

Important Notice: Re-entry of foreign nationals who possess the status of residence

On July 29, 2020, Ministry of Foreign Affairs of Japan announced the new measure regarding re-entry of foreign nationals who possess the status of residence.

The details of this new measure and related documents are available from the website of Ministry of Foreign Affairs of Japan as follows:

https://www.mofa.go.jp/ca/fna/page4e_001074.html

For all applicants: We started the Re-entry Confirmation Service from

September 11, 2020. Please read below for your appointment date.

- ✓ **We started the Re-entry Confirmation Service from September 11, 2020.**
- ✓ **Your new appointment date will be announced by the Embassy on a weekly basis.**
- ✓ **Please find revised schedule below for October 28 to October 30 appointment dates. Only eligible applicants will be able to visit the Embassy to submit applications in person.**

Monday, October 28: applicants whose appointment date was October 1

Tuesday, October 29: applicants whose appointment date was October 2

Wednesday, October 30: applicants whose appointment date was October 3

[Notice]

If you were unable to visit the Embassy on the suggested date above (from October 28 to October 30) due to the prohibitory order for the prevention of COVID-19, you are eligible to visit the Embassy after your appointment date, between 15:00-16:00, Mon-Fri.

- ✓ **Please wait for the further schedule to above, we will announce it shortly.**

Application procedure for Re-entry Confirmation Letter

The given process is applied from August 7, 2020 onwards for the application for re-entry confirmation letter. **It is by an appointment only.**

Please note below information before you apply.

- ✓ **This is NOT an online application procedure.**
- ✓ **Applicants must send an e-mail to the Embassy to make an appointment by themselves. This is your first step for the application procedure.**
- ✓ **Please DO NOT SEND any attachments with your e-mail for an appointment. We DO NOT ACCEPT any applications if you send them by e-mails.**
- ✓ **Applicants are required to visit the Embassy IN PERSON with all documents on the appointment date. The Embassy will send you a reply e-mail with your appointment date.**

Due to the number of enquiries, we may take some time for the reply. We appreciate for your understanding.

1. Please send an e-mail to consular-emb@km.mofa.go.jp with below details.

Subject: [Application procedure for Re-entry Confirmation Letter]

Text: (1)Your full NAME

(2)Your PASSPORT NUMBER

Please DO NOT SEND any attached documents with this e-mail, this is for your appointment only. We DO NOT ACCEPT any applications if you send them by e-mails.

2. You will receive a reply e-mail from the Embassy with your appointment date.

3. Please visit the Embassy on your appointment date during the application time as shown in below section 4., with following documents.

Applicants are required to visit the Embassy IN PERSON with below documents on the appointment date.

- (1)Passport with valid re-entry permit including special re-entry permit
- (2)Photocopy of your passport ID page (a page with your photo and details) **and** photocopy of your valid re-entry permit including special re-entry permit

- (3)Residence card issued by the Japanese authority
- (4)Photocopy of your residence card issued by the Japanese authority
- (5)Application Form
- (6)A copy of a reply e-mail from the Embassy (paper or digital)

4. Application time: 9:00 ~ 11:00

Collection time: 15:00 ~ 16:00

Office working days: Monday – Friday only (We are closed on Saturday and Sunday)

Note: (1) We do not take any telephone enquiries regarding your appointment date and application procedures. Please make sure to make your appointment via email.

(2) Negative COVID-19 test result conducted within 72 hours of the departure time is required. It is your own responsibility to conduct this test.

(3) **Before your arrival to the Embassy on the appointment date, please read following notice:**

Notice to All Visitors to the Embassy

To prevent infection from **COVID-19**, we would like to ask you to follow below procedures on your arrival to the Embassy.

These are necessary precautions to prevent yourself and others from infection.

- ✓ **Please use surgical masks.** If you don't use them, you are not allowed to enter the Embassy premises.
- ✓ If you were **unwell** and had **a flu/cold-like symptoms**, with body temperature higher than **37.0 °C**, please refrain to enter the Embassy building.
- ✓ Please use **hand sanitizer** which we provide. Dry well after you spread it on your hands, after the body temperature check as soon as you enter the Embassy.
- ✓ Please make sure to **keep enough social distance** from other visitors and Embassy staff.
- ✓ Please **do not talk** with other visitors while you are waiting. COVID-19 virus spreads through droplets (sneeze, cough or saliva).