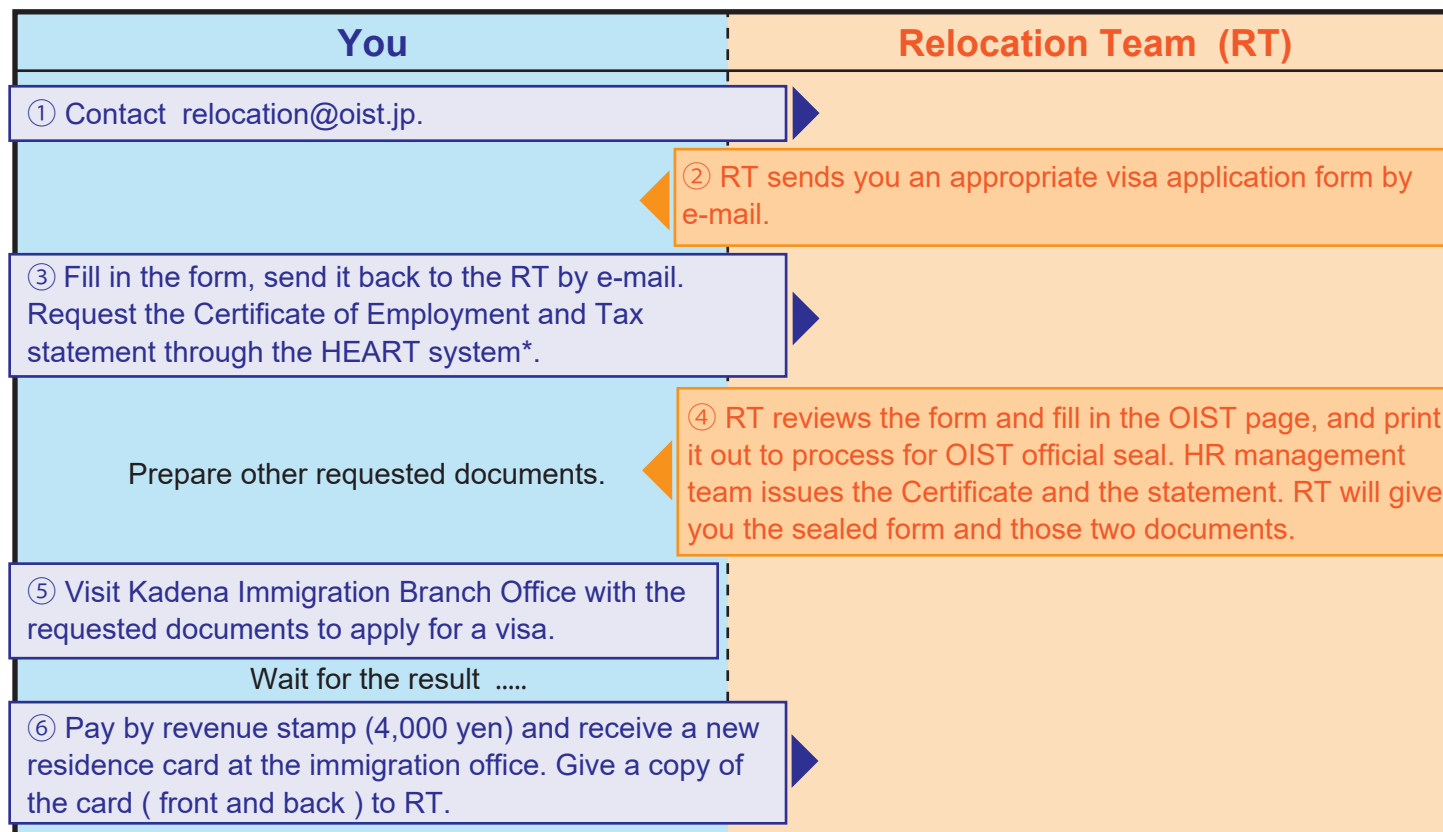


## 1. Regular Process



\*How to request the Certificate of Employment and Tax statement through the HEART system.

- ① Start the firefox browser and log in to your HEART page.
- ② Go to H5 (My Info Update) ⇒ Certificate ⇒ start application.
- ③ Fill out the form as shown below. Click the “Save Draft” button and then “Update” button.

**Attachments (press 'Upload' to attach documents; please upload one by one for multiple documents)**

If there is a prescribed form, please attach it or send it to "HR Certificate Issuer" by campus mail

Browse... No file selected.

◆ Changed items are colored e.g.) Purpose for use

Purpose for use: To extend my visa status

Submit to: Kadena Immigration Branch Office

**Certificates**

Issued by OIST forms

☒ Employment verification ☒ Include salary amount

☒ Tax withholding statement

☐ Salary statement

☐ Certificate of health

☒ COE/Residence status extension/Change of status

Dependents: Please enter name of dependent

Number of issue

Japanese	English
1	
1	
1	

Annotations:

- Write the purpose for use.
- Write the place where you submit the requested documents.
- Put the number of the each document. You must select Japanese.
- Check the boxes