures name 3 Application date

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

Search >

Current as of 20:49 December 18 in 2025

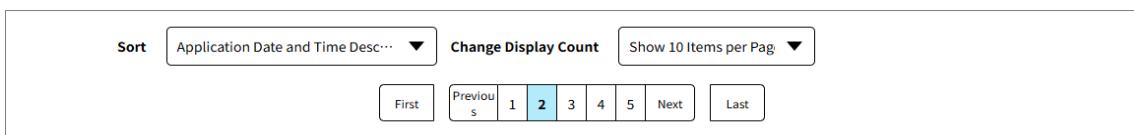
Sort Application Date and Time Desc... ▼ Change Display Count Show 20 Items per Page ▼

2	1	3
Procedures name	Related information	Application Date and Time Processing Status Action
Notification relating to the employment or invitation of medium- to long-term residents	Notification Receipt Number: [REDACTED]	14:00 December 4 in 2025 Completed Choice >
Notification relating to the employment or invitation of medium- to long-term residents	Notification Receipt Number: [REDACTED]	14:00 December 4 in 2025 Completed Choice >

1

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 system will search for procedures containing all of the keywords.
③	Application date	Searches for the notification(s) submitted on the specified date. Enter the date or click [Calendar] to select the date.

Reference

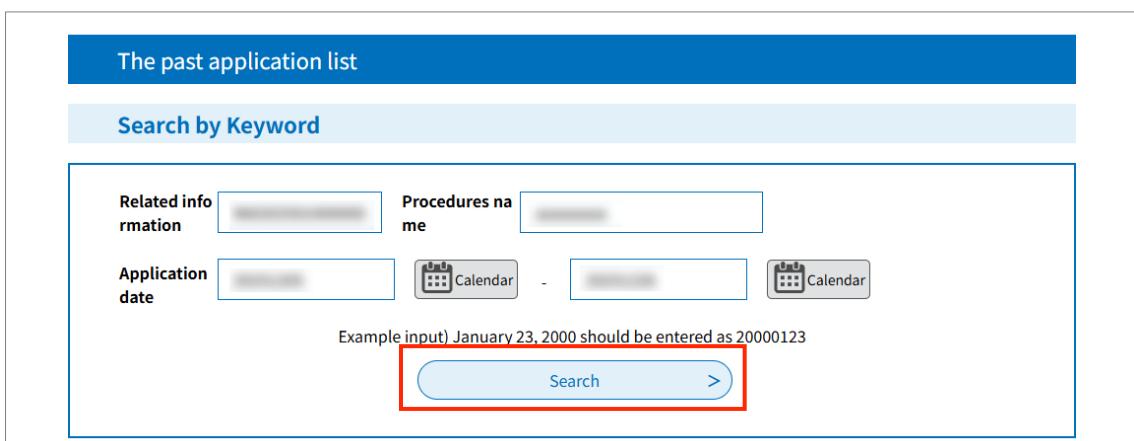


Sort Application Date and Time Desc... ▾ Change Display Count Show 10 Items per Page ▾

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.

