The Organization for Technical Skill Assessment of Foreign Workers in Food Industry

Food Service Industry and Manufacture of Food and Beverages Skills Proficiency Tests (Japan)
Test Application Guide

Please be sure to read the test information carefully before applying to take the test.
When you apply for the test, it will be assumed that you have read the test information completely.

Check the My Page Registration Guide and complete a new registration on My Page.
, if you have not already done so.

Applications can only be submitted during the test application period.

Updated: May 1, 2022

If you have any questions, please call the telephone number given below.

The Organization for Technical Skill Assessment of Foreign Workers in Food Industry 【OTAFF】
Secretariat: Food Service Industry and Manufacture of Food and Beverages Skills Proficiency Tests
03-6261-4949 (weekdays: 9 a.m. to 12 a.m. and 1 p.m. to 5 p.m.)
*No service on weekends, public holidays or year-end and new year holidays.

Test application flow

1. Check the test information

Check the test information on the OTAFF website.

2. My Page login

Login to your registered My Page by entering your ID (your registered email address) and PASS (the password you have set).

3. Check registration information

Check your registration information. If there are any mistakes, correct them from your My Page's "登録情報の編集" (edit registered information).

4. Select the test

Select type of industry, the date and time and venue of the test you wish to take. In particular, please carefully check the prefecture and municipality of the test venue from "試験申込" (test application) on your My page.

5. Check the test application details and eligibility

Check the details of the test you are applying for.

6. Apply

Make a final check of your application details, then submit your application.

Draw

Applicants are selected by means of a draw.
Only those who have been selected and have paid the test fee can take the test. If the number of applicants is lower than full capacity, all applicants will be selected.

7. Pay the test fee

Only draw winners will receive an email from OTAFF regarding payment. Choose the method of payment from the URL provided in the email and pay the test fee by the payment deadline.

8. Prepare admission ticket

After the test fee payment deadline of the second round of recruitment, your admission ticket will be uploaded to your My Page. Once it is uploaded, you will receive an email notification to your registered email address. Login to your My Page and download it.

Please find the test information for the industry you want to apply for on the OTAFF website （https://otaff1.jp/）and read it carefully.

The "国内試験案内" may have been updated since you registered your My Page.
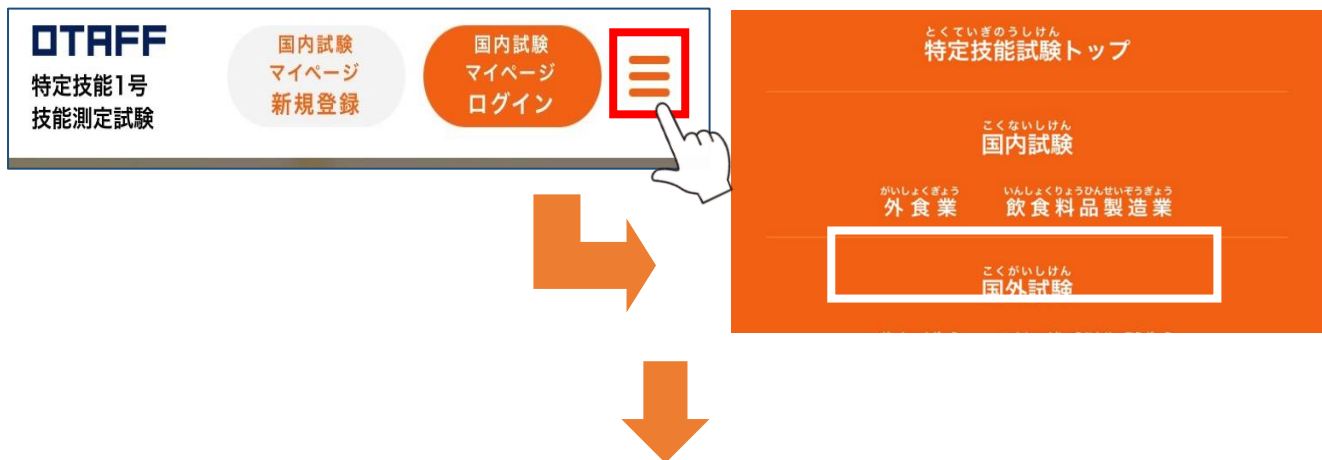
【PC screen】

Hover your cursor over "国内試験," and a choice of "外食業" and "飲食料品製造業" will be displayed. Click on the industry of the test you want to apply for.

