



## Extension of period of stay/Change of residence status

In order to continue to stay in Japan, you need to apply for extension of period of stay to the Immigration Office by the expiration date. You can apply within three months before the expiration date.

### Necessary Documents for All Applicants

#### Application Form for Extension of Period of Stay

在留期間更新許可申請書

↓ Download from here

<https://www.moj.go.jp/isa/applications/status/student.html#midashi03>

#### Application form for Change of Status of residence to

"Students"

在留資格変更許可申請書

↓ Download from here

<https://www.moj.go.jp/isa/applications/status/student.html#midashi02>

Fill in the form "1 to 3 for the applicant". You should apply to the International Student Office for issuance of the form "1 to 2 for organization".



For applicant, part 2, sheet "17  
Organization accepting the trainee"

- (1) Name: University of Electro-Communications
- (2) Address: 1-5-1 Chofugaoka, Chofu City, Tokyo
- (3) Telephone number: 042-443-5117

#### Transcript of Academic Records (for

undergraduate/graduate students)

成績証明書 (学域/大学院生のみ)

Get certificate on the 1st floor of the Main Building.

**If you are a new student at UEC and were enrolled in a Japanese university before entering UEC, you will need to submit a certificate of graduation and transcripts from the previous school. If you went to a Japanese language school, a transcript with attendance record is required.**

#### Letter from supervisor (Only for research students

except for new students)

所見書 (新入学以外の研究生のみ)

You need to ask your academic supervisor yourself.

↓ Download from here

<http://www.fedu.uec.ac.jp/en/current/download-documents.html>

#### Certificate of enrollment (for Enrolled students)

在学証明書 (在学生)

- Undergraduate/graduate students can obtain a certificate on the 1st floor of the Main Building.
- Research students should apply to the International Student Office for issuance.

#### Certificate of Admission (for Pre-enrolled students)

入学許可証明書 (入学前の学生)

Apply to the International Student Office for issuance.

#### Photo (4cm (H) x 3cm (W))

ID 用写真 (縦 4cm×横 3cm)



- Photo of your face taken within the last 3 months
- Applicant's name must be written on the back

Photo standard details:  
[https://www.moj.go.jp/isa/applications/procedures/photo\\_info\\_00002.html](https://www.moj.go.jp/isa/applications/procedures/photo_info_00002.html)

#### Documents proving the economic support

経費支弁を証明する書類

Bank passbook or bank statement, certificate of scholarship, etc. Students who receive scholarships should apply to the International Student Office for a certificate of scholarship.

#### JPY4000 (Required for pickup)

Purchase revenue stamps. Revenue stamps are available at the Immigration Office or at convenience stores.

passport

residence card 在留カード

### Documents Required Only If Applicable

#### Application for Kanji Name Display on Residence Card

在留カード 漢字氏名表記申出

This is necessary if you wish to have your name written in Chinese characters on your residence card.

↓ Download from here

[https://www.moj.go.jp/isa/applications/procedures/nyuukokuukanri10\\_00019.html](https://www.moj.go.jp/isa/applications/procedures/nyuukokuukanri10_00019.html)

#### Application for permission to engage in activities

other than those permitted under the status of residence previously granted

資格外活動許可申請書



Even if you currently have this permit, you will need to apply again.

↓ Download from here

[https://www.moj.go.jp/isa/applications/guide/nyuukokukana107\\_00045.html](https://www.moj.go.jp/isa/applications/guide/nyuukokukana107_00045.html)

(You can select "Undecided" for activity contents.)

## VISA Information for "Student" status.

### Statement of reasons 理由書(for students who have been repeated a year)

↓ Download from here

<http://www.fedu.uec.ac.jp/en/current/download-documents.html>

- State the reason for repeating a year and when you expect to complete your studies.
- You need to hand-sign yourself.
- Signature or seal of your academic supervisor (or a faculty member of the International Education Center) required.

**重要!** If you are an Undergraduate or Master's student, you will need to consult with the faculty of the International Education Center before application!

### Explanatory Documents for the past Rejection

This is required if your application for renewal have been disapproved by the Immigration Bureau in the past.

- Documents explaining the history of past disapprovals
- You need to explain that the cause of the rejection has been resolved.

The mainly required documents are as mentioned above. However, necessary documents differ from individual to individual. You should check the website of the Immigration Office yourself.

### Website of the Immigration Office

(Extension of stay) <https://www.moj.go.jp/isa/applications/procedures/16-3.html>

(Change of status) <https://www.moj.go.jp/isa/applications/procedures/16-2.html>

## Step 1: Prepare the documents

Prepare the documents required for application as described above.

All documents to be submitted should be printed in A4 size, single-sided.

Use black ink when filling out. Pencils or erasable ink such as "FRIXION" cannot be used.

## Step 2: Submit Application Documents to the International Student Office

Submit the Application for Extension of Period of Stay/Change of Status of residence ( "1 to 3 for the applicant" ) to the International Student Office via Google Form to request the issuance of necessary documents. If you are a scholarship recipient, apply for the issuance of a certificate of scholarship.

Google Forms URL for application: <https://forms.gle/qVKdisa8VgYVTwb17>

Can be accessed from UEC Google Account ONLY

## Step 3: Apply to the immigration Office

Go to the immigration Office by yourself with the necessary documents.

When the renewal is approved, you will receive a notice from the Immigration Bureau by postcard.

## Step 4: Submit to UEC copies of your new residence card

Submit a photo of both sides of your new residence card to the International Student Office via the Google Form.

Google Forms URL for submission: <https://forms.gle/pwX4xyKhYDJpuf3o7>

Can be accessed from UEC Google Account ONLY

Universities are obligated to report the residence information of international students to the Immigration Office. Failure to register the correct information will have a negative impact on your next renewal of your residency. For your own sake, be sure to submit your residence information to the university.

### National Health Insurance Card 国民健康保険

About two weeks after you receive your new residence card, you will receive a new National Health Insurance Card with an extended period of validity. The Immigration Office will inform the city office of the extension of your period of stay, so there is no need for you to go to the city office.

### Individual Number Card マイナンバーカード (only for those who have the card)

You need to go to the city office to extend the expiration date of your Individual Number Card yourself. Bring your new residence card and your Individual Number Card to the city office.