

2026年度 外国人客員研究員の受入れ手続きと支援についてのガイドライン

1. 適用規程 法政大学外国人客員研究員規程（規定第331号）
2. 受入れ資格 外国の大学の博士課程在籍、大学講師以上の職位
またはこれと同等と認められた者（ジャーナリスト、アーティスト等の例あり）
3. 受入れ期間 6か月以上1年以内（必要により期間の短縮、延長ができる）
更新は2回まで可能（最高3年間研究可能）※
※「文化活動」の在留資格の審査上、滞在期間の上限は、原則として通算3年とされているため。
4. 受入れ待遇 ①大学図書館・学部資料室の利用（受入教員または学部手配による）
②学内LANアドレス（受入教員または学部手配による）
③研究スペース準備・パソコン貸与（受入教員または学部手配による）
※給与・渡航費・研究補助費・通勤費・宿舎等の提供はない
5. 主な財源 日本学術振興会、国際交流基金（The Japan Foundation）、
所属大学のサバティカル、各国政府、自費 など
6. 学内手続き 受入れ教員 → 学部/研究所に申請 → 教授会/研究所会議審議 →
学部稟議作成 → 決裁
※決裁時、通知先に国際支援課を追加してください。

<受入れ手続き・支援および業務分担>

来日前	研究スペース準備	受入教員または学部手配
	パソコン貸与	受入教員または学部手配
	宿舎手配	研究者本人または受入教員
	決裁	受入学部または研究所
	招聘状作成・送付	受入学部または研究所、学振などの招聘機関
	受入内容証明書の発行（在認申請時に必要）	受入学部または研究所
	ビザ申請支援（必要書類作成および入管申請）	受入学部または研究所（国際支援課） （備考①参照）決裁完了時に決裁通知（写）と履歴書の送付が必要。
来日後	到着・出発時の空港送迎	受入教員または学部手配
	キャンパス案内（図書館・資料室等）	受入教員または学部手配
	学内LANネットワークID申請	受入教員または学部手配
	図書館カード申請	受入教員または学部手配
	住民票登録・国民健康保険加入	研究者本人または学部等
	受入内容証明書の発行（ビザ更新時等に必要）	受入学部または研究所
	在籍証明書の発行	受入学部または研究所
	研究者の生活上の諸サポート	受入教員または学部手配
帰国前	図書館、資料室から借用中の図書の返却	研究者本人（受入学部または研究所がサポート）
	図書カード返却 → 図書館	研究者本人（受入学部または研究所がサポート）
	ネットワークID削除申請 → 総合情報センター	研究者本人（受入学部または研究所がサポート）
	銀行口座・携帯電話などの解約	研究者本人（受入学部または研究所がサポート）
	国民健康保険加入者の市/区役所への帰国連絡	研究者本人（受入学部または研究所がサポート）

備考

① ビザ申請支援条件

- a. 稟議決裁済または見込みであり、決裁完了時に通知（写）と履歴書（写）、研究計画書（写）、受入申請書（写）を国際支援課に送付すること。
- b. 入管での代理申請時に来日までの日数が90日以上あり、指定書類を準備できること。
- c. 研究員本人と確実にコンタクトできる連絡先があること

ビザ申請に関する書類の作成及び持込は、受入学部または研究所が行いますが、上記3点の条件を満たす場合は、国際支援課による書類の確認または、各部局で負担の上、行政書士への委託（招聘予定者への必要事項のヒアリング及び入国管理局への申請）を行うことができます。（1件 3万円程度）なお、行政書士への委託を希望する場合は、受入内容証明書※1を作成の上、下記問い合わせ先までご連絡ください。

※1 受入内容証明書：雛形が必要な場合は国際支援課(gso@hosei.ac.jp)にお問い合わせください。

- ② 日本に3カ月以上滞在する研究者には在留カードが発行され、来日後、お住まいの自治体で国民健康保険に加入し、国民健康保険料を支払う必要があります。滞納者は原則として在留資格の変更や更新が認められなくなりますのでご注意ください。お住いの自治体によっては、国民健康保険に加入する際に保険料を最大1年分（10万円前後）前納が必要な場合があります。国民健康保険の加入手続きの際に、前納になった場合でも支払いができるようにしておいてください（前年の日本での収入が約100万円以下の場合、保険料20%～70%の減免申請が可能）。

日本滞在が90日以内の研究者は国民健康保険に加入できない為、万が一に備えて自国の海外旅行保険に加入していただくようお願いします。

- ③ 上記手続き・支援内容および担当については、受入教員が研究者に周知する。

問合せ先：グローバル教育センター事務部国際支援課 研究者担当 TEL：03-3264-5475

Global Education Center
Global Students and Scholars Support Office(GSO)

Guidelines for the Acceptance Procedures and Support for
Visiting Researchers (FY2026)

1. Applicable Regulations

Hosei University Regulations for Visiting Researchers (Regulation No. 331)

2. Eligibility

Applicants must meet one of the following criteria:

- Be enrolled in a doctoral program at an overseas university
- Hold a position of lecturer or higher at a University
- Or be recognized as having equivalent qualifications (e.g. journalists, artists, etc.)

3. Acceptance Period

From 6 months to 1 year (the period can be shortened or extended if necessary)

Renewal is possible up to twice (maximum of 3 years)※

※ Due to the screening process for “Cultural Activities(文化活動)” status of residence, the maximum period of stay is generally limited to a total of three years.

4. Acceptance Benefits

- ① Access to the university library and faculty resource room (arranged by the host faculty member or faculty)
- ② Provision of a campus LAN account (arranged by the host faculty member or faculty)
- ③ Preparation of research space and provision of a computer (arranged by the host faculty member or faculty)

※Salary, travel expenses, research funding, commuting expenses, accommodation, etc. are not provided.

5. Main sources of funding

Japan Society for the Promotion of Science, The Japan Foundation, sabbatical from affiliated university, national governments, self-funded , etc.

6. On-campus procedures

Host faculty member → Application to the faculty/research institute → Discuss at faculty/research institute meeting → The faculty prepares the request for approval → Approval

※When the faculty requests for the approval, please include the Global Students and Scholars Support Office to the notification list.

<Acceptance Procedures, Support and Roles and Responsibilities >

Before coming to Japan	Preparation of research space	Host faculty member or faculty
	Provide a computer	Host faculty member or faculty
	Accommodation arrangements	Researcher or host faculty member
	Approval	Host faculty or research institute
	Prepare and send invitation letter	Host faculty or research institute, inviting organization such as JSPS
	Issuance of a Certificate of Acceptance (Required when applying for a COE)	Host faculty or research institute
After coming to Japan	Visa application support (preparation of necessary documents and immigration application)	Host faculty or research institute (GSO) (See Note ①) Once approval is complete, you will need to send a copy of the approval notice and your resume to GSO.
	Airport pickup and drop-off for arrivals and departures	Host faculty member or faculty
	Campus tour (library, resource room, etc.)	Host faculty member or faculty
	Apply for a campus LAN network ID	Host faculty member or faculty
	Apply for a library card	Host faculty member or faculty
	Resident registration and National Health Insurance enrollment	Researcher or faculty
	Issuance of a Certificate of Acceptance (required for visa renewal, etc.)	Host faculty or research institute
	Issuance of certificate of enrollment	Host faculty or research institute
Support for researchers in their daily lives	Host faculty member or faculty	
Before leaving Japan	Return borrowed books from the library or reference room	Researcher (supported by host faculty or institute)
	Return library card to the library	Researcher (supported by host faculty or institute)
	Request to delete a network ID →General Information Center	Researcher (supported by host faculty or institute)
	Cancel bank accounts, cell phones, etc.	Researcher (supported by host faculty or institute)
	Notify your local city or ward office that you will be returning to your country	Researcher (supported by host faculty or institute)

Notes

① Conditions for visa application support

- a. The request must have been approved or is expected to be approved. Upon approval, the approval notice (copy), resume (copy), research plan (copy), and application for acceptance (copy) must be sent to the Global Students and Scholars Support Office.
- b. When applying for a visa at the immigration bureau on behalf of the researcher, there must be at least 90 days remaining before the researcher's arrival, and the designated documents must be prepared.
- c. Have a reliable contact for the researcher.

The host faculty or research institute will prepare and bring in the documents required for visa applications, but if the above three conditions are met, the documents can be reviewed by GSO or each faculty or research institute can pay for the process to be entrusted to a Certified Administrative Procedures Specialist (This process includes collecting the necessary information from the prospective researcher through communication (e.g., email) and submitting the application to the Immigration Bureau). (Approximately 30,000 yen per case) If you wish to entrust the process to a Certified Administrative Procedures Specialist, please prepare a Certificate of Acceptance※1 and contact the office below .

※1 Certificate of Acceptance: If you need a template, please contact the Global Students and Scholars Support Office (gso@hosei.ac.jp).

- ② Researchers staying in Japan for more than three months will be issued a Residence Card. After arriving in Japan, they are required to enroll in the National Health Insurance (NHI) at their local municipal office and pay the insurance premiums. Please note that failure to pay NHI premiums may, in principle, result in the inability to change or renew one's residence status. Depending on the municipality, payment of NHI premiums may require advance payment for up to one year (approximately 100,000 JPY). When completing the NHI enrollment procedure, please ensure that you are prepared to make such advance payments if required. (If your income in Japan in the previous year was approximately 1,000,000 JPY or less, it may be possible to apply for a 20%–70% reduction or exemption of the premiums.)

Researchers staying in Japan for 90 days or less are not eligible to enroll in NHI. In such cases, please ensure that you have overseas travel insurance from your home country to cover any emergencies.

- ③ The host faculty member must inform the researcher of the above procedures, support contents, and person in charge.

Contact: Global Students and Scholars Support Office (GSO)

TEL: 03-3264-5475

E-mail: gso@hosei.ac.jp