<u>Submitting Notifications Regarding Affiliated Organization</u>

*Those who have completed User Registration and Request for Use at the time of residence card renewal should begin from Step 4(p14).

1   Things You Need to Prepare Before Submitting Notifications Regarding Affiliated Organization

1. My Number Card （Two types of PIN codes）
2. Residence Card   （The browser is Microsoft Edge (Chromium version)）
3. PC（The browser is Microsoft Edge (Chromium version)）
4. Smartphone (Download **Mynaportal** app)

2   How to Install and Log in to Mynaportal

1. Download the App

Search for **"Mynaportal"** in your app store.

- **iOS: App Store**

- **Android: Google Play**

2. Initial Setup & Login (Step-by-Step)

| Step 1	Open the App	Tap the **"Login"** (ログイン) button on the top screen. Check Figure ②
Step 2	Enter PIN	Type your **4-digit PIN** (numeric password) and tap "Next". Check Figure ③④
Step 3	Prepare Card	A guidance screen appears. Place your **My Number Card** under your phone.
Step 4	Scan Card	Tap **"Scan"** (読み取り開始). Keep the card still until finished.
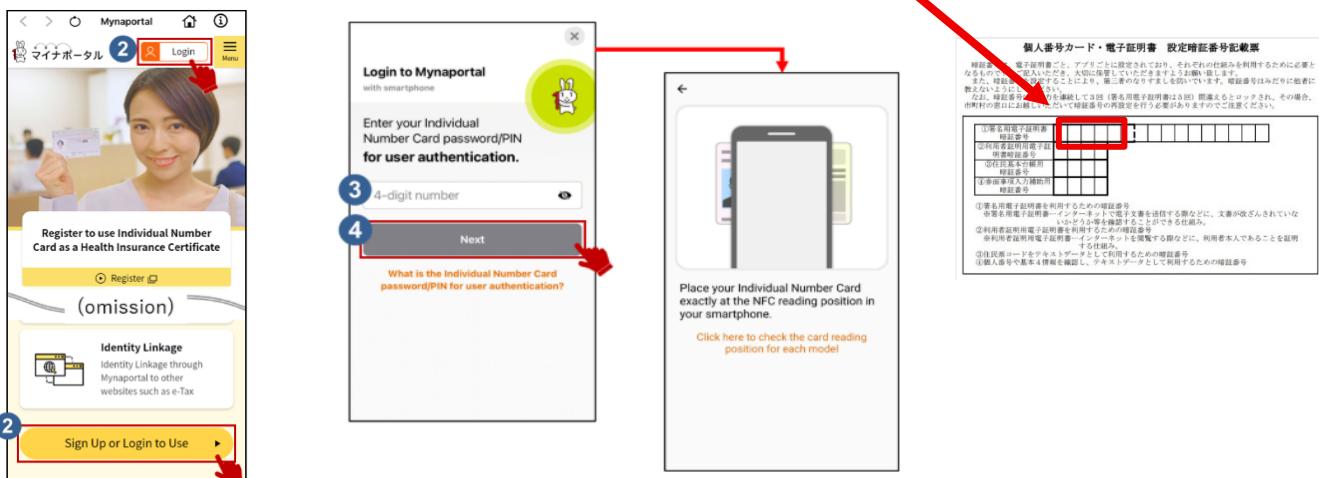
3 Preparing to Use the Online Residence Application System (User Registration and Request for Use)
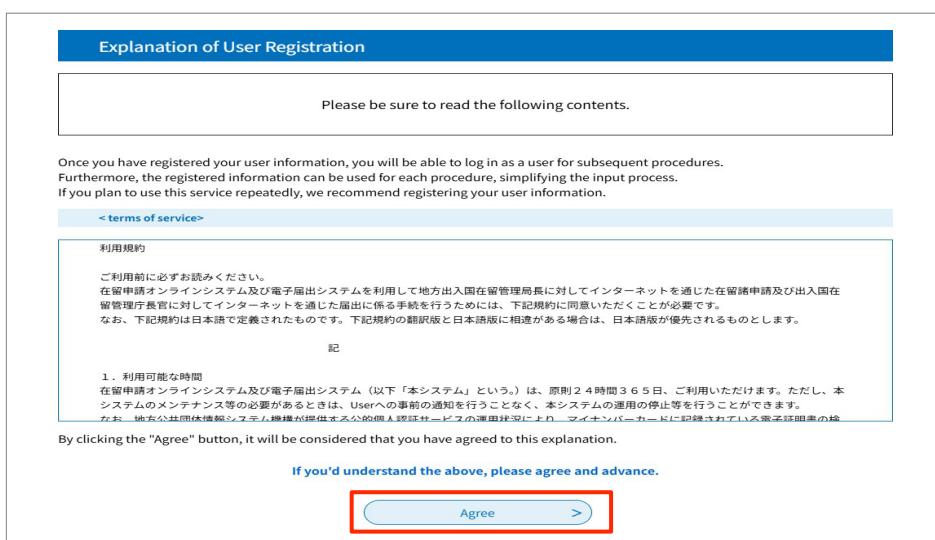
3.1 Obtaining a User ID