3 Click [Search].



The past application list

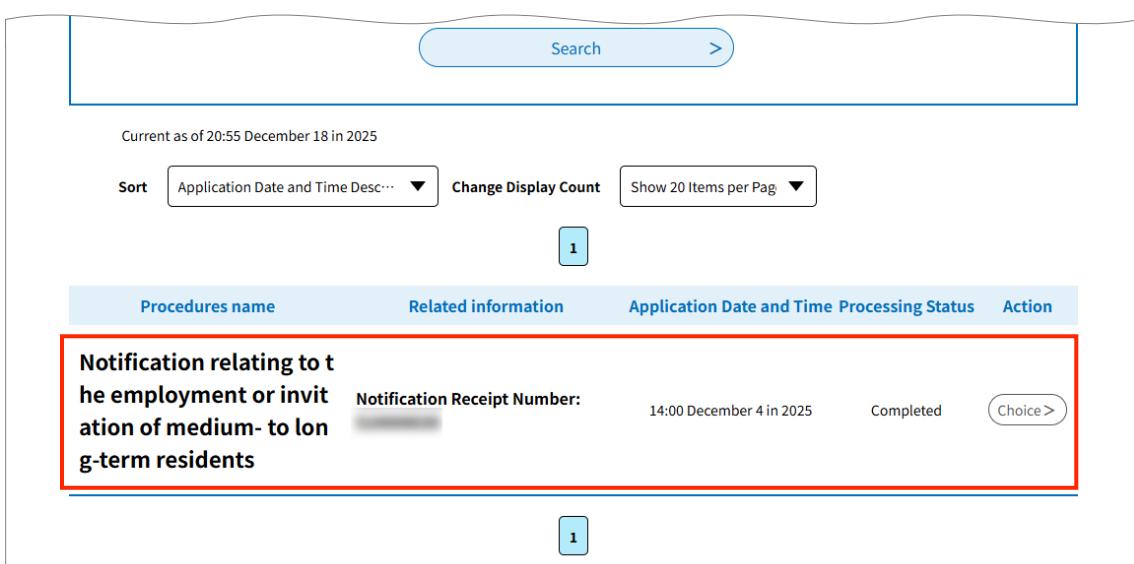
Search by Keyword

Related information [redacted] Procedures name [redacted]
Application date [redacted]  - [redacted] 

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

Search >

The search results will be displayed.



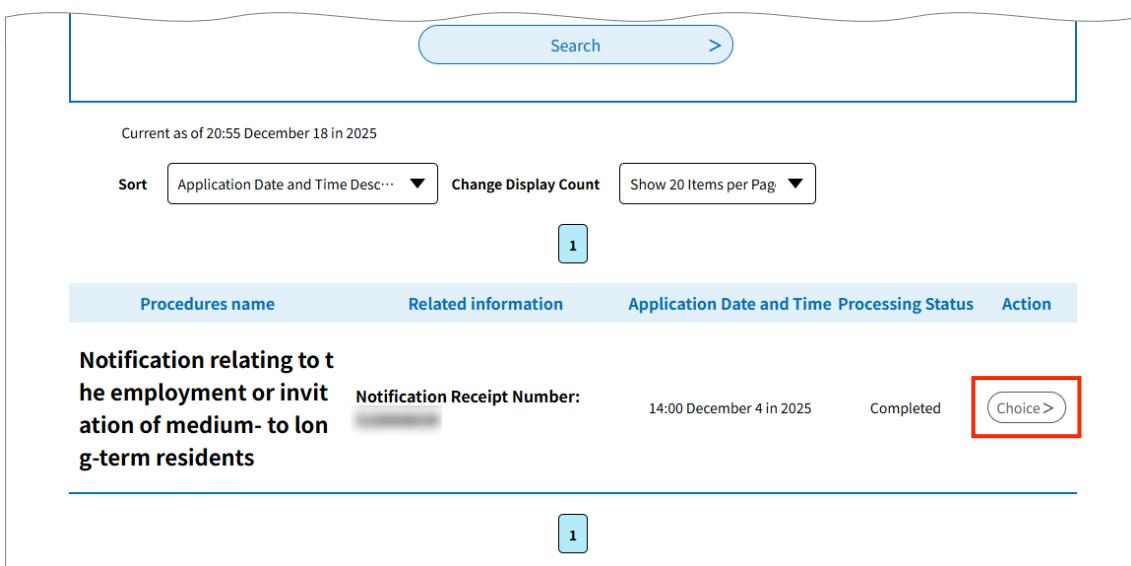
Current as of 20:55 December 18 in 2025

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

1

Procedures name	Related information	Application Date and Time	Processing Status	Action
Notification relating to the employment or invitation of medium- to long-term residents	Notification Receipt Number: [redacted]	14:00 December 4 in 2025	Completed	

1

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

Current as of 20:55 December 18 in 2025

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

Procedures name	Related information	Application Date and Time	Processing Status	Action
Notification relating to the employment or invitation of medium- to long-term residents	Notification Receipt Number: [REDACTED]	14:00 December 4 in 2025	Completed	Choice >

The [Application] screen is restored.

The entry fields will be filled with the information entered for the past notification.

10 Revision History

No.	Ver.	Date	Details
1	1.0	2025/12/23	Newly Created