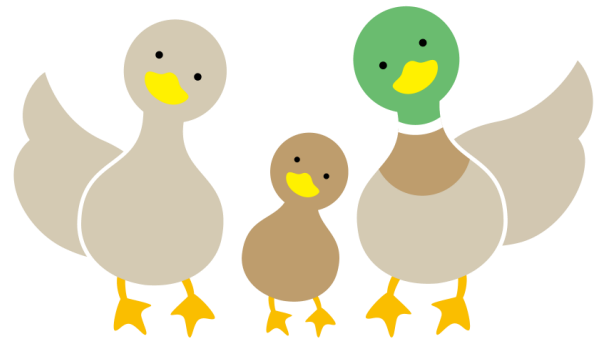


Chapter 5

Status of Residence



5 Status of Residence

This chapter provides some legal procedures at the Immigration Bureau for the change of your status of residence.

You are required to notify the authorities in the event of any change in the details entered in the status of residence and certain other matters during the period of stay.

For the change of the place of residence, you need to notify the city/ward office as instructed in **Chapter 3**.

Changes to items other than place of residence must be notified at the Regional Immigration Bureau in person.

Online Application

Foreign nationals can apply for residence procedures online if they have a My Number card.

For details, please check the Immigration Services Agency website.

<https://www.moj.go.jp/isa/applications/guide/onlineshinsei.html>

【Caution!】 Staying in Japan without a valid residence status means that you are violating Japanese immigration laws and there are various types of penalties for overstaying like deportation, a fine, or imprisonment. The simple reason that you forgot to extend your status of residence is not accepted and will also be treated as a violation of Japanese law.

5-1 Extension of Period of Stay

When first arriving in Japan you will receive a residence card at the airport, which has your period of stay listed on the front of the card. The possible periods of stay for a student with a status of residence of "Student" are from three months and extend up to a maximum of four years and three months.

If you wish to remain in Japan as a student beyond your designated period of stay, you must apply for an extension of your period of stay at the Immigration Bureau with jurisdiction over your area of residence.

You may apply for an extension from three months prior to the expiration date of your status of residence. You will receive a new residence card after approval of the extension.

Application Process

- 1 Download the "**Application for Extension of Period of Stay Form**" from the website of the Ministry of Justice.

The form consists of 5 pages. Please fill out the first 3 pages (For applicant). The remaining 2 pages (For organization) are to be filled out by Keio University.

- 2 Please request the above 2 pages (For organization) filled out by Keio University to be issued as a certificate from K-Support. Log in to K-Support and follow the links for Applications → Issuance of Certificates (Strictly Sealed Certificates, Special Certificates, etc.) In principle, payment (300 JPY) is made by online. Please check payment in K-Support.

- 3 Use the automatic certificate issuing machines for the "**Certificate of Enrollment**" and "**Transcript of Academic Record**". They are 300 JPY each.

- 4 Bring all necessary documents and items to the Immigration Bureau to apply.

- ☐ Application for Extension of Period of Stay Form
- ☐ Certificate of Enrollment
- ☐ Transcript of Academic Record
- ☐ Passport
- ☐ Residence Card
- ☐ ID photo (4 x 3cm, taken within 6 months)
- ☐ Financial Proof Documents to certify your ability to cover all necessary financial expenses while staying in Japan
- ☐ If you are receiving a scholarship, a certificate related to it
- ☐ *6,000 JPY application fee (a revenue stamp)

Application for Extension of Period of Stay Form (PDF)



https://www.moj.go.jp/is_a/content/930004106.pdf

Extension of Period of Stay



<https://www.ic.keio.ac.jp/en/life/visa/extension.html>

Information about Certificates



<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>

*You can purchase a 6,000 yen revenue stamp (印紙 *inshi*) at either a post office or the Immigration Bureau.

1. After a few weeks, you will receive a slip notifying you that your renewed residence card is ready to pick up at the Immigration Bureau.

(ア) Your *work permit" will expire the moment your visa status expires. Please do not forget to extend your work permit at the same time.

2. Once your new residence card is issued, submit a copy of (ア) your residence card (both front and back) to the Student Life Section at SFC through K-Support.