1 **Open the top page of the Residence Application Online System in your browser.**

https://www.rasens-immi.moj.go.jp/rasens-u/offer/offerList_initDisplay

2 **Click [New Registration].**
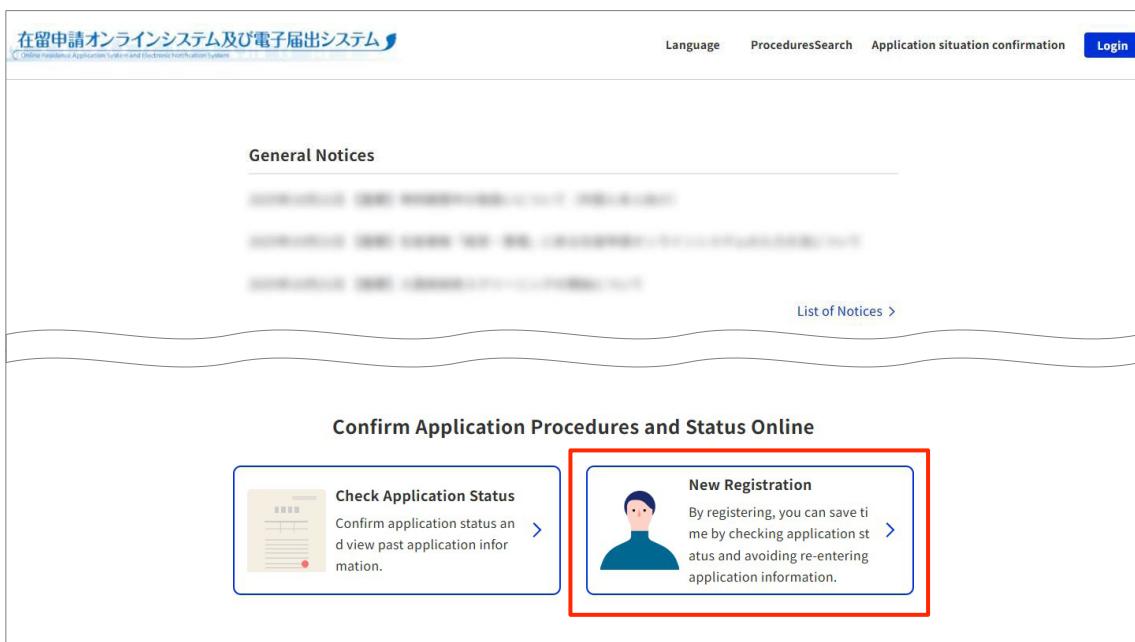
3 **Review the terms of use. If you agree to the terms, click [Agree].**

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".

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 Online Residence Application System will open in your browser.
The [UserRegistration] screen is displayed.

6   Enter the required items.

Regarding the user type, foreign nationals shall select [Foreign national (applicant)] while family members or legal representatives of foreign nationals shall select [Legal Representative].

> ⚠️ **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.

> ⚠️ **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".

7   Review the information you entered, and then click [Proceed to Confirmation].

The [User registration confirmation] screen is displayed.

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

The [User Login] screen is displayed.

