

Employment Support

1 Job Hunting/Working in Japan (Obtaining a Working Visa)

As an international student, your current status of residence is "Student", which allows you to study at university. You are not permitted to work under the status "Student" and therefore must apply for the appropriate status of residence for your profession after finding employment and before starting work. Two such statuses are 'Specialist in Humanities/International Services' or 'Engineer'. If you are due to start work in April, the Tokyo 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 apply in advance so that you have the appropriate status of residence by the time you start work.

2 Seeking Employment in Japan after Graduation

The "Student" status of residence allows you to study at university, and under this status you are not allowed to seek employment after you have graduated, even if your period of stay is still valid. If you wish to continue to seek employment in Japan after graduation, you must apply to change your status of residence 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.

If you wish to change your status of residence, first ask the International Center or corresponding office at your campus. 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 following documents with you to the interview (you will also need these to apply to the Immigration Bureau):

- ① Request for recommendation letter (University-designated form)
- ② Questionnaire form (university-designated form)
- ③ Documentation certifying your ability to cover all necessary financial expenses while staying in Japan
- ④ Certificate of Graduation/Completion OR Certificate of Expected Graduation/Completion
- ⑤ Documