2. During Home Office Work Period

You	Relocation Team (RT)
① Contact_relocation@oist.jp .	
•	② RT sends you an appropriate visa application form by e-mail.
③ Fill in the form, send it back to the relocaiton te e-mail. Request the Certificate of Employment and Tax st through the HEART system if you have a VPN*. If not have a VPN, send the request by e-mail to hr-management@oist.jp.	tatement
Prepare other requested documents.	④ RT reviews the form and fill in the OIST page, and then return it to you without the OIST official seal by e-mail. HR management team will send the pdfs of your Certificate of Employment and Tax statement without OIST official seals to you by e-mail.
⑤ Print out the the form, Certificate of Employment and Tax statement. Visit Kadena Immigration Branch Office with these documents to apply for a visa.	
After Home Office Work Period	
6 Print out the Certificate of Employment and the Tax statement again and visit HR management team to get the OIST official seal on them.	
T prints out your visa application form and start the process to get the OIST official seal on it. You will pick up the forms at the Relocation Team office when it is sealed.	
® Visit Kadena Immigration Branch Office to submit the sealed visa application form, the sealed Certificate of Employment and Tax statement.	d
Wait for the result	
Pay by revenue stamp (4,000 yen) and receive residence card at the immigration office. Give a co the card (front and back) to RT.	