3.2 Submitting a Request for Use

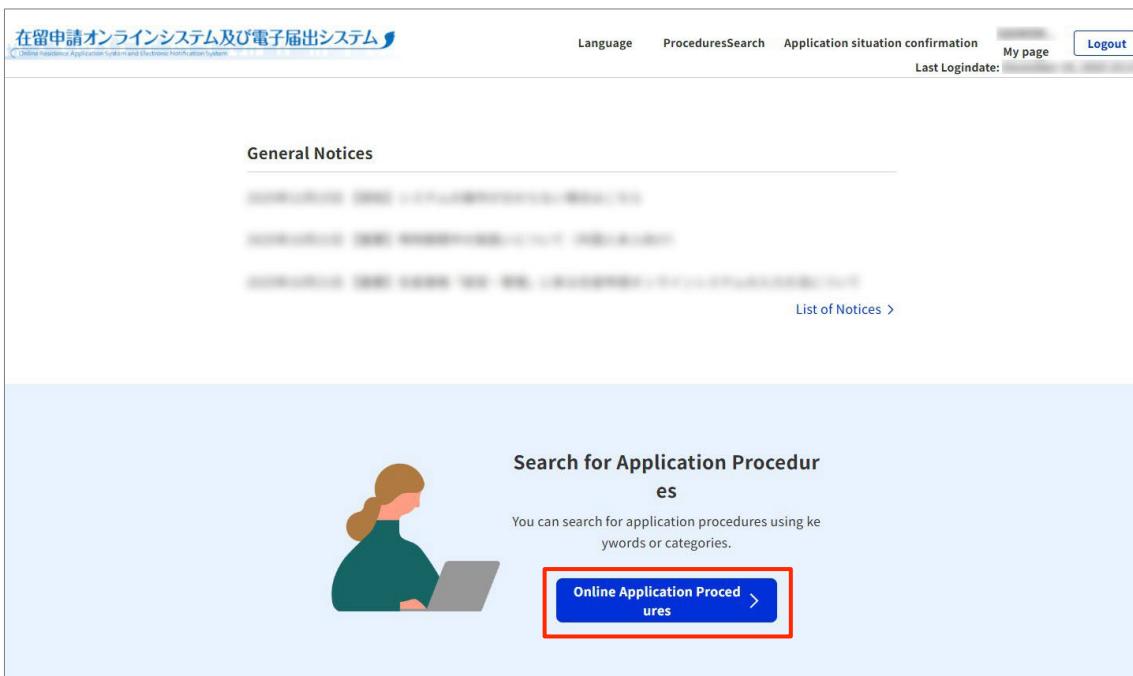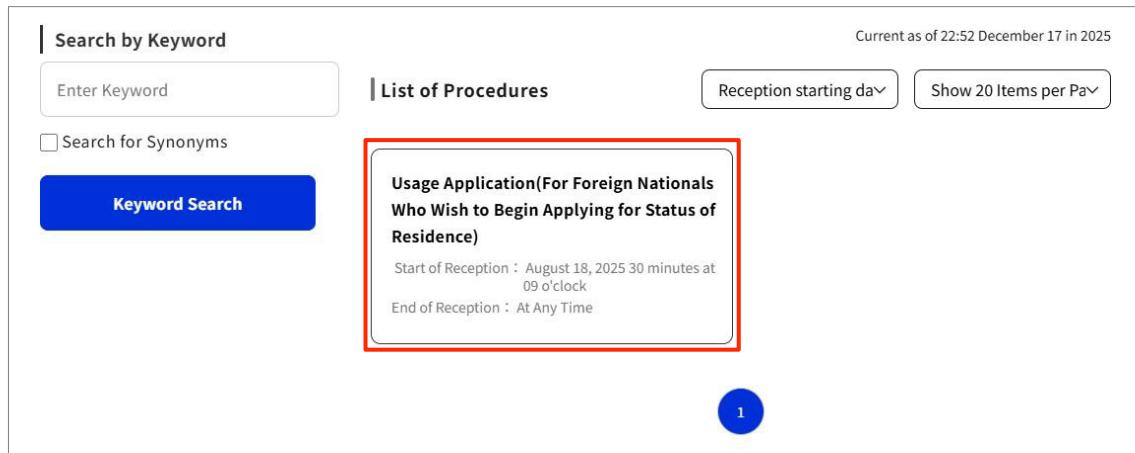**1** **Enter your user ID and password, and then click [Login].**
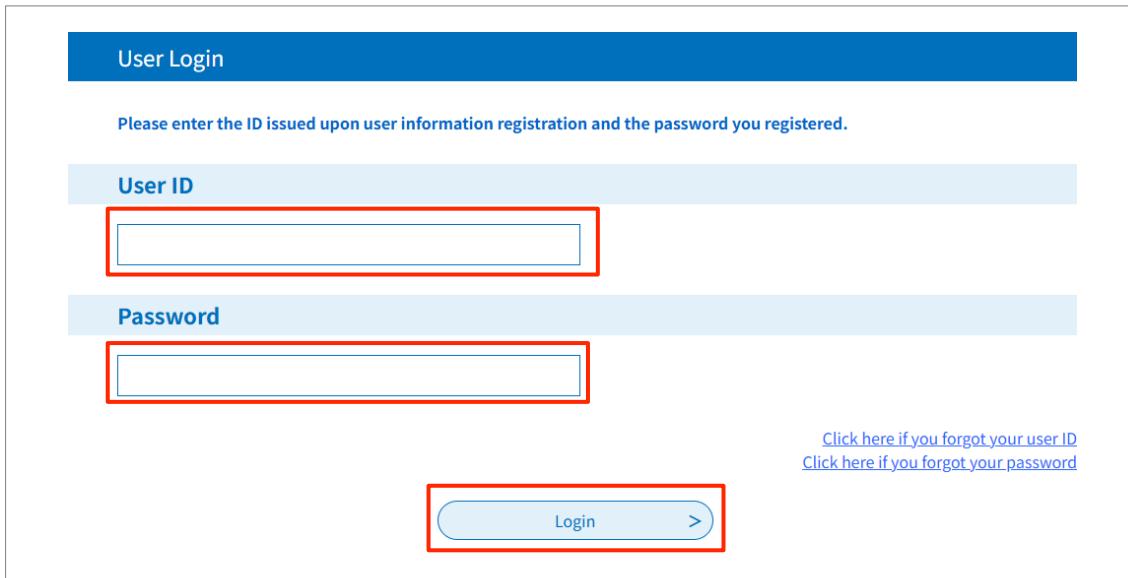
ⓘ **Reference**

