

## 4-7 Leaving Japan for a short period of time

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.

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

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

再入国出国記録 EMBARKATION CARD FOR REENTRANT ①

WWW 0000000 区分 51

氏名氏名  
(漢字) (Name) Family Name Given Names

国籍・地域  
Nationality/Region

生年月日  
Date of Birth Day Month Year

男( ) 女( )  
Male Female

主な渡航先国名  
Destination

航空機便名・船名  
Airline/Ship Name

みなし再入国許可による出国を希望します。 (希望する場合は口々にチェックしてください。)  
Departure with Special Re-entry Permission. (Please check the box.)

署名  
Signature

Official Use Only

サンプル  
\*KA7WWW272128571\*

When leaving Japan, please take your valid passport and residence card. You must check the box indicating intent concerning the Special Re-entry Permit on the “Embarkation-Disembarkation (ED) Card” for re-entry and present your residence card at departure. Please note that you will lose your resident status if you fail to re-enter Japan within 1 year of your departure. If your period of stay expires within 1 year after your departure, please ensure that you re-enter Japan before the expiration of your period of stay.

For more information, please access to the link below;

Special Re-entry Permit: <http://www.immi-moj.go.jp/english/tetuduki/zairyuu/specialre-entrypermit.html>

Residency Management System: [http://www.immi-moj.go.jp/newimmiact\\_1/en/point\\_3-4.html](http://www.immi-moj.go.jp/newimmiact_1/en/point_3-4.html)

### When planning to re-enter Japan after more than one year since leaving Japan

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.

Re-entry Permit: <http://www.immi-moj.go.jp/english/tetuduki/zairyuu/sainyuukokukyoka.html>

### Necessary Documents

1. Application for Re-entry Permit ( You can download the application form from the Ministry of Justice’s website: <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/06.html> )
2. Passport
3. Residence Card
4. Certificate for Payment of Fee and a revenue stamp, available for purchase at post offices
5. Immigration Bureau: Single re-entry permit: 3,000 yen revenue stamp
6. Multiple re-entry permit: 6,000 yen revenue stamp (May not be granted)

Please note that in most cases you are requested to inform your landlord / realtor if you are leaving your place of residence for more than one month.

Also, you need to inform your academic advisor, home class advisor and guarantor of your dates of departure and return if you intend to leave Japan temporarily during the semester.

If you are going to leave Japan for more than one year because of study abroad activities or in course of a temporary leave of absence, please refer to the SFC GUIDE Vol.2 for more details on necessary paperwork.