

## 4-6 Renewing your status of residence

When first arriving in Japan you will receive a Residence Card at the airport, which has your period of stay listed on the front side. The possible periods of stay for a student with 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.

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 residence status is not accepted and will also be treated as a violation to Japanese law. **Therefore, please extend your period of stay at least one month earlier to your residence status expiration day!**

### 【Important Notice!】

There are some cases where the Minister of Justice may revoke the status of residence.

One of the cases is if you have failed to continue to engage in the primary activity corresponding to that status “Student” for three months or more.

For more details, please access to the immigration bureau website.

< Revocation of Status of Residence > <http://www.immi-moj.go.jp/english/tetuduki/zairyuu/torikeshi.html>

< Immigration Bureau Japan: Q&A (Q9) > <http://www.immi-moj.go.jp/english/tetuduki/zairyuu/qa.html>

## How to extend

First, download the “Application for Extension of Period of Stay Form” from the website of the Ministry of Justice (<http://www.moj.go.jp/content/001268797.pdf>).

There are pages that have to be filled out by Keio University. Please note your name and residence card number on the respective pages and apply at the Student Life Section to have them filled out (200 yen). After gathering the other documents below, you are required to apply for an extension of period of stay at the Immigration Bureau.

### Necessary Documents

1. Application for Extension of Period of Stay Form. (Please download the form from the website of the Ministry of Justice.) There are pages that have to be filled out by Keio University. Please write your name and residence card number on the form and apply at the Gakuji window. The handling fee is 200JPY.
2. Certification of Enrollment and Transcript of Academic Record. (Obtainable at Certificate issuance machine in front of the Academic Affairs Office.)
3. Passport
4. Residence Card
5. ID Photo (4cm × 3cm, taken within 3 months)
6. Documents showing how living expenses will be paid
7. 4,000JPY application fee

● Immigration Office: [http://www.immi-moj.go.jp/english/soshiki/kikou/tokyo\\_yokohama.html](http://www.immi-moj.go.jp/english/soshiki/kikou/tokyo_yokohama.html)  
(From SFC, Kawasaki Branch Office at Shin-Yurigaoka St. has the easiest access)

## After the extension

Please bring an A4-copy of your renewed residence card (copy of front and back of card) to the Student Life Section once you receive it from the Immigration Bureau.

Major	
Student ID#	
Name	
Front	Back