原級(*genkyu*)
repeating the previous
year

3. If you fail classes and are deemed to repeat a year

4. When a "Student" visa holder fails to fulfill their obligations as a student (i.e., study or research) for 3 consecutive months or more without a valid/good reason, their visa will be subject to revocation.
5. Once your status of residence is revoked, you will be forcibly deported from Japan in malicious cases, and furthermore, you will be barred from entry to (and resuming studies in) Japan for a period of 5 years.
6. If you are deemed to repeatedly remain in the same year, there is a possibility that the Immigration Services Agency of Japan may judge you as not achieving your original purpose of "Study" and your application to extend your residence status could be refused or only permitted for a shorter period. In the case that your residence status is not to be extended, you can no longer stay in Japan to continue studying.

5-2 Work Permission for Part-Time Jobs

Students who hold the status of residence of "Student" are allowed to stay in Japan only for study and research purposes. Therefore, you are not allowed to work under the "Student" status.

If you wish to engage in secondary activities aside from your studies, such as a part-time job and internship, you must obtain the "Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted" (資格外活動許可/*Shikakugai-katsudo-kyoka*) beforehand from the Immigration Bureau at the airport or the city you live.

With this permit, students are allowed to work for up **to 28 hours a week**—up to 8 hours a day when the school is "officially" not in session—as long as the work is not deemed to be socially immoral.

Application Process

<Upon Arrival in Japan (for the First Entry with Student Visa)>

Submit the Application Form (available on the website of the Ministry of Justice) at immigration at the port of entry.

<If You Are Already in Japan>

Application at the Immigration Bureau counter

- 1 Prepare the following documents and apply at the Immigration Bureau nearby.
 - ☐ Application Form (available on the website of the Ministry of Justice)
 - ☐ Passport
 - ☐ Residence Card
 - ☐ A document which specifies details of your part-time job (Submit only if you have already secured a job)
- 2 When your application is approved, a verification sticker will be placed on your passport. Also, the permission will be indicated on the back side of the residence card, as well as stored in an IC chip in the residence card.
- 3 Submit a copy of your residence card (both front and back) to the Student Life Section at SFC through K-Support.

資格外活動許可
(*Shikakugai-katsudo-kyoka*)

Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted

Immigration Services
Agency of Japan



https://www.moj.go.jp/is/a/applications/procedures/shikakugai_00001.html?hl=en

Please note that it may take approximately two weeks to a month for the issuance of the permission.

5-3 Change in Your Status of Residence

休学(*kyu gaku*)
temporary leave
of absence

Temporary Leave of Absence

If you take a temporary leave of absence from the university, you will not be able to remain in Japan with the status of residence of "Student."

In this case, you are required to either leave Japan or have your status of residence changed as appropriate without delay.

Note:

- 1 You are required to return your residence card to an immigration officer at the airport of departure when you leave Japan during your temporary leave of absence.
- 2 If you continue to stay in Japan during your temporary leave of absence, consult with the Immigration Bureau directly for more details on changing your status of residence.

Furthermore, activities such as part-time work will not be permitted during the temporary leave of absence.

復学(*fuku gaku*)
returning to study after
a temporary leave of ab-
sence

Returning to Study After a Temporary Leave of Absence

You are required to reapply for a status of residence appropriate for resuming your studies following a temporary leave of absence overseas.

Before entering Japan, you must obtain a Certificate of Eligibility and apply for a "Student" visa at the Japanese Embassy in your current country of residence.

Contact the Office of International Affairs for procedures to apply for a Certificate of Eligibility at least 3 months prior to returning to Japan.

The required documents differ by student (e.g. an original medical certificate from a doctor or a Certificate of your Military Service, etc.)

Withdrawal

If you withdraw from the university, you will not be able to remain in Japan with the status of residence of "Student".

Please submit the "Notification of the Accepting Organization (left the organization)" to the Immigration Bureau within 14 days after withdrawing from Keio University and promptly leave Japan or have your status of residence changed as appropriate.

You are required to return your Residence Card to an immigration officer at the airport of departure when you leave Japan after your withdrawal from Keio.

If you decide to continue to stay in Japan after your withdrawal from Keio, consult with the Immigration Bureau for more details about changing your status of residence.

Transfer

If transferring to another university, you will need to change the accepting organization on your status of residence.

Please submit the "Notification of the Accepting Organization (left the organization and transfer to a new organization)" to the Immigration Bureau within 14 days after the change takes place.

Graduation

A) For those planning to work in Japan after graduation, you will have to change your status of residence from "Student" to the appropriate status of residence according to the type of job.

For working for a company, in most cases, your status of residence will be "Engineer/Specialist in Humanities/ International Services."

For working at a university/research institute as a researcher, your status will usually be "Professor" or "Researcher".

退学(*tai gaku*)
withdrawal

**Notification of the
Accepting
Organization (left the
organization) 離脱届**



<https://www.moj.go.jp/isa/content/001343886.pdf>

**Notification of the
Accepting
Organization (left the
organization and
transfer to a new
organization)
「活動期間からの離脱」及び「新たな活動期間への移
籍」**



<http://www.moj.go.jp/isa/content/930002913.pdf>

**Google form to
request an interview
for issuing the letter of
recommendation**



<https://forms.gle/EUo4TpHyw134Trcb7>

**Necessary documents
to change your status
of residence from
"Students" to
"Designated Activities"**

- ☐ Certificate of graduation from the university enrolled in
- ☐ Recommendation letter from the university
- ☐ Financial documents to certify the ability of themselves or some other sponsors to cover all expenses to be incurred during your stay in Japan
- ☐ Documents to verify that they have continued full-time job-hunting like interview schedules
- ☐ Application for Change of Status of Residence which can be downloaded from the Immigration Bureau's website
- ☐ Passport and Residence Card

If you are due to start work in April, the Regional Immigration Bureau accepts applications for a change of visa status from December of the previous year. It usually takes one to two months for your application to be processed. Make sure to consult with the HR section of your company and apply in advance so that you have the appropriate status of residence by the time you start working.

- B) For those continuing job-hunting after graduation, your status of residence needs to be changed to "Designated Activities" which grants a six-month period of stay.

This status of residence may be extended once, meaning that you will be allowed to stay for a period of up to 1 year after graduation to find employment.

You will need a letter of recommendation from Keio University to obtain this status of residence. Please submit the Google form to request for an interview to issue a recommendation letter before confirming your graduation. The deadline will be announced on K-support in July and February.

The staff from the Office of International Affairs will conduct an interview in order to issue a letter of recommendation.

In case you cannot find a job within 6 months, please submit the same Google form again for another interview for the next 6 months.

- C) For those planning to move to other countries after graduation, you will be required to leave Japan even if there is time remaining on your status as a "Student".

Changing from Family Visa to Student Visa

Bring the following items to your local Immigration Services Bureau:

1. Application for Change of Status of Residence (Download the form from the QR code in the right column)

2. ID photo (4cm x 3cm) taken within 6 months of submission. Write your name on the back and paste onto the application form.
3. Passport
4. Residence Card
5. Written statement of the reason for change (One or two A4 pages; No set format for this statement but it must be written by you with your signature at the end of the document)
6. A documentation certifying your ability to cover all necessary financial expenses while a resident in Japan (e.g., a certificate of scholarship, a copy of your bankbook, a copy of Tax Withholding Certificate, and a copy of a document that includes a record of remittances)
7. The designated Certificate for Payment of Fee with a 6,000 JPY revenue stamp (*inshō*) attached. (You must pay the fee when your application is approved. You can purchase revenue stamps at either a post office or the Immigration Services Bureau.)

※If you are already a student at Keio University, please also obtain Certificate of Enrollment and Certificate of Course Registration (available at the certificate issuing machine located in the vicinity of the Office of Academic Affairs).

※These may be subject to change. Check in advance with the Immigration Services Bureau and the Office of International Affairs.

~Note~

- After changing your status from “Student” to “Temporary Visa”, you will no longer be considered a mid- to long-term resident. Ask the City Office beforehand whether you will lose your right to receive benefits from the City Office.
- If your period of stay already extends beyond the planned graduation/completion date to allow for a period of time to prepare to leave Japan, changing the status of residence to a “Temporary Visa” to prepare for departure will in principle not be permitted.

Application for change of status of residence



<https://www.moj.go.jp/isa/content/930004076.pdf>

- ## 5-4 Temporary Leave and Re-entry

みなし再入国許可
(Minashi Sainyukoku
Kyoka) Special re-entry
permission

Foreign nationals in possession of a valid passport and residence card who will be leaving and re-entering Japan within one year of departure and during their granted period of stay, are, in principle, not required to apply for a re-entry permit (this is called a special re-entry permit.).

Do not forget to check the box next to "I am leaving Japan temporarily and will return" on the card.

This card is available at the passport control section at the airport.

Please note that you need to re-enter Japan before the expiration of your period of stay or you will lose your resident status.

外国人用 (再入国)

再入国入国記録 DEEMARKATION CARD FOR RE-ENTRANT ①

[ARRIVAL]

氏名 Family Name		氏名 Given Names	
生年月日 Date of Birth	Month Year	到着港名・船名 Arrival Port/Vessel	国籍 Nationality

以下の質問について、該当するものに○を記入し、署名して下さい。特別永住者の方は署名のみです。 Please check the applicable items and put your signature. For special permanent resident, please put your signature only.

1 あなたは、日本へ又は日本国外の国(地区)に、犯罪事件で有罪判決を受けたことがありですか? Have you ever been found guilty in a criminal case in Japan or another country?

☐ はい Yes ☐ いいえ No

2 あなたは、盗犯、詐欺、大喧嘩又は寛政14年等の酒制禁めは厳禁、刀剣携帯又は火薬所持は禁めですか? Do you presently have in your possession narcotics, marijuana, opium, stimulants or other controlled substance, swords, explosives or other such items?

☐ はい Yes ☐ いいえ No

以上の記帳内容に事実に準じると認めます。
I hereby declare that the statement given above is true and accurate.

署名
Signature

Official Lines

再入国出国記録 EMBARKATION CARD FOR RE-ENTRANT ②

[DEPARTURE]

氏名 Family Name		氏名 Given Names	
生年月日 Date of Birth	Month Year	出国港名・船名 Departure Port/Vessel	国籍 Nationality

出国予定期間
Intend to stay out of Japan

☐ 1年以内
Within one year

☐ 1年経過後2年以内
Over one year but within two years

☐ 2年経過後
Over two years

出国後、日本へ再入国して下さい。
Please check either one of the boxes below.

☒ 1. 一時的な出国であり、再入国する予定です。
I am leaving Japan temporarily and will return.

☐ 2. 「再入国許可」の有効期間内に再入国の予定はありません。
I do not plan to re-enter Japan while my re-entry permit is valid.

(再入国許可書を受け、再入国許可を受けたい、その有効期間内に再入国するの方向で、決定して下さい。)
(Check the box if you do not plan to re-enter Japan while your re-entry permit is valid, if you have obtained a re-entry permit (immigration bureau is asked).)

署名
Signature

官印欄

裏面を見て下さい。 See the back

Re-entry permission

If you will be leaving Japan for more than one year, please apply for a re-entry permit at your local Immigration Bureau counter before departure.

The re-entry permission will be issued on the same day.

Application for Re-entry Permit



<https://www.moj.go.jp/is/a/content/930004122.pdf>
f

5-5 Visas for Your Family

If you have family members from your home country who will live with you in Japan, it is necessary for them to obtain either a **Dependent Visa** (for staying in Japan for more than 90 days) or a **Temporary Visa** (for visiting).

Dependent Visa

A Certificate of Eligibility (COE) for a Dependent Visa can only be obtained for your dependent spouse and children.

International students who are already in Japan can apply for the visa on behalf of their family members.

Those who hold family visas are not permitted to work in Japan. They must obtain permission from the Immigration Bureau if they wish to work in Japan.

Keio University does not lodge a proxy application on behalf of students' families.

Application Process

- ① Download the "Application for Certificate of Eligibility" form from the website of the Ministry of Justice.
- ② Fill out the form and prepare other necessary documents.
 - Application Form for each member of your family
 - A copy of your Passport (photo page, visa page, and landing permission page)
 - A copy of your spouse's/children's Passport (photo page)
 - A copy of your residence card (both sides)

Application for Certificate of Eligibility (COE) for a Dependent Visa



<http://www.moj.go.jp/ONLINE/IMMIGRATION/16-1-1.pdf>

- One photo for each relevant family member taken within the last 6 months (4cm x 3cm with plain background)
- Certificate of Enrollment
- Document certifying financial support (scholarship certificate or balance statement from your bank)
- An original marriage certificate (spouse) or an original birth certificate(child) with English translation
- Document showing proof of address (a copy of rental agreement. If currently living alone, a written proof showing that your accommodation can legally accommodate the family you wish to bring over or that you are actively looking for family accommodation.)

*The Immigration Bureau may ask for additional documents. Contact the Immigration Bureau directly for more information.

- ③ Apply for a digital CoE at the Immigration Bureau
- ④ Receive the digital CoE from the Immigration Bureau. (It takes 5 business days to 1 month to issue a dependent visa)
- ⑤ Send the digital CoE via email to your family in your home country.
- ⑥ Your family members bring the issued digital CoE to the Embassy of Japan in your home country with other necessary documents to apply for their visas.

**List of 68 countries
and regions for
exemption of Visa
(short-term stay)**



https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

Temporary Visa

If you would like to invite family members for a temporary period from countries which have not signed the Visa Exemption Agreement with Japan, they must apply for a Temporary Visa in person at the Japanese Embassy or Consular Office in their countries.

Visa for your newly born baby

If you or your partner has given birth, and if your baby will remain in Japan for more than 60 days after the date of birth, you will need to obtain a Status of Residence for your baby within 30 days.

Please contact the Immigration Bureau for more details.

5-6 Lost/Stolen/Damaged Residence Card

If your residence card is lost, stolen, or damaged,

1. Go to the nearest police station.
Submit a lost property report or stolen property report. They will issue you a document to certify that you lost or got stolen your residence card, i.e. lost property certificate (遺失届証明書), stolen property certificate (盗難届出証明書).
2. Visit the regional Immigration Services Office to apply for reissuance of the card within 14 days of discovering the loss or theft.

Documents to be submitted:

- Application for Reissuance of a Residence Card (lost or damaged)
- An ID photo (4 x 3 cm, taken within 6 months prior to the date of application)
- Passport (Original)
- A Statement (also include the receipt number when reporting to the police)

*If you are unable to submit a certificate, please prepare a document indicating the reason and the details of the loss.

The card will be reissued on the same day.

The Application is free of charge.

Information for Immigration and Visa Consulting Services


Free consulting and Japanese visa application processing services are available for international students, researchers, faculty members, staff and Japanese students currently studying at Keio University.

**Application for re-
issuance of a residence
card**



https://www.moj.go.jp/is/a/applications/procedures/nyuukokukanri10_00010.html

**IMS Legal Professional
Corporation**

 03-5402-6191

keio-visa-support@attorney-office.com

5-7 Immigration Bureau Nearby (Yokohama/Kawasaki)

Yokohama District Immigration Office (90 mins from Shonandai station)



10-7 Torihama-cho, Kanazawa-ku,
Yokohama-City, Kanagawa 236-0002

0570-045259 (IP phones and calls from
overseas)

045-769-1729 (domestic)

Open from 9:00 a.m. to 4:00 p.m. (weekdays)

Visiting and giving items to detainees is from
9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m.

Access to the Immigration Bureau in Yokohama



- 1 The nearest train station for the immigration bureau in Yokohama is JR Shin-Sugita station(新杉田駅).

The only exit on the 2nd floor is directly connected to a shopping mall. Follow the sign to the bus stop for the immigration bureau.



- 2 At the end of the shopping mall, turn to the left as the sign shows.

3 Follow the sign and go downstairs.



4 You can see the bus stop no.1 after getting outside.



5 Take a bus to the immigration bureau (入国管理局) from the bus stop no.1.

220 JPY (Advance payment) / 14 mins



Yokohama District Immigration Kawasaki Branch Office (60 mins from Shonandai station)



1 Chome-3-14 Kamiasao, Asao-ku,
Kawasaki-City, Kanagawa 215-0021

044-965-0012 (domestic)

Open from 9:00 a.m. to 4:00 p.m. (weekdays)

Visiting and giving items to detainees is from
9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m.

Access

5 mins walk from the south exit of Shin-Yurigaoka station (Odakyu line)

*Please note that the immigration offices in Yokohama and Kawasaki are for the residents in Kanagawa-prefecture. Tokyo residents need to go to the Immigration Office in Shinagawa, Tokyo.