【Mobile phone screen】

Click on the three orange lines and the menu screen will be displayed.

Click on the industry of the test you want to apply for from between "外食業" and "飲食料品製造業" that are below "国内試験."

Scroll down on the screen that appears to display this.

The test information comes in various languages, so select the one that is the easiest for you to read.

Please check all of the sections from "1.特定技能と試験の目的," to "11.個人情報の取り扱い."

Test Application: Step 2. Login to your My Page

Click on the orange-shaded area of "国内試験　マイページ ログイン" at the top of top page of the Skills Proficiency Tests on the OTAFF website （https://otaff1.jp/）.

【PC screen】

【Mobile phone screen】

Enter ID (your registered email address) and PASS (a password of between 10 and 30 single-byte alphanumeric characters set by you) to login to your My Page.

★Forgot your password?

Click "パスワードを忘れた方はこちら" below "ログイン" and register a new password.
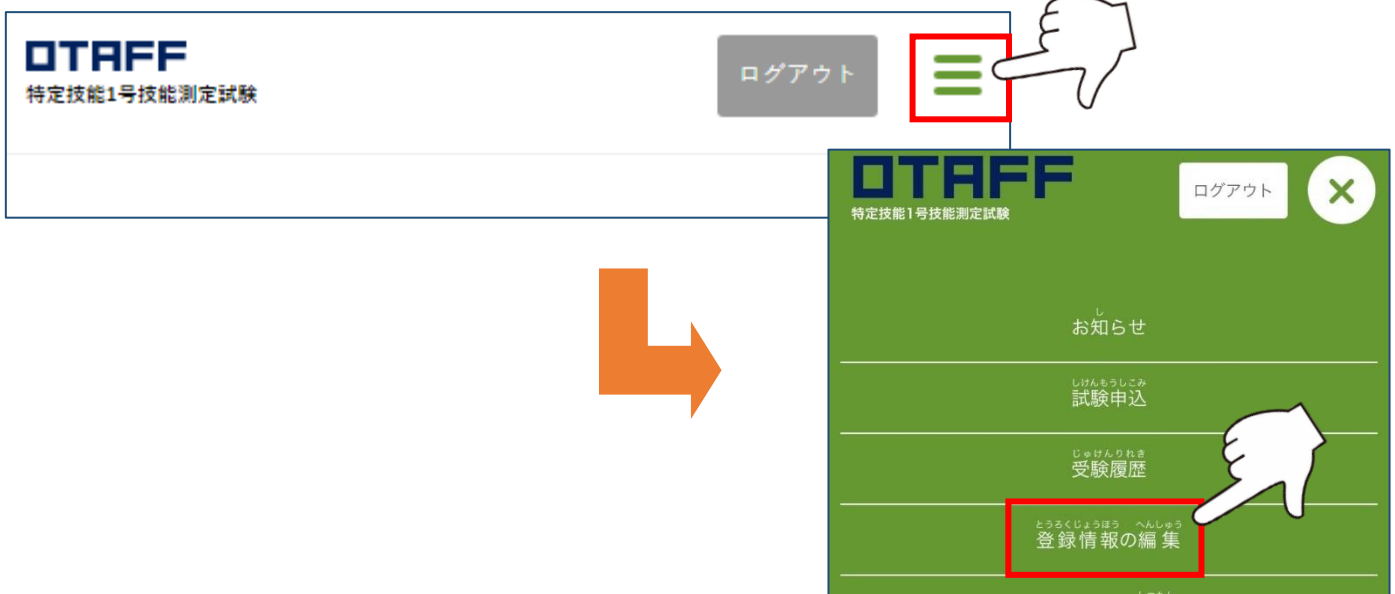
Click and follow the instructions on the screen to reset.

Click on "登録情報の編集" from the My Page menu,

and check the information that is currently registered.

【PC Screen】

【Mobile phone screen】

★If there are mistakes in the registered information …

Enter the currently registered password and the correct information, then click "確認画面へ".

