

## ◇Guide of residence procedures◇

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### 1. Notice of Residence

Foreign nationals who have been issued a residence card upon entering Japan must submit a notice of residence within 14 days of deciding where they will live.

Submit Notice of Residence to: The local ward or city office of the area where you reside.

Required documents: Application form (available at the office); Residence Card

- \* If you change your address, go to the ward or city office in the area where you have moved within 14 days. Take your residence card and complete the necessary change of residence procedures.
- \* For any other changes besides a change in residence, such as changing your name, go to the immigration bureau in your place of residence within 14 days and complete the necessary procedures.
- \* Please keep your residence card with you at all times, instead of your passport. If your residence card is lost, go to the police station or police box in your area of residence or near the place where you lost the card and submit a lost property form. You must also complete the procedures to have your residence card re-issued at the regional immigration bureau in your area of residence within 14 days.

### 2. Re-entry permit

It is not necessary for international students in possession of a residence card and a valid passport to obtain a re-entry permit if they leave Japan (to travel back to their home countries for a short stay, or traveling overseas on holiday) and return within one year (or if there is less than one year left on your visa, then until your visa expires).

### 3. Extension of period of stay

After the end of your original period of stay in Japan, which was determined upon arrival in Japan, if you continue to study in Japan, you need to extend your student visa.

Even if you apply for the extension, it is not always sure to be permitted. The immigration bureau will exam your attendance rate, your part-time jobs in Japan and financial situation.

※ You can apply for the extension about 3 months before the expiration of your residence card.

[Handling organization] Immigration bureau where you reside

- [Necessary documents]
- Application form for extension  
(You may pick up at the admission office or immigration office. There are two parts to this application, one for applicant and one for the admission office to fill out. Please come apply for the application at the admission when you need to extend your visa as soon as possible. It takes at least 3 days to process the request and it does not include Sat, Sun or national holiday.)
  - Passport
  - Residence card
  - Certificate of expected graduation of BIL
  - Academic record/attendance of BIL
  - Letter of Admission of new school
  - Documents which proof the ability to pay the expenses in Japan.
- ※You need to show how to pay the school expenses and living expense of staying in Japan, so please leave the record of it.
- Application fee  
(Place revenue stamp ¥6,000 on the certificate for payment of fee ※pay it when the extension was permitted.)

#### 4. Change of status of residence (Temporary visitor)

After you graduated from BIL, if you want to stay more in Japan for preparing to go back to your home country, you have to change your visa to the temporary visitor.

You can get temporary visitor visa for maximum 90 days from the day that your application was permitted. (Not from the day that your college student visa expired.) The Immigration bureau decides how long you can stay in Japan by Temporary visitor visa usually 15-30 days. They will exam your attendance rate and financial situation while you are staying in Japan, so you might not get permission for 90 days of temporary visitor visa.

[Handling organization] Immigration bureau where you reside

- [Necessary documents]
- Application form for change of status
  - Passport
  - Residence card
  - Certificate of expected graduation of BIL
  - Academic record/attendance of BIL
  - Documents which proof the ability to pay the expenses in Japan.
  - Documents which proof the date of going back to your home country.( Boarding pass)
  - Application fee  
(Place revenue stamp ¥6,000 on the certificate for payment of fee ※Pay it when the change was permitted.)

※If you leave the school due to graduation, completion, withdrawal, dismissal, or a leave of absence, you may not continue to stay in Japan under the “Student” status of residence, even if your period of stay has not yet expired.

## 5. Others

If you will work in Japan after graduation, you must change your student visa to working visa. There are many different types of working visas; therefore, you will need to confirm with your employer.

You must file the application for the residence status change before the day of graduation.

☞ You can get different kind of application forms of through the Immigration bureau website.

<https://www.moj.go.jp/isa/index.html>

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