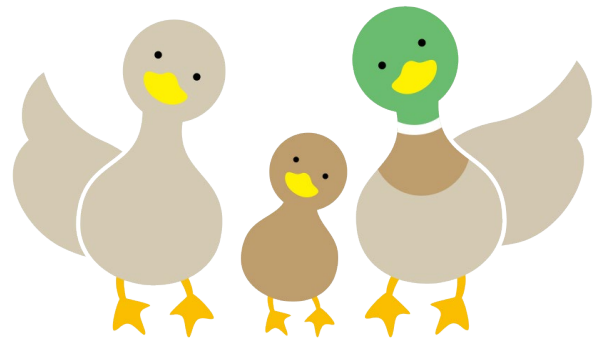


# Chapter 5

## 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.

\*Use the format "10 Student".

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

- 2 Bring the application form to the Academic Affairs Office at SFC.

Come visit the main counter in the Alpha Building to fill out the "**Request Form for Certificates**" and **buy a 200 JPY ticket** from the ticket vending machine.

Hand in the application form along with the "request form for certificates". Show us your student ID and residence card.

It should be ready for you to pick up after a half day from your request.

- 3 Use the automatic certificate issuing machines for the "**Certificate of Enrollment**" and "**Transcript of Academic Record**". They are 200 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 3 months)
- ☐ Financial Proof Documents to certify your ability to cover all necessary financial expenses while staying in Japan
- ☐ \*4,000 JPY application fee (a revenue stamp)

### Application for Extension of Period of Stay Form (PDF)



<https://www.moj.go.jp/is/a/content/930004076.pdf>  
f

\*You can purchase a 4,000 yen revenue stamp (印紙 *inshi*) at either a post office or the Immigration Bureau.

- 5 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.

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

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

### **If you fail classes and are deemed to repeat a year**

原級(genkyu)  
repeating the previous  
year

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.

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.

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】

- 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 seal indicating permission will be affixed to your passport and an entry will be made on your residence card if you have been issued one.
- 3 Submit a copy of your residence card (both front and back) to the Student Life Section at SFC.

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](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 August and February.

The staff from the Office of International Affairs will contact you and conduct an interview in order to issue the 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 3 months of submission. Paste onto your application.
3. Passport (original and a copy)
4. Residence Card (original and a copy of front and back)
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 4,000 JPY revenue stamp (*inshi*) 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/is/content/930004076.pdf>

- Once your status of residence has been changed to a Temporary Visa, you will not be permitted to change your status of residence again to any other type.

## 5-4 Temporary Leave and Re-entry

If you intend to return temporarily to your home country or travel abroad during a vacation or at any other time, you must obtain a re-entry permit prior to departure. If you depart without a re-entry permit, you will have to apply for a new visa when returning to Japan.

### みなし再入国許可

(Minashi Sainyukoku Kyoka)  
Special re-entry permission

#### Application for Re-entry Permit



<https://www.moj.go.jp/isa/content/930004122.pdf>

#### Documents to be submitted:

- Application for re-entry permission
- Passport (re-entry permit will be delivered into the passport)
- Residence card
- 3,000 JPY for single re-entry permit
- Multiple re-entry permit: 6,000 JPY revenue stamp

### Special re-entry permission (Minashi Sainyukoku Kyoka)

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.).

When you leave Japan, fill out the Embarkation Card and present it with your residence card at the airport of your departure.

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 EMBARKATION CARD FOR RE-ENTRANT ②		再入国出国記録 EMBARKATION CARD FOR RE-ENTRANT ①	
		【 ARRIVAL 】		【 DEPARTURE 】	
氏名 Family Name Given Name		氏名 Family Name Given Name		氏名 Family Name Given Name	
生年月日 Date of Birth		生年月日 Date of Birth		生年月日 Date of Birth	
性別 Sex		性別 Sex		性別 Sex	
国籍 Nationality		国籍 Nationality		国籍 Nationality	
滞在期間 Period of Stay		滞在期間 Period of Stay		滞在期間 Period of Stay	
再入国許可の有効期間 Valid Period of Re-entry Permit		再入国許可の有効期間 Valid Period of Re-entry Permit		再入国許可の有効期間 Valid Period of Re-entry Permit	
1. あなたは、日本国又は日本国以外の国において、刑事事件で有罪判決を受けたことがありますか？ Have you ever been found guilty in a criminal case in Japan or another country?		1. あなたは、日本国又は日本国以外の国において、刑事事件で有罪判決を受けたことがありますか？ Have you ever been found guilty in a criminal case in Japan or another country?		1. あなたは、日本国又は日本国以外の国において、刑事事件で有罪判決を受けたことがありますか？ Have you ever been found guilty in a criminal case in Japan or another country?	
2. あなたは、現在、麻薬、大麻、あへん若しくは覚せい剤等の規制薬物又は銃砲、刀剣類若しくは火薬類を所持していますか？ Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substance, weapons, explosives or other such items?		2. あなたは、現在、麻薬、大麻、あへん若しくは覚せい剤等の規制薬物又は銃砲、刀剣類若しくは火薬類を所持していますか？ Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substance, weapons, explosives or other such items?		2. あなたは、現在、麻薬、大麻、あへん若しくは覚せい剤等の規制薬物又は銃砲、刀剣類若しくは火薬類を所持していますか？ Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substance, weapons, explosives or other such items?	
以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and accurate.		以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and accurate.		以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and accurate.	
署名 Signature		署名 Signature		署名 Signature	

## Re-entry permission

If you are going to leave Japan for more than one year, please apply for a re-entry permit at the immigration bureau of your residence prior to departure.

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

## 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)
  - One Photo for each
  - One photo for each relevant family member taken within the last 3 months (4cm H x 3cm W with plain background)

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



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

- 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.)
- Self-addressed envelope with a 404 JPY stamp

\*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.

### **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.

**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](https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html)

## 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 three months prior to the date of application)
- Passport (Original)
- A document issued by the police office.  
\*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](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](mailto: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 2<sup>nd</sup> 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.