Check the registered information in the confirmation screen again. If there are no mistakes, click "保存する".

If the information is still wrong, click "編集画面へ戻る" again and make any necessary corrections.

Once the corrections are completed, an email with the title "【じゅうよう】とくていぎのうしけん マイページの　とうろくを　へんこうしました【OTAFF】" will be sent to your registered email address.

It is important to note that items C1 Name, C2 Date of Birth, C4 Gender, C5 Nationality and F3 ID photograph cannot be changed after you have submitted your test application.
If you submit your application with the wrong information, your admission ticket will also bear the wrong information.
Be sure to check the information before your submit your application.
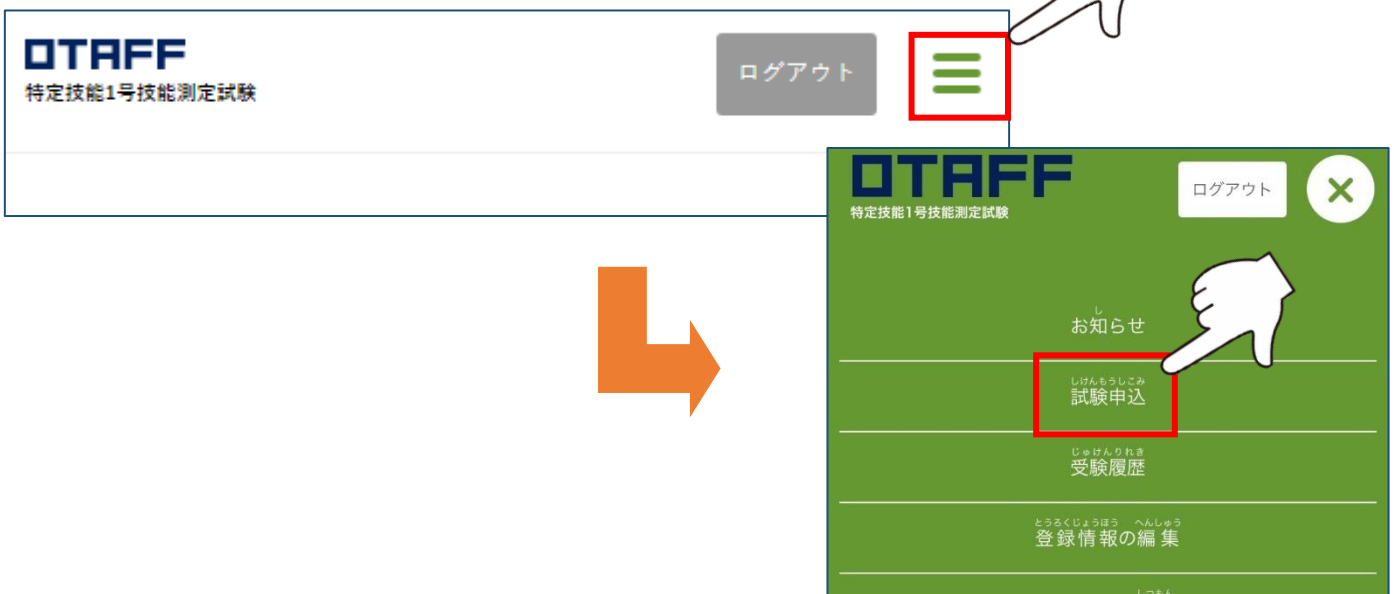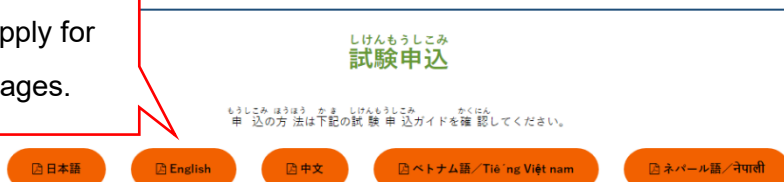
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Click on "試験申込" from the menu.

【PC screen】

【Mobile phone screen】

Next, the test application screen will be displayed.

Check the test information by clicking on each button.

