

◇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 ward or city 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 at the Immigration Bureau.

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 from your country.

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

- [Necessary documents]
- Application form for extension
(Print it from the Immigration Bureau's website. Copies are also available at the Admissions Office.)
*There are two parts to this application, one for applicant and one for the admissions office to fill out. Please come apply for the application at the admissions office when you need to extend your visa. 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 enrollment or expected graduation of BIL
 - Academic record/attendance of BIL
 - Letter of Admission of new school
* Only for those who have been accepted for further education.
 - 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.
- * Only for those requested by Immigration to submit it.
 - Application fee (The amount varies depending on the period of stay. Please check the Immigration Bureau's website.)

4 . Change of status of residence (Temporary visitor)

Please return to your home country promptly after completing the BIL program. If you are unavoidably required to stay in Japan—for instance, to prepare for your return home—you must apply at the Immigration Bureau to change your status to a "Temporary Visitor" visa. You can get temporary visitor visa for maximum 90 days from the day that your application was permitted. (Not from the day that your 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.

- [Necessary documents]
- Application form for change of status
(Print it from the Immigration Bureau's website. Copies are also available at the Admissions Office.)
 - Passport
 - Residence card
 - Certificate of expected graduation of BIL
 - Academic record/attendance of BIL
 - Documents demonstrating the ability to cover expenses during the short-term stay
 - Documents proving the date of return—airline tickets (booking confirmation), etc.
 - Application fee (The amount varies depending on the period of stay. Please check the Immigration Bureau's website.)

※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 intend to seek employment or otherwise work after graduating from BIL, you must change your status of residence to "Work." There are many different types of working visas; therefore, you will need to confirm with your employer.

Please note that you must submit your application for a change of status of residence to the Immigration Bureau by the day of the graduation ceremony.

☞ You can print out the various application forms from the Immigration Bureau's website. <https://www.moj.go.jp/isa/index.html>

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