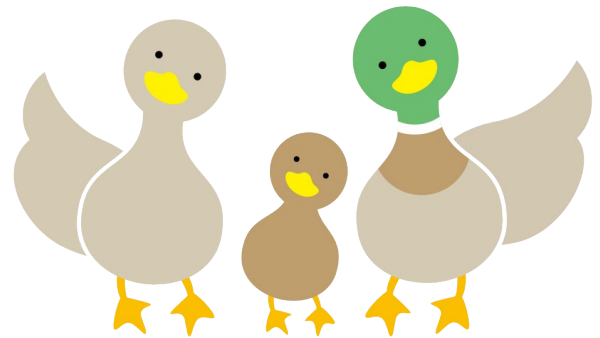


# Chapter 5

## Status of Residence



# 5 Status of Residence

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

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

For the change of the place of residence, notification is to be performed at municipal office as instructed in **Chapter 3**.

For the change of items other than place of residence, notification is to be performed at the Regional Immigration Bureau in person.

**【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 residence status is not accepted and will also be treated as a violation to 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 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.

## 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 Academic Affairs Office (Academic Services) at SFC campus.

Come visit the main window 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



<https://www.isa.go.jp/en/applications/procedures/16-3-1.html>

\*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.

\*Please refer to **5-2** for more details about the work permit.

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) at Student Life section at SFC campus.

原級(genkyu)  
remain in the same  
year

### **If You Fail and Remain in the Same Year**

If you 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 "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" (*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 of 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) at Student Life Section at SFC campus.

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

Download an application form from the website of **Immigration Services Agency of Japan**



[https://www.isa.go.jp/en/applications/guide/nyu\\_ukokukanri07\\_00104.html](https://www.isa.go.jp/en/applications/guide/nyu_ukokukanri07_00104.html)

Document stating what kind of job you are going to have (Ex: a copy of your job contract) →This document is not required if you have not found a job yet.

Please note that the Immigration Bureau may take approximately two weeks to a month to issue the permission.

## 5-3 Change in Your Status of Residence

When a "Student" visa holder fails to fulfill his/her obligations as a student (i.e., study or research) for 3 consecutive months or more without a valid/good reason, his/her 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.

### **Leave of Absence**

If taking a 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 leave of absence.
- ② If you continue to stay in Japan during your 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 leave of absence.

### **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.

Enquire at the International Office on procedures to apply for a Certificate of Eligibility at least 4 months prior to returning to Japan.

The required documents differ by students (ex. An original medical certificate from a doctor or Certificate of your Military Service, etc.

## Withdrawal

If withdrawing 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 leaving Keio University and prompt 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.

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

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



<http://www.moj.go.jp/content/000099560.pdf>

Notification of the  
Accepting Organization  
(left and transfer)  
離脱と移籍



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

**What to Bring to the Interview at SFC for a Letter of Recommendation**

- Request for recommendation letter (university-designated form)
- Questionnaire form (university-designated form)
- Documentation certifying your ability to cover all necessary financial expenses while staying in Japan
- Certificate of Graduation/Completion OR Certificate of Expected Graduation/Completion
- Documentation confirming that you are actively seeking employment (This may be a written document indicating a list of companies you have visited so far or your future schedule for job hunting.)
- Residence Card

**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 a "Researcher".

If you are due to start work in April, the Regional Immigration Bureau accepts applications for 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 H/R 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 will be "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 an employment.

Please ask at the Career Service (CDP Office) after confirming your graduation. You will need a letter of recommendation from Keio University to obtain this status of residence.

An interview will be carried out before issuing the letter of recommendation. Make sure to bring the necessary documents with you to the interview (you will also need the same documents when you apply it to the Immigration Bureau)



- 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".

If the period of stay of your Status of Residence expires just before your planned departure from Japan, you may apply for an extension of period of stay to prepare for your departure.

You must promptly change your status to an appropriate Status of Residence (e.g., Short-term Stay) since staying on as a "Student" is illegal.

**~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.
- 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

### **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 a box called "Departure with Special Re-entry Permission" 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.

Download an application form for re-entry permission from the website of **Immigration Services Agency of Japan**



<https://www.isa.go.jp/en/applications/procedures/16-5.html>

### **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.

Documents to be submitted:

- Application for re-entry permission
- Passport (re-entry permit will be delivered into the passport)
- Residence card
- 3,000 yen for single re-entry permit
- Multiple re-entry permit: 6,000 JPY revenue stamp (May not be granted)

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

**Dependent Visa** (for staying in Japan for more than 90 days) or **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 already in Japan** can apply for the visa on behalf of their family members.

You must also secure accommodation that is designed for a family.

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.

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

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

### Application for Certificate of Eligibility (COE)



<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 of the marriage certificate (spouse) or an original of 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 CoE at the Immigration Bureau
- ④ Receive the CoE from the Immigration Bureau. (It takes 5 business days to 1 month to issue a dependent visa)
- ⑤ Send the CoE via international express mail to your family in your home country.
- ⑥ Your family members bring the issued CoE to the Embassy of Japan in your home country with other necessary documents to apply for their visas.

### **Temporary Visa**

If you want to invite other family members for 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 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 report of the loss or report of theft. They will issue you a document to certify that you lost or got stolen your residence card. (a loss notification certificate/a theft report certificate)
2. Visit the regional Immigration | Immigration Bureau or District Immigration Office to apply for re-issuance 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 damage)
- An ID photo (4 x 3 cm, taken within three months prior to the date of application)
- Passport (Original)
- A document issued from the police office.  
\*If you are unable to submit a certificate, please prepare a document indicating the reason why and the details of the loss.

The card will be re-issued on the same day.

Application is free of charge.

Application for reissuance of a residence card due to loss



[isa.go.jp/en/applications/procedures/nyuukokukanri10\\_00010.html](https://www.isa.go.jp/en/applications/procedures/nyuukokukanri10_00010.html)

Application for reissuance of a residence card due to damage



[https://www.isa.go.jp/en/applications/procedures/nyuukokukanri10\\_00012.html](https://www.isa.go.jp/en/applications/procedures/nyuukokukanri10_00012.html)

## 5-7 Immigration Bureau Nearby (Yokohama/Kawasaki)



<https://www.isa.go.jp/en/about/region/yokohama/index.html>

### **Yokohama District Immigration Office**

**(60 mins from SFC)**

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

0570-045259 (For IP phones and calls from  
overseas, please call 045-769-1729),  
045-775-5170 (FAX)

Open from 9:00 a.m. to 4:00 p.m.

However, 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. (excluding Saturdays,  
Sundays, and national holidays)



### **Yokohama District Immigration Kawasaki Branch Office**

**(30 mins from SFC)**

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

044-965-0012

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