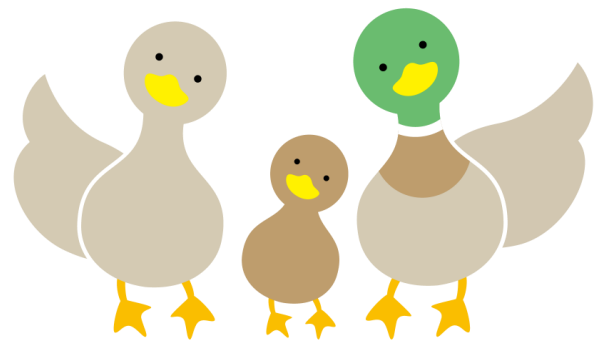


# Chapter 5

## Status of Residence



## 5 Status of Residence

This chapter outlines the legal procedures at the Immigration Bureau for changing your status of residence.

You are required to notify the authorities if there are any changes to your registered information or other specific matters during your period of stay.

If you change your place of residence, you must notify your local municipality (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 law 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 it will also be treated as a violation of Japanese law.

### 5-1 Extension of Period of Stay

When you first arrive in Japan, you will receive a residence card at the airport, which has your period of stay listed on the front. The possible periods of stay for those with a "Student" status range from three months 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 starting three months prior to the expiration date of your status of residence. You will receive a new residence card once the extension is approved.

## Application Process

- 1 Download the **"Application for Extension of Period of Stay"** form from the Ministry of Justice website.  
The form consists of 5 pages. Please complete the first 3 pages ("For applicant"). The remaining 2 pages ("For organization") must be filled out by Keio University.
- 2 Please request the above 2 pages ("For organization") to be issued by Keio University as a certificate through K-Support. Log in to K-Support and follow the links: Applications → Issuance of Certificates (Strictly Sealed Certificates, Special Certificates, etc.) In principle, payment (300 JPY) must be made online. Please check the payment method on K-Support.
- 3 Use the automatic certificate issuing machines to obtain your **"Certificate of Enrollment"** and **"Transcript of Academic Record"**. They cost 300 JPY each.
- 4 Bring all the necessary documents and items to the Immigration Bureau to submit your application.
  - ☐ 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)
  - ☐ Documents certifying your ability to cover all expenses while staying in Japan
  - ☐ If you are receiving a scholarship, a certificate related to it
  - ☐ Various Confirmation Forms \* To be prepared by the University : If your previous residence-related application (e.g., COE application, extension of period of stay, etc.) was submitted under an institution other than Keio university, please arrange for issuance procedures at the office of your faculty or graduate school.
  - ☐ 6,000 JPY application fee (a revenue stamp)

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



<https://www.moj.go.jp/isa/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 (収入印紙 *shunyu-inshi*) at either a post office or the Immigration Bureau.

5. After a few weeks, you will receive a notification postcard stating that your renewed residence card is ready to pick up at the Immigration Bureau.

\*Your work permit for part-time jobs will expire as soon as your visa expires. Please do not forget to renew your visa and work permit together.

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

原級(*genkyu*)  
repeating the previous  
year

### **If you fail classes and are deemed to repeat a 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. Furthermore, you will be barred from re-entering the country and resuming your studies for a period of 5 years.

If you are deemed to repeatedly repeating a year, the Immigration Services Agency of Japan may judge that you are not fulfilling your original purpose of "Student" status. Consequently, your application to extend your period of stay could be refused, or granted only for a shorter period. If your extension is denied, you will no longer be able to stay in Japan to continue your studies.

## **5-2 Work Permission for Part-Time Jobs**

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

If you wish to engage in secondary activities aside from your studies, such as a part-time job and internship, you must obtain "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. This permission can be applied for at the airport upon arrival or at the regional Immigration Bureau that has jurisdiction over where you live.

With this permit, you are allowed to work for up to **28 hours a week** (and up to 8 hours a day during official school vacation periods), provided that the work is not related to adult entertainment businesses.

## Application Process

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

Submit the application form (available on the Immigration Services Agency website) to the immigration officers 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 a nearby Immigration Bureau.
  - ☐ Application Form (available on the Immigration Services Agency website)
  - ☐ Passport
  - ☐ Residence Card
  - ☐ A document which specifies details of your part-time job (Submit only if you have already secured a job)
- 2 Once your application is approved, a verification sticker will be placed on your passport. In addition, the permission will be endorsed on the back of your Residence Card and updated in its IC chip.
- 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/16-8.html>

Please note that it may take approximately two weeks to one month to process your application.

## 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 plan to remain in Japan during your leave of absence, please consult directly with a Regional Immigration Bureau for 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 (COE) 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 COE 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 Expected Graduation/ Completion
- ☐ Recommendation letter from the university
- ☐ Documents that prove your financial support
- ☐ Documents that prove your job-hunting
- ☐ Application for Change of Status of Residence which can be downloaded from the Immigration Service Agency 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 recommendation letter from Keio University to obtain this status of residence. Please submit the Google Form to request an interview for the issuance of the letter before your graduation is confirmed. 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 Bureau:

1. Application for Change of Status of Residence (Download the form from the Immigration Service Agency website)

2. An ID photo (4cm x 3cm) taken within the past 6 months. Write your name on the back and paste it onto the application form.
3. Passport
4. Residence Card
5. A Written statement of the reasons for the change (one or two A4 pages; There is no set format for this statement, but it must be written by you with your signature at the end)
6. Documentation certifying your ability to cover all necessary financial expenses while a resident in Japan
7. Various Confirmation Forms \*To be prepared by the University :  
Please arrange for issuance procedures at the office of your faculty or graduate school.
8. Fees for applications  
6,000Yen (you must pay the fee when your application is approved. You can purchase revenue stamps at either a post office or the Immigration Bureau.)

※If you are a current student at Keio University, please also submit a Certificate of Enrollment and a Certificate of Course Registration (which can be obtained from the certificate issuing machine near the Office of Academic Affairs).

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

#### **~Note~**

- After changing your residence status from "Student" to "Temporary Visitor", you will no longer be considered a mid- to long-term resident. Please check with your local city office beforehand regarding any changes to your eligibility for municipal benefits.
- If you have already been granted extra time after your graduation or completion to prepare for departure, changing your status to a "Temporary Visitor" for further departure preparation will, in principle, not be allowed.

#### **Application for change of status of residence**



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

#### **Immigration Service Agency**



<https://www.moj.go.jp/isa/applications/status/student.html>

- Once your status of residence has been changed to a "Temporary Visitor," you will not be permitted to change it to any other status of residence.

## 5-4 Temporary Leave and Re-entry

If you intend to travel abroad or return temporarily to your home country during vacations or other periods, you must obtain a re-entry permit prior to departure. If you depart without this, your current status of residence will be forfeited, and you will have to apply for a new visa to re-enter Japan.

みなし再入国許可  
(Minashi Sainyukoku  
Kyoka) Deemed re-  
entry permit

### Deemed re-entry permit (*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 deemed re-entry permit).

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

Please ensure you 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 must re-enter Japan before your period of stay expires, otherwise, you will lose your status of residence.

The image shows two forms for re-entry permits. The left form is titled '外国人用 (再入国) 再入国入国記録 DESEMBARKATION CARD FOR REENTRANT ② [ ARRIVAL ]'. It includes fields for '氏名' (Family Name), 'Name' (Given Names), '生年月日' (Date of Birth), and '再入国許可' (Re-entry Permit). Below these fields, there is a section for '以下の質問について、該当するものに必ず記入し、署名して下さい。' (For the following questions, please check the applicable items and put your signature. (For special permanent resident, please put your signature.)). The questions are: 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?) and 2. 'あなたは、薬物、麻薬、大麻、あへん酒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, swords, explosives or other such items?). The right form is titled '再入国出国記録 EMBARKATION CARD FOR REENTRANT ① [ DEPARTURE ]'. It includes fields for '氏名' (Family Name), 'Name' (Given Names), '生年月日' (Date of Birth), and '再入国許可' (Re-entry Permit). Below these fields, there is a section for '次のいずれかに必ず記入してください。' (Please check either one of the boxes below.)). The boxes are: 1. '一時帰国であり、再入国する予定です。' (I am leaving Japan temporarily and will return.) and 2. '「再入国許可」の有効期限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.). A red arrow points to the 'DEPARTURE' form.

## Re-entry permit

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 permit will be issued on the same day.

### Application for Re-entry Permit



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

## 5-5 Visas for Your Family

If you plan to have family members from your home country live with you in Japan, they must obtain either a **"Dependent" status of residence** (for stays longer than 90 days) or a **"Temporary Visitor" visa** (for short-term visits).

### "Dependent" status of residence

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

International students already residing in Japan can apply for this COE on behalf of their family members.

Those with a "Dependent" status 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 Immigration Service Agency website.
- 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 status of residence"



<https://www.moj.go.jp/isa/content/930004048.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 1.5~2 months to issuance)
- 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. (It takes 1 to 3 months to issuance.)

**List of 74 countries  
and regions for visa  
exemptions**



[https://www.mofa.go.jp/j\\_info/visit/visa/short/novisa.html](https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html)

### **Temporary Visitor Visa**

If you would like to invite family members for a temporary stay from countries that do not have a Visa Exemption Agreement with Japan, they must apply for a Temporary Visitor Visa in person at the Japanese Embassy or Consulate in their countries.

### **Visa for your newly born baby**

If you or your partner gives birth, please submit a Birth Notification (*Shussho-todoke*) to your local city office within 14 days, and apply for a COE at the Immigration Bureau within 30 days of birth.

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 a document certifying the loss or theft of your residence card, such as a Lost Property Certificate (遺失届証明書), or a Stolen Property Certificate (盗難届出証明書).
2. Visit the regional Immigration Bureau 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 (due to loss or damaged)
- An ID photo (4 x 3 cm, taken within 6 months prior to the date of application)
- Passport (Original)
- A document certifying the loss (such as a Certificate of Lost Property, including the receipt number issued by 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, staff and Japanese students currently studying or working 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 Services Office** (90 mins from Shonandai station)



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

0570-045-259 (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



- 1 The nearest train station 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 directional signs to the bus stop for the Immigration Bureau.



- 2 At the end of the shopping mall, turn left as indicated by the sign.

3 Follow the sign and go downstairs.



4 You will see Bus Stop No. 1 once you go outside.



5 Take the bus bound for the Immigration Bureau (入国管理局) from Bus Stop No.1.

220 JPY (Prepaid) / 14 minutes



**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)

**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 residents of Kanagawa Prefecture. Tokyo residents must go to the Tokyo Regional Immigration Bureau in Shinagawa, Tokyo.