● If you enter the wrong password five times in a row, your account will be locked and you will be unable to log into the system. After 24 hours have passed, the lock will be lifted and you will be able to log into the system.

2 **Click [Online Application Procedures].**

3 **In the [List of Procedures] area, click "Usage Application (For Foreign Nationals Who Wish to Begin Applying for Status of Residence)"**

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

5 Click [Proceed to Next].

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

6 Launch the Mynaportal app on your smartphone.

7 Tap [Scan QR Code] in the Mynaportal app and scan the "QR Code for Reading Digital Certificates for User Authentication on Smartphones" displayed on your computer.
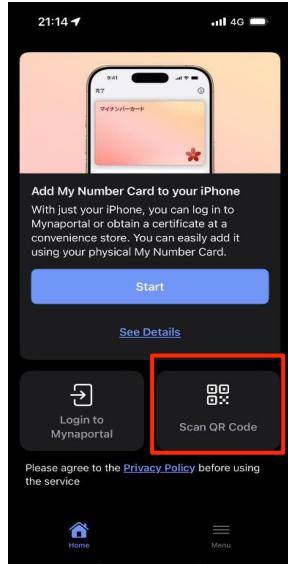
8 **In the Mynaportal app, enter your Individual Number Card's PIN for the electronic certificate for user certification and tap [Next].**
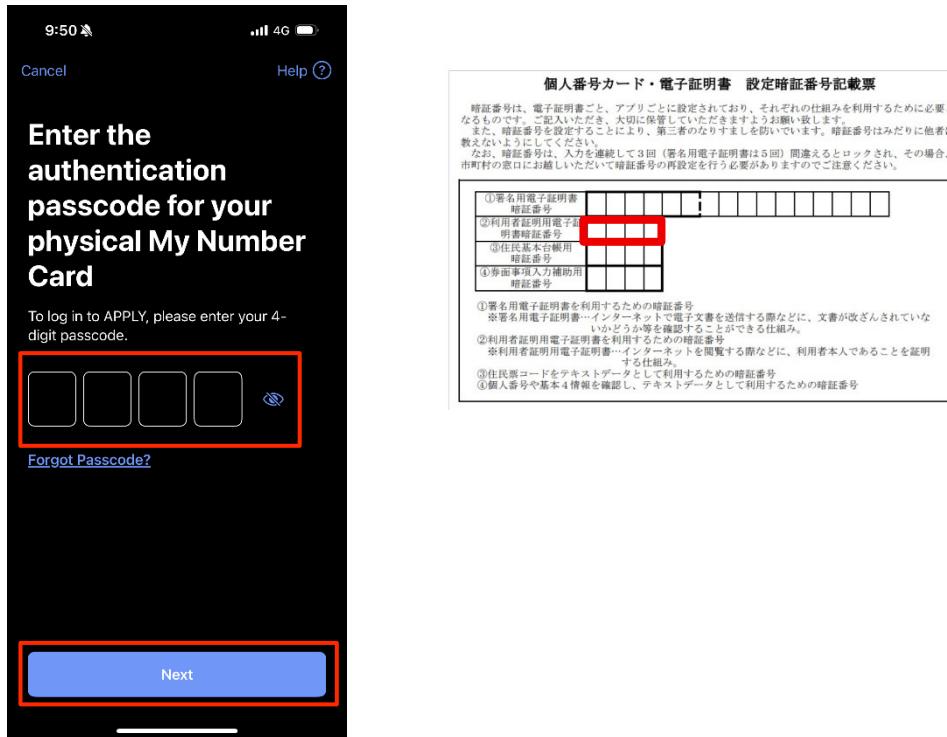
9 **Scan your Individual Number Card with your smartphone. Place your smartphone on the top of your Individual Number Card and tap [Scan].**