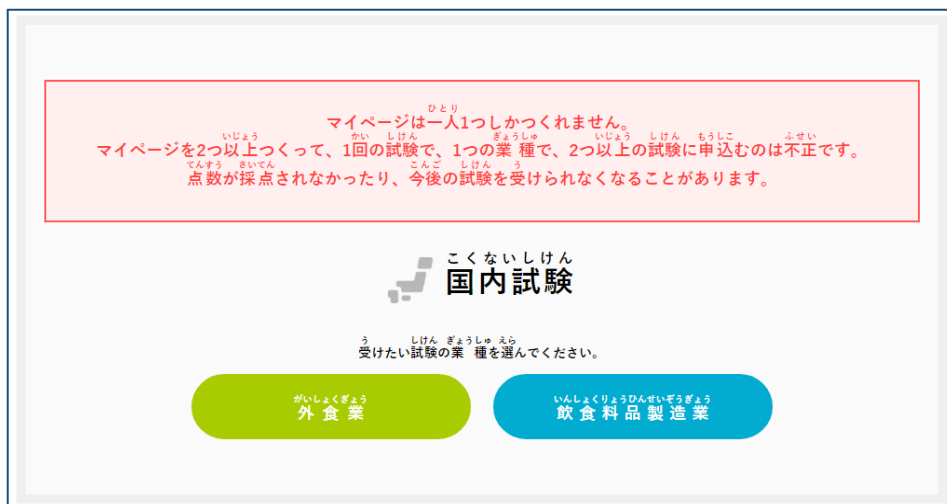You can check how to apply for the test in various languages.

You can check the entire flow from "試験日程の詳細公表" to "合格発表."

You can check the detailed test schedule by clicking on "外食業" and "飲食料品製造業" buttons.

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Scroll down and click on the industry ("外食業" or "飲食料品製造業") of the test you want to take. If you want to take both tests, make one application for each test.

マイページは一人1つしかつくれません。
マイページを2つ以上つくって、1回の試験で、1つの業種で、2つ以上の試験に申込むのは不正です。
点数が採点されなかったり、今後の試験を受けられなくなることがあります。

こくないしけん
国内試験

受けたい試験の業種を選んでください。

外食業　　　飲食料品製造業

Next, select the prefecture where you want to take the test, and the test venues in that prefecture will appear.

Click on the "受付中" button for the date and time you want to take the test。

You can only apply for tests where the "申込状況" (application status) is "受付中"「(now accepting).

Click here and the prefectures with test venues will appear. Select one.

The number of applicants is displayed every 2 hours during the test application period.
Use it for reference when applying.
Keep in mind that, even if the number of applicants has not reached capacity by the previous day, it may exceed capacity at some point during the application period.

しけんもうしこみ
試験申込

とどうふけん
都道府県

埼玉県(さいたまけん)

しけん う かいじょう ばしょ せんたく
試験を受ける会 場の場所を選択してください

がいしょくぎょう
外食業

Displays details of test venues in the selected prefecture.

第1回　外食業 特定技能1号技能測定試験（OTAFFテスト）

とどうふけん 都道府県 しくちょうそん 市区町村	しけんかいじょう 試験会場	かいさいび 開催日 しけんかいしじこく 試験開始時刻	ていいん 定員	もうしこみじょうきょう 申込状況	11:00の もうしこみにんずう 申込人数
埼玉県(さいたまけん) さいたま市	首都圏試験センター	2022年05月08日（日） 13:30	100名	うけつけちゅう 受付中	0名

The application status is displayed as an icon.
The meanings of icons are as explained on the next page.
【Note】Scroll to the left if the application status is not displayed.

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受付中
うけつけちゅう

You can now submit a test application.

受付期間前
うけつけきかんまえ

The test application period has not started yet.

Check the website for the start date.

受付停止中
うけつけていしちゅう

You cannot submit applications while this status is displayed.

受付終了
うけつけしゅうりょう

The deadline for submitting applications has passed.

However, applications may be accepted again if there is a second round of recruitment.

申込済み
もうしこみずみ

Your test application has been received.

Please wait for the notification email.

申込不可
もうしこみふか

You cannot apply to take this test because you have already applied to take a different one, or some similar reason.

If there are more candidates than the capacity, there will be a draw.

The draw will consist of drawing lots with Success (selected) or Miss (not selected) on them.

