

CoE新規申請 Application for CoE

①Receive email from KIMAS

Subject: 【KobeU】 Request for registration of personal information/【神戸大学】 申請者情報登録依頼

From: no-reply@intl-enroll.srv.kobe-u.ac.jp

Dear GEC SHIRO

This email was sent to you by KIMAS on behalf of KOBE University.

You have been registered for KIMAS (Kobe university International students MAnagement System for status of residence). Kobe University will apply to the Immigration Bureau for the issuance of the "Certificate of Eligibility for Residence Status" (hereinafter "CoE") on behalf of applicants. ? Click on the following URL and create your password.

? After Log in, enter your information for the CoE, and upload the required documents.

<https://jpn01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fintl-enroll.srv.kobe-u.ac.jp.com%2Fsp%2Flogin&data=05%7C02%7C%7C79f3664a637943d178ce08de0baac118%7C20ee4c8087bd422ca>

※At first, create your password.

ID:

Best Regards,

②Click the URL

④Enter your ID(e-mail address) and create your password.



English

日本語

Login

ID (E-mail Address)

Password

③Click this link

Login

[Click here to create/reset your password](#)



English

日本語

Password Create/Update

Please enter your e-mail address when registering.

ID (E-mail Address)

Password Create/Update

HorizonBA 1.情報登録/登録完了 情報登録



神戸大学

English 日本語 Inquiry Logout

Top

KOBE TARO Welcome to KIMAS!

Current Location	Application Status	Period of Stay
Unregistered	Unregistered	2025/05/31

Request for registration of applicant data

Please register the applicant data.

Applicant status Initial registration

Applicant data

Current Location

idence card

Inquiry

①Push application data button

Applicant data

Display the input items required for application

New Student

is displayed in the input items r

Management (Applicants do not

①Click icon and open the details

1 Personal Information

2 Passport

3 Backgrounds

4 Non-grant / Non-permission history

5 Departure/COE issuance history information

6 Criminal Record etc

7 Sponser

8 Scholarship

9 Plans after graduation

10 Family in Japan

Document

Applicant data

Display the input items required for application

New Student

• is displayed in the input items required for application

Management (Applicants do not need to enter)

• 1 Personal Information

Edit

• Name
KOBE TARO

Name (Kanji)
大学

Name (katakana)
ダイガク

Birthday※
1991-01-01

Sex※
Male

Nationality※
Taiwan

Place of birth※
台北

Occupation※
Student

Marital status※
Single

Year and month until graduation※
3Years
6Months

Graduation date※

①Push Edit button

Applicant data edit

• 1 Personal Information

• Name
KOBE TARO

Name (Kanji)
大学

Name (katakana)
ダイガク

Birthday※
1991/01/01

Sex※
Male

Nationality※
Taiwan

japan_emergency Contact Person 2

Name

Relationship with the applicant
Other

Telephone No.
+81-3-0000-0000

E-mail address

Address

Back **Save changes**

②Input your information (※ is required for registration)

③Scroll down to the bottom and push Save changes button

Document

Edit

Passport

Status※



passport.jpeg

ダウンロード

Japanese departure history stamps※



Stamp.jpeg

ダウンロード

NO IMAGE

NO IMAGE

①Push Edit button

A total of 25MB files (up to 5MB per file) can be saved at a time.

Passport

Status※



passport.jpeg

ダウンロード

Upload

Other7

Other8

NO IMAGE

NO IMAGE

Upload

Back

Save changes

②Push Upload button and select your file

③Scroll down to the bottom and push Save changes button

① Input and save all the required information

7 Sponser

8 Scholarship

9 Plans after graduation

10 Family in Japan

Document

11_1 Unqualified activities

11_2 Status of residence

11_3 Reason for extension

11_4 Reason for change of

11_5 Designated Activities

② Scroll down to the bottom and Check the Notice and push the Registration button

☒ There is no mistake in the input contents.

☒ Registration is completed with this content.

Once registration is complete, the content cannot be modified.

Registration completion

Back

KOBE UNIVERSITY 神戸大学

English 日本語 Inquiry Logout

Applicant data

Display the input items required for application

New Student

is displayed in the input items required for application

Management (Applicants do not need to enter)

1 Personal Information

2 Passport

3 Backgrounds

4 Non-grant / Non-permission history

5 Departure/COE issuance history

6 Criminal Record etc

7 Sponser

8 Scholarship

9 Plans after graduation

Notice

Your registration is complete.

OK

③ See complete message and push OK button

HorizonBA 1.情報登録/登録完了 登録エラー

①If you face the error message, please check and change your information

Error

The input is not enough, Please enter the red part.

OK

English 日本語 Inquiry Logout

Display the input items required for the application

New Student

● is displayed in the input items required for the application

Management (Applicants do not need to enter)

● 1 Personal information

2 Passport

● 3 Backgrounds

● 4 Non-grant / Non-permission history

● 5 Departure/COE issuance history information

● 6 Criminal Record etc

● 7 Sponser

● 8 Scholarship

● 9 Plans after graduation

2 Passport

● 3 Backgrounds

Edit

Years of study (elementary school-final education)※
12

Segment of total study records(after high school)※

Segment of total study records(after high school) is required

Enrollment status(after high school))
卒業"Graduated"

Segment(after high school))
大学院 (博士) "Doctor"

Location(after high school))
国外"Outside Japan"

Country of locatoin(after high school))
Taiwan

Institution(after high school)
ホライズン大学院大学

Organization (English)

Period(from)
2020/09

Period(to)
2023/08

Final Education check
Checked

Final Education

②Error will be shown as RED colored objects and text messages

HorizonBA 2.在留カード承認申請 1

**神戸大学**

English 日本語 Inquiry Logout

Top

KOBE TARO Welcome to KIMAS!

Current Location		Application Status		Period of Stay
Unregistered	Unregistered	Certification/ Study abroad	Immigration permission	2025/05/31

①After you had received your Residence card, put Residence card button

Current Location

Residence card

Inquiry

COE sent

**神戸大学**

English 日本語 Inquiry Logout

Residence card

Apply for registration of your resident card information.

There is no resident card.

Back

②Put Apply for~ button

English 日本語 Inquiry Logout

Residence card

Registration Category

Update

New entry

Re-issue

Other

③Select from the lists
New entry: for the brand-new student
Update: for the extension
Re-issue: for when you lost and re-issue

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HorizonBA 2.在留カード承認申請 2

The screenshot shows the HorizonBA website interface for residence card application. At the top, there is a logo for Kobe University (神戸大学) and navigation buttons for English, Japanese, and Inquiry. Below this, there is a section for 'Residence Card' with a 'Registration Category' dropdown set to 'Update'. A note states: 'Please upload an image. A total of 25MB files (up to 5MB per file) can be saved at a time.' There are two main sections for uploading images: 'Residence card front' and 'Residence card back'. Each section has a 'ファイルを選択' (Select file) button and a 'Launch camera' button. Both sections are highlighted with red boxes. At the bottom right, there is an 'Upload' button and a 'Back' button.

English 日本語 Inquiry

Residence Card

Registration Category
Update

Please upload an image

A total of 25MB files (up to 5MB per file) can be saved at a time.

Residence card front

ファイルを選択 選択されていません

Launch camera

Residence card back

ファイルを選択 選択されていません

Launch camera

Upload

Back

①Select a file or take a picture of residence card for front and back

The screenshot shows a dialog box titled 'Notes for upload the image:' with a list of requirements. The requirements are: 'Please make sure that the image is horizontal.', 'Only PNG and JPG file is acceptable.', 'Please make sure that the width of the card fits exactly into the width of the screen.', 'Please make sure that the image is taken horizontally to the card.', 'Please make sure that the image is focus on the card and not blurry or out of focus.', 'Please make sure that the image not get shadows and any reflections of light.', and 'If the above requirements are not met, you may be asked to resubmit.' Below the list, there is a sample image of a residence card for TURNER ELIZABETH. At the bottom of the dialog box, there is an 'OK' button and a 'Cancel' button. The 'OK' button is highlighted with a red box.

English 日本語 Logout

Notes for upload the image:

- Please make sure that the image is **horizontal**.
- **Only PNG and JPG** file is acceptable.
- Please make sure that **the width of the card fits exactly into the width of the screen**.
- Please make sure that the image is taken **horizontally to the card**.
- Please make sure that the image is **focus on the card and not blurry or out of focus**.
- Please make sure that the image **not get shadows and any reflections of light**.
- If the above requirements are not met, **you may be asked to resubmit**.

Residence Card Sample

日本国政府 在留カード 番号 AB12345678CD

氏名 TURNER ELIZABETH

生年月日 1985年12月31日 性別 女 P, 国籍 米国

住所 東京都千代田区豊洲1-1-1 豊洲1-1-1

在留資格 留学

有効期限 2014年06月10日 2014年06月10日

このカードは 2014年10月20日まで有効です

OK

Cancel

②Check the requirements for the image and push OK button

HorizonBA 2.在留カード承認申請 3

 神戸大学

English 日本語 Inquiry Logout

Residence card

Registration Category
Update

Please upload an image of your resident card.
A total of 25MB files (up to 5MB per file) time.

Residence card front
ファイルを選択 358009338...66818
Launch camera

Residence card back
ファイルを選択 358505432...40024
Launch camera

Upload

Back

①Push Upload button

Residence card(front)

Please review the contents of the card and enter or correct as necessary.

Residence card front



日本国政府 在留カード 番号 AB12345678CD
GOVERNMENT OF JAPAN RESIDENCE CARD No.
氏名 TURNER ELIZABETH
NAME
生年月日 1985年12月31日 性別 女 F、国籍・地域 米国
DATE OF BIRTH Y M D SEX NATIONALITY REGION
住居地 東京都千代田区霞が関1丁目1番1号霞が関ハイフ202号
ADDRESS
在留資格 留学
STATUS Student
就労制限の有無 就労不可
在留期間(満了日) 4年3月(2023年07月01日)
PERIOD OF STAY
DATE OF EXPIRATION Y M D
許可の種別 在留期間更新許可(東京出入国在留管理局長) MOJ
許可年月日 2019年04月01日 交付年月日 2019年04月01日
このカードは 2023年07月01日まで有効です。 PERIOD OF VALIDITY OF THIS CARD

Change Edit

Registration Category※
Update

number※
AB12345678CD

OCR reading AB12345678CD

Validity date※
2026/07/01

OCR reading 2023年07月01日

Next

Back

②Input residence card data for each category to the bottom and push Next button

HorizonBA 2.在留カード承認申請 4

Residence card(Back)

Please review the contents of the card and enter or correct as necessary.

Residence card back



Change Edit

Residential(Back)

Postal code Auto-fill in the address

Permission column for non-qualified activities

Permitted: within 28 hours per week, excluding e

①After input back side, push Apply button

KOBE UNIVERSITY 神戸大学

English 日本語 Inquiry

Residence card

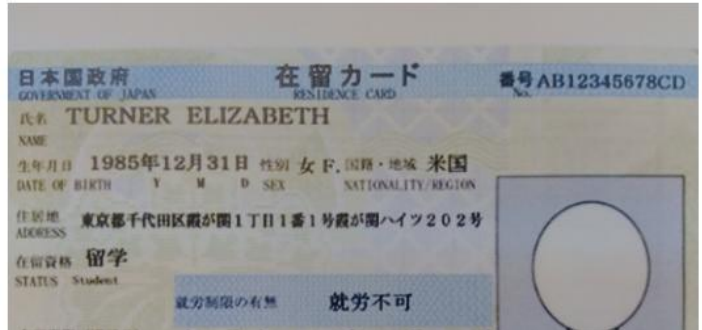
Resident card information has been sent. Please wait for approval.

Residence card

Pending and rejected data

AB12345678CD (Pending)

Residence card front



日本国政府 在留カード 番号 AB12345678CD
GOVERNMENT OF JAPAN RESIDENCE CARD No.
氏名 TURNER ELIZABETH
NAME
生年月日 1985年12月31日 性別 女 F 国籍・地域 米国
DATE OF BIRTH Y M D SEX NATIONALITY/REGION
住所地 東京都千代田区霞が関1丁目1番1号霞が関ハイツ202号
ADDRESS
在留資格 留学
STATUS Student
就労制限の有無 就労不可

②After finish to apply residence card, push Back button

③Check the history of apply residence card