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

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

The [QR Code for smartphone basic 4 information readings]
screen is displayed on your computer.
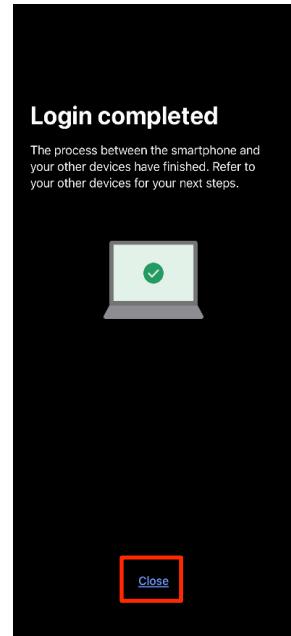
11 **Tap [Scan QR Code] in the Mynaportal app and scan
the "QR Code for smartphone basic 4 information readings"
displayed on your computer.**
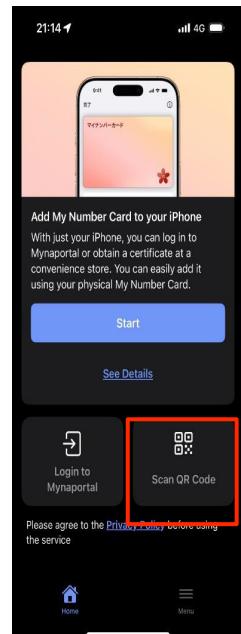
12 **Enter your Individual Number Card's user authentication PIN and tap [Next].**
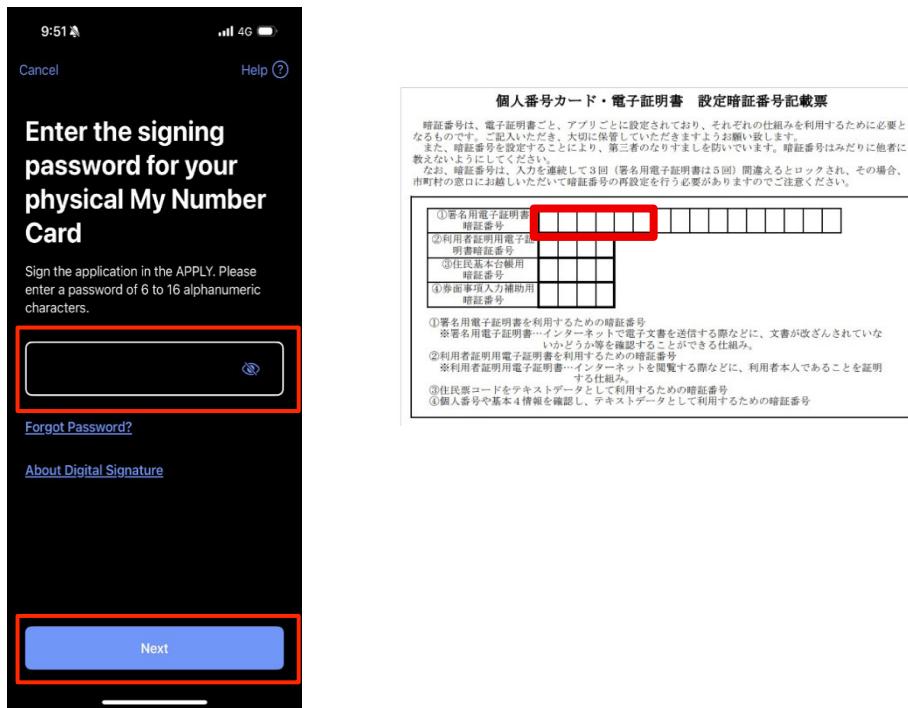
13 **Scan your Individual Number Card with your smartphone. Place your smartphone on the top of your Individual Number Card and tap [Scan].**
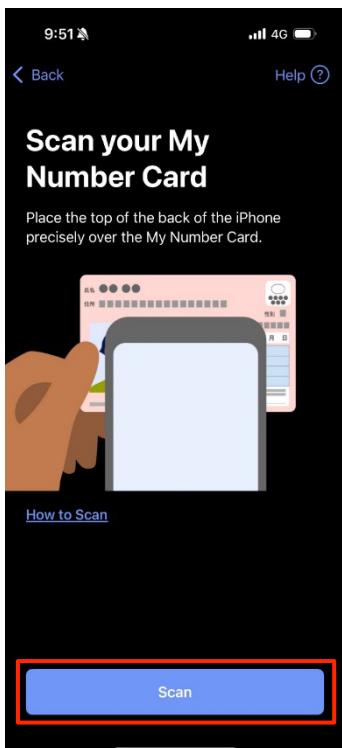
14 Tap [Close].
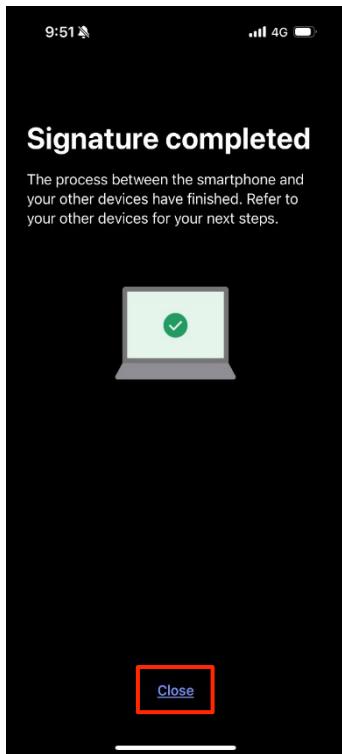
The [Application] screen is displayed on your computer.