If the number of applicants is below the maximum capacity, all applicants will be selected.
If you have been selected and have paid your test fee, you cannot subsequently change the test date or venue. Please be sure to check carefully the date and venue of the test you wish to take.

If you are not selected, you will unfortunately not be able to take the test this time.
You can submit an application for the next or subsequent tests, or, if there is a second round of recruitment, re-apply during the application period of the second recruitment.

Carry out the following steps to check the details.
Once you have confirmed them, click "次に進む".

しけんじょうほう
試験情報

ぎょうしゅ かいさいかい 業 種 / 開 催 回	第1回 外食業 特定技能1号技能測
かいさいび 開催日 しけんかいしじこく 試験開始時刻	2022年05月08日（日） 13:30
とどうふけん 都道府県 しくちょうそん 市区町村	埼玉県(さいたまけん) さいたま市
しけんかいじょう 試 験 会 場	首都圏試験センター
とうせん ばあい 当 選 した場合の じゅけんりょう しはらいきげん 受 験 料の支払期限	2022年04月15日 まで

> <u>You cannot cancel after the application period has ended. Make sure that you carefully check that the test date, time and venue match your wishes.</u>
> If the test date and time and venue are different from what you chose, click "戻る". Make your selection again from the list of tests.

必須 **A1 受験資格の確認① 当てはまっていること**

にほんこくない がいしょくぎょう いんしょくりょうひんせいぞうぎょうとくていぎのういちごうぎのうそくていしけん う ひと つぎ あ ひと
日 本 国内で外 食 業および飲 食 料 品 製 造 業 特 定 技 能 1 号 技 能 測 定 試 験を受けられる人は、次のアに当てはまる人です。

ざいりゅうしかく あ ちゅうい しけん ひ まん さいいじょう ひと
ア．在 留 資 格が有り（注 意1）、試験の日に、満17歳 以 上になっている人。

ちゅうい ざいりゅうしかく な ひと ふほうたいざいしゃ しけん う たんきたいざい ひと てきほう たいざい
（注 意1）在 留 資 格が無い人（不 法 滞 在 者）は、試験を受けることができません。「短 期 滞 在」の人も、適 法な滞 在であれば、
しけん う
試験を受けることができます。

○ アに当てはまっている
○ アに当てはまらない

> People who select "アに当てはまらない" cannot submit a test application
> Please terminate your application.

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必須 A2 受験資格の確認② 当てはまってはいけないこと

A1のアに当てはまっていても、イに当てはまる人は受験ができません。

イ. 退去強制令書の円滑な執行に協力しない国・地域の国籍を有する者（注2）

（注2）現在のところ、イラン・イスラム共和国が該当しています。

○ イに当てはまらない
○ イに当てはまっている

People who select "イに当てはまっている" cannot submit a test application. Please terminate your application.

必須 A3 試験に合格することができたときの注意

この試験に合格することができたとしても、「特定技能」の在留資格が必ずもらえるということではありません。

試験に合格して在留資格認定証明書交付申請または在留資格変更の申込をしても、必ず在留資格認定証明書がもらえるということではありません。また必ず在留資格変更の許可がもらえるということではありません。

在留資格認定証明書をもらったとしても、査証（ビザ）申請については、外務省が審査を別に行うので、必ず査証（ビザ）がもらえるということではありません。

A1・A2・A3の内容を理解して、マイページ登録をしますか？

○ はい、理解できました
○ いいえ、わかりませんでした

People who select "いいえ、わかりませんでした" cannot submit a test application.
Please terminate your application.

必須 J個人情報の取り扱いについて

《マイページ登録および受験申込手続きの個人情報の取り扱いについて》

この試験で、みなさんからもらった個人情報は、個人情報の保護に関する法律（平成15年法律第57号）等の通りに、大切に取り扱います。

マイページに登録された個人情報はOTAFFが行う試験の実施のためだけに使います。他の人に教えることはありません。

ただし、法令等に基づき、政府から求めがあった場合には、政府に教えることがあります。

○同意します
○同意しません

Scroll down and check all the details to the end.

People who select "同意しません" cannot submit a test application. Please terminate your application.

The details of "受験資格" and "個人情報の取り扱いについて" may have changed since your My Page registration application due to changes in Japanese government procedures, etc., so be sure to check the details again when you submit your test application.

Test Application: Step 6. Do a final check of the details and apply

Check your test application details carefully, and if there are no mistakes in your registration information or in the test information, click "申し込む".

If there is any applicant information that is wrong and that you wish to correct, do not click "申し込む" Select "登録情報の編集" from the menu and correct the information.
Refer to page 4 of this Guide for details on how to make corrections.

If you move to the "登録情報の編集" page, any information entered in the process of applying will be deleted. When you have finished making corrections to the registration information, select "試験申込" from the menu and make your selection again.

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If your application has been submitted correctly, the "試験申込を受付けました" screen below will be displayed, and an email titled "とくていぎのうしけんの　もうしこみを　うけつけました【OTAFF】" will be sent to your registered email address.
Please keep it safe, as it contains your reference number and information about the test you applied for.

Even though you have completed your test application, this does not mean that you can take the test.

If there are more candidates than the capacity, there will be a draw.

You can only take the test if you have been selected and have paid the test fee.

If the number of test applicants is below the maximum capacity, all applicants will be selected。

If you are not selected, you will unfortunately not be able to take the test this time.

You can submit an application for the next or subsequent tests, or, if there is a second round of recruitment, re-apply during the application period of the second recruitment.

Payment of Test Fee: Step 1. Check the draw results

Test applicants are selected by means of a draw.

The results of the draw will be sent in an email titled "【とうせん】または【らくせん】とくていぎのうしけん　ちゅうせん　けっかの　おしらせ【OTAFF】" to your registered email address.

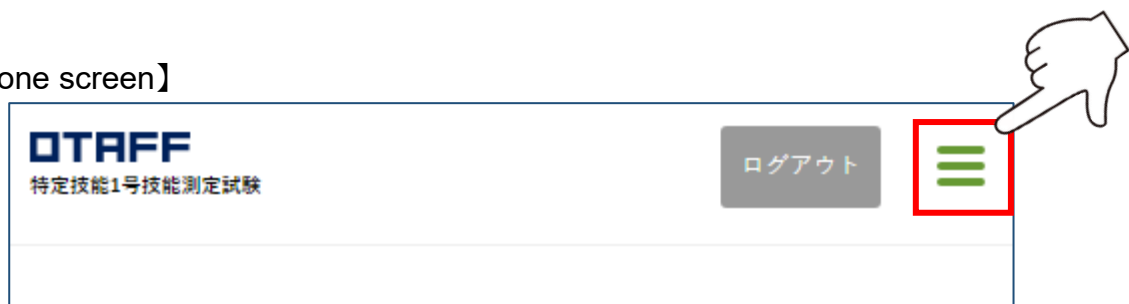After receiving the email with the draw results, you can also check them on your My Page.

Refer to page 4 of this Guide for details on how to login to My Page.

Click on "受験履歴" in the My Page menu and search for the test for which you have applied。

【PC screen】

【Mobile phone screen】

業種／開催回	第1回　外食業 特定技能1号技能測定試験（OTAFFテスト）
開催日時 試験開催時刻	2022年05月10日（火） 13:30
都道府県 市区町村	福岡県(ふくおかけん) 福岡市
試験会場	福岡国際会議場　5F　502・503室
受付番号	●●●●●●●●
受験番号	※入金完了後発行されます
受験票	-
現在の状況	当選
受験料の支払い状況	未入金

If your result is "当選", proceed to "2. Pay the test fee once you receive the payment email".

If your result is "落選", you will unfortunately not be able to take the test this time. You can submit an application for the next or subsequent tests, or, if there is a second round of recruitment, re-apply during the application period of the second recruitment.

If you wish to cancel your test application, or you have applied for the wrong test…..

During the test application period, you can cancel your test from "受験履歴" on your My Page. If you apply for the wrong test or date and time, you can cancel your application, and redo your test application once again.

However, once the test application period is over, your application cannot be canceled.

The test fee cannot be returned to people who have paid it.

If you want to cancel your test application,

click "受験履歴" in the My Page menu and search for the test that you have applied for.

You can cancel your test application by clicking on "申込をキャンセル" in the current status section.

Click here to cancel.

Clicking on this button will cancel it immediately.

If you don't want to cancel, be careful not to click on this button.

After the test application period is over, cancelled test applications cannot be undone, even if you contact OTAFF directly.

Before you cancel, please reconsider your decision one more time.

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If you have been selected, you will receive an email to your registered email address titled "【じゅうよう】とくていぎのうしけんの　じゅけんりょうの　しはらいについての　れんらく【OTAFF】".

Once you receive the email, click the URL, enter ID (your registered email address) and PASS (a password of between 10 and 30 single-byte alphanumeric characters set by you) to login to your My Page.

This ID and PASS are the same as the ones you use to login to your My Page.

Select "クレジット決済" (to pay by credit card), "コンビニ決済" (to pay at a convenience store) or "ペイジー決済" (to pay by Pay-easy), and check that the correct payment method is displayed in the popup message.

> Click on the desired method of payment.

If the correct method is displayed, click "OK" and follow the instructions to pay the test fee.

If the wrong method is displayed, click "キャンセル" and return to the payment method selection.

> If the wrong payment method is displayed, click "キャンセル" and return to the previous screen.

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Payment by credit card

Enter your credit card number, card expiry date and security code, and you can pay immediately.
Credit card payment is by single payment only.
If the applicant gives their permission, the name of the credit card holder need not be the same as that of the applicant.

Payment by convenience store

The convenience store selection screen is displayed.
Select the convenience store that you want to pay at, and the information that you'll need to make the payment will be displayed.
Check the payment method for each convenience store from the URL on page 18.

The amount to be paid is displayed.

Select one convenience store that you want to pay at.

■セブン-イレブンでの決済方法

https://www.metaps-payment.com/service/guide/seven.html

■ファミリーマートでの決済方法

https://www.metaps-payment.com/service/guide/famima.html

■ローソンでの決済方法

https://www.metaps-payment.com/service/guide/lawson.html

■ミニストップでの決済方法

https://www.metaps-payment.com/service/guide/ministop.html

■セイコーマートでの決済方法

https://www.metaps-payment.com/service/guide/seico.html

■デイリーヤマザキ・ヤマザキデイリーストアーでの決済方法

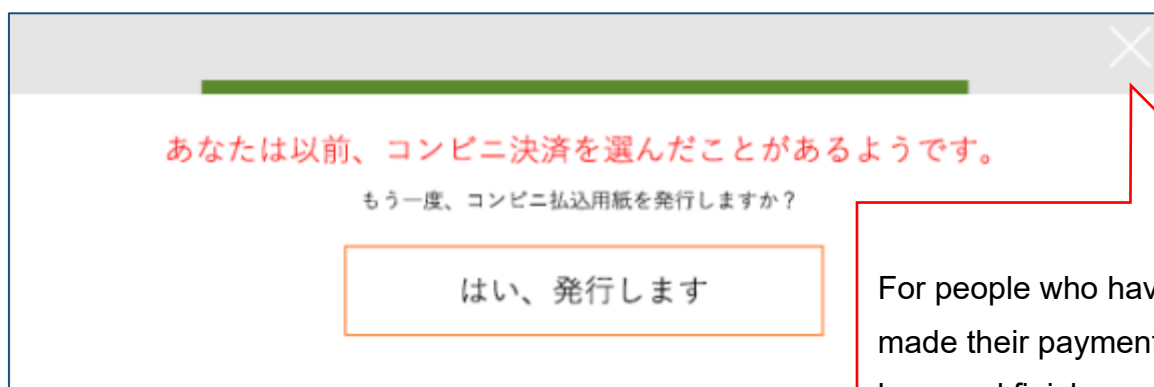https://www.metaps-payment.com/service/guide/onlinekessai.html

【Note】

If you click on "コンビニ決済" more than once, the screen below will be displayed.

If you have never made a payment yet, click "はい、発行します," and make your payment.

If you have already paid, click on "x".

あなたは以前、コンビニ決済を選んだことがあるようです。

もう一度、コンビニ払込用紙を発行しますか？

はい、発行します

For people who have already made their payment, click here and finish your payment.

Payment by Pay-easy

The necessary information will be displayed, so proceed with your payment by following the on-screen instructions.

Click the URL below for the Pay-easy payment method.