15 Enter the required items.

User Information Input

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

UserName (English letter) Required   Basic 4 Info Read

Up to 12 1-byte letters
Example) 0312345678

Residence Card No. Required

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

16 Review the information you entered, and then click [Proceed to Confirmation].

Residence Card No. Required

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

Proceed to Confirmation >

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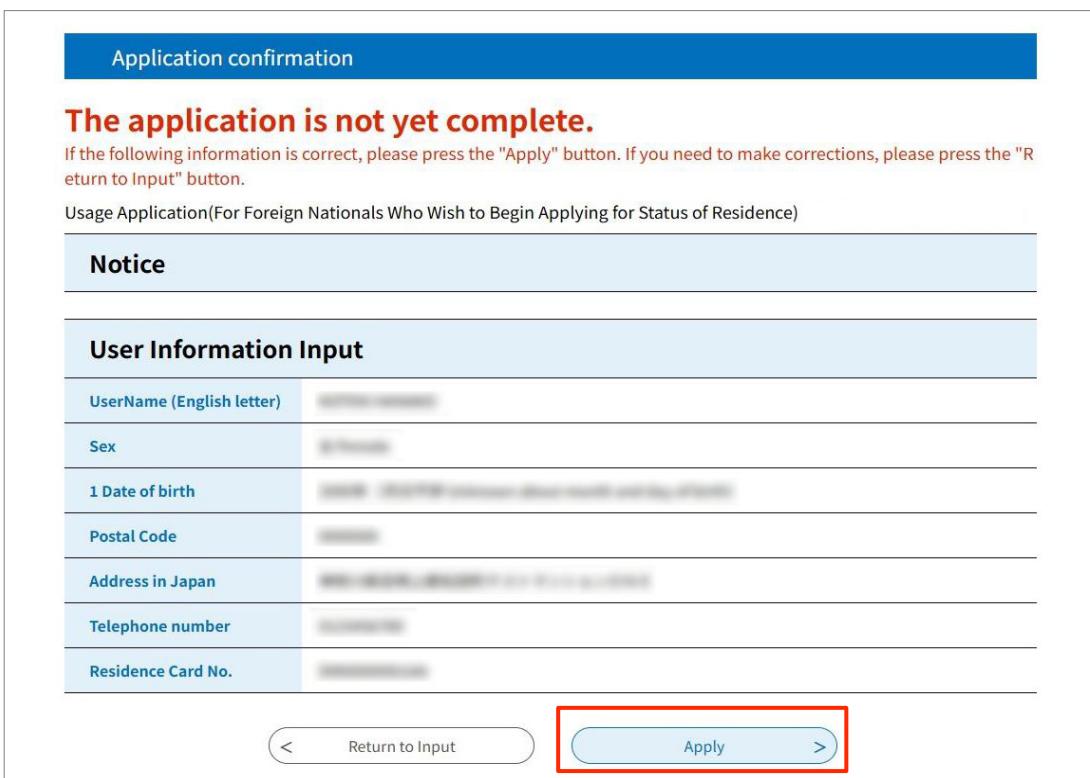
Application confirmation

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 Foreign Nationals Who Wish to Begin Applying for Status of Residence)

Notice

User Information Input

UserName (English letter)	
Sex	
1 Date of birth	
Postal Code	
Address in Japan	
Telephone number	
Residence Card No.	

< Return to Input   Apply >

18 Click [OK].
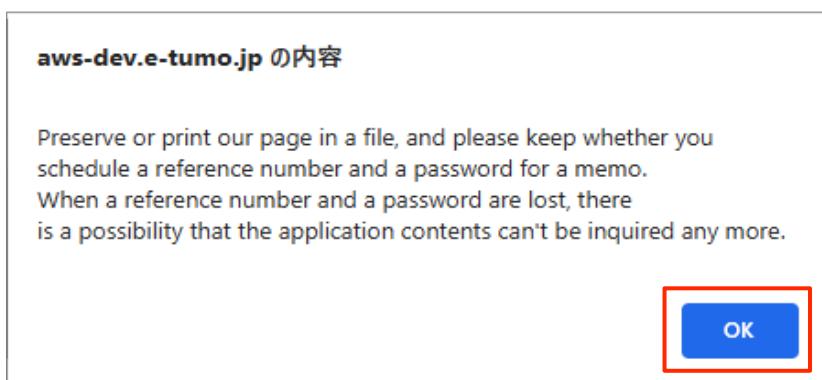
aws-dev.e-tumo.jp の内容

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

4 Submitting Notifications Regarding Affiliated Organization and Spouse <For Foreign Nationals>

This chapter explains how foreign nationals can submit a notification regarding affiliated organization and spouse.

You must submit notifications in the following cases:

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

⚠️ **Important**

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

4.1 Selecting a Procedure

Log into the Online Residence Application System, and then select a procedure from the [List of Procedures].

1 Open the top page of the Residence Application Online System in your browser.

https://www.rasens-immi.moj.go.jp/rasens-u/offer/offerList_initDisplay

2 Log into the Online Residence Application System.

3   Click [Online Application Procedures].
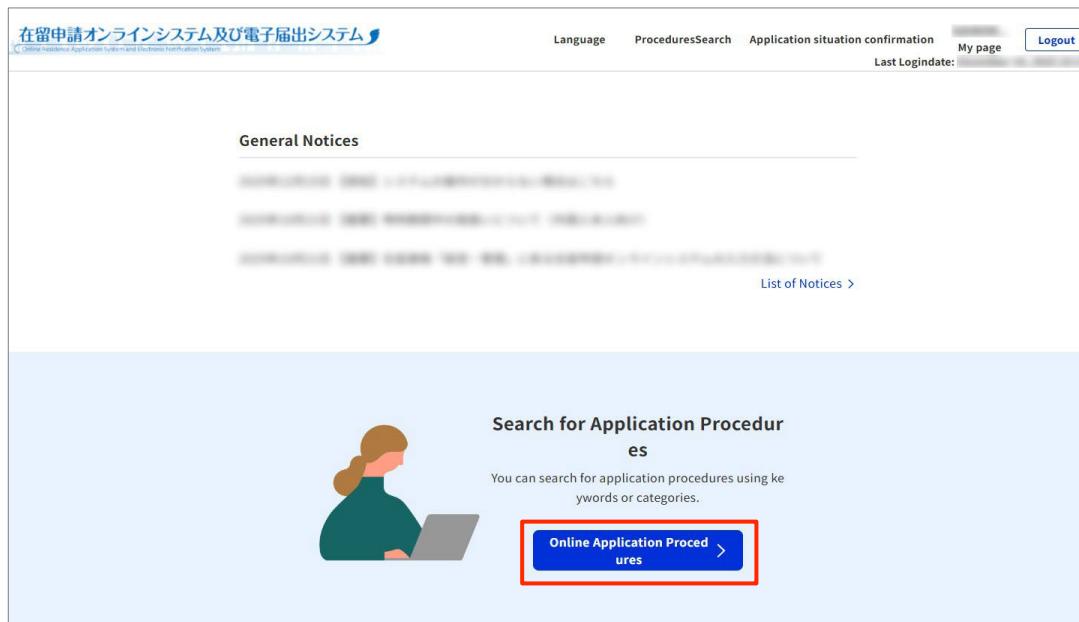
4   Click [Notification relating to the institution・spouse] under [List of Procedures]

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

The Procedures explanation

Procedures name	Notification relating to the institution・spouse	⭐ Add to Favorites
The explanation		
Reception time	1:00 August 18 in 2025 for 01 minutes-	

Contact information

~~Telephone number~~

< terms of service>

利用規約

ご利用前に必ずお読みください。
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なお、下記規約は日本語で定義されたものです。下記規約の翻訳版と日本語版に相違がある場合は、日本語版が優先されるものとします。

記

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

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

<   Return to List   Agree   >

Application

Selected Procedure Name： Notification relating to the institution・spouse

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.

Type and Content of Notification

Certificate of eligibility [Required]

4.2 Entering the Required Items and Submitting the Notification

4.2.1 Entering the Required Items

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

1   **Make selection for [Certificate of eligibility].**

> **Type and Content of Notification**
>
> **Certificate of eligibility**   `Required`
>
> This item will cause the entry item "Contents of notification" to change.
>
> | 選択してください   ⌄ |

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

> **Notification Concerning Activity Organization**
>
> **It is necessary to individually submit notification of the details of the departure and transfer when changing jobs or of the name or location change when the name or location of the institution of affiliation changes.**
>
> **Content of the Notification**   `Required`
> `The input condition changes with a result of the choices.`
>
> This item will cause the below entry items to change.
>
> | 選択してください   ⌄ |

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

> **Notifier**
>
> **Follow the information written in your Resident Card precisely, as you enter information for the person submitting this notification.**
> **In case your name is not written in English on your residence Card, enter your name spelling it as it appears on your passport.**
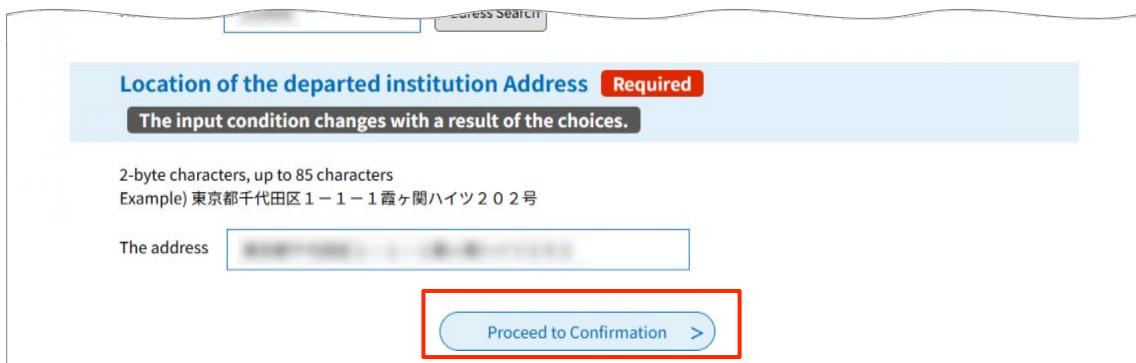>
> **Cellular phone No.**
>
> Up to 12 1-byte letters
> Example) 09012345678

4 **Enter the information required for the notification.**

4.2.2 Submitting the Notification

1 **Review the information you entered in "Entering the Required Items", and then click [Proceed to Confirmation].**
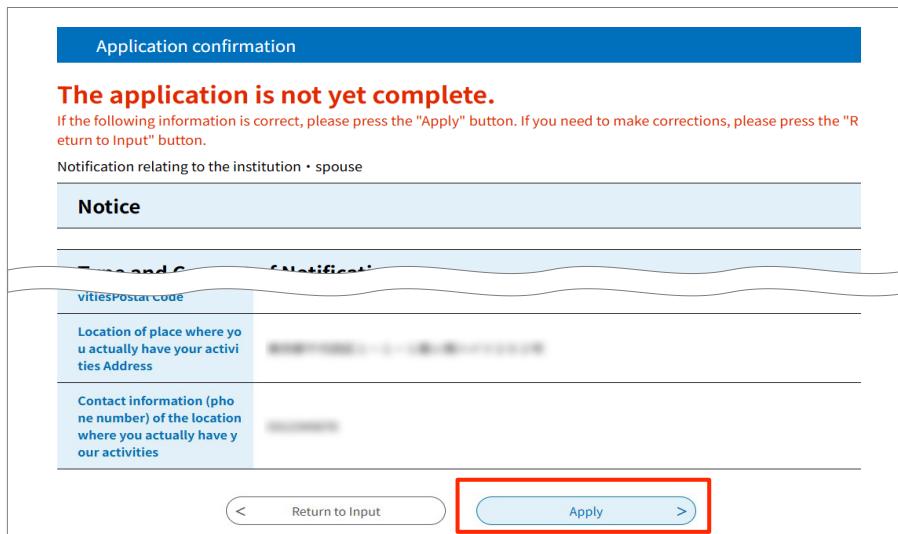

2 **Confirm that all of your entries are correct, and then click [Apply].**

3 **Click [OK].**

Application Completed

~~Application for change of status of residence/foreigner identical person, section ?, _2/26 opening to the public_ _/2/27 he application for the procedure~~ has been received.

Your application has been completed
The following reference number .

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

Reference number	

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

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

< Return to List

This document is based on the Immigration Services Agency of Japan's online application manual and has been summarized in a student-friendly manner. (February 2, 2026)
For the most up-to-date information, please refer to the official website of the Immigration Services Agency of Japan.
https://www.moj.go.jp/isa/applications/online/onlineshinsei.html