Pay-easy payment method: https://www.metaps-payment.com/service/guideR/payeasy_howto.html

Click here for the online banking payment method.

The procedures and language displayed may differ depending on the financial institution.

When the payment procedure is successfully completed, the screen below will be displayed.

Test fees can be paid by another person on the applicant's behalf, with the approval of the applicant.

Also, note that "Convenience store" and "Pay-easy" payments are only available within Japan.

The test fee payment has a deadline.

Once the deadline has passed without payment, your test application **will automatically be cancelled.**

An email titled "【じゅうよう】とくていぎのうしけんの　じゅけんひょう　はっこうの　れんらく
【OTAFF】" will be sent to your registered email address. When you receive the email, click on "受験履歴"
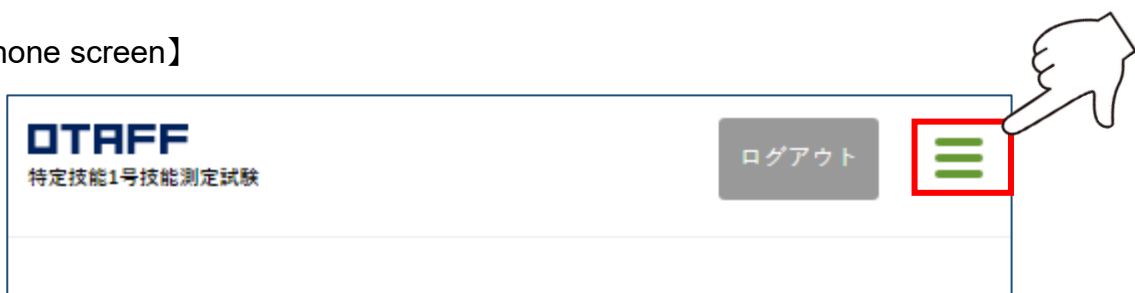from the menu on your My Page, and download it.

On the day of the test, you will be required to show your admission ticket. People without admission tickets
may not be able to take the test. Before the day of the test, be sure to print out (in color or monochrome)
the admission ticket, or check that it can be displayed on the screen of your mobile phone or tablet device.

The admission ticket will not be mailed from OTAFF. Please download it from your My Page by yourself.
Refer to page 4 of this Guide for instructions on how to login to My Page.

【PC screen】

【Mobile phone screen】

Click on "受験票ダウンロード" under "受験票" to display the admission ticket in PDF format.

Adobe Reader is required to download the PDF file.

Adobe Reader can be downloaded from (https://get.adobe.com/jp/reader/).

当選	
業種／開催回	第1回　外食業 特定技能1号技能測定試験（OTAFFテスト）
開催日時 試験開催時刻	2022年05月10日（火）13:30
都道府県 市区町村	福岡県(ふくおかけん) 福岡市
試験会場	福岡国際会議場　5F　502・50
受付番号	●●●●●●●●
受験番号	●●●●●●●●
受験票	受験票ダウンロード 表示されない方はこちら
現在の状況	当選
受験料の支払い状況	入金済

Click on "受験票ダウンロード" to display the admission ticket in PDF format.

If it is not displayed even after clicking the "受験票ダウンロード" button, click the "表示されない方はこちら" button.

If the name, date of birth, gender or nationality displayed on the admission ticket are wrong, be sure to report the matter to Reception on the day of the test.

Mistakes cannot be corrected via My Page, or by phoning or even emailing OTAFF.

Prepare the Admission Ticket: Step 2. What to bring to the test

On the day of the test, your **admission ticket and passport or residence card will be checked**. If you forget to bring these and your identity cannot be confirmed, you will not be able to take the test.

On the day, if your passport or residence card are being renewed, please bring a color copy of your passport and residence card (both the front and back sides of the residence card), and get a stamp and signature from the person in charge on a blank part of the copy, from the place that is looking after your passport or residence card (a school, administrative scrivener, etc.).
Be sure the copy is in color and not in black and white.

Also, do not forget to bring **HB pencils and an eraser** to use in the test.

When you come to the test venue, **please wear a mask**, in order to help prevent the spread of the coronavirus.

> **This completes the whole procedure,**
> **from test application to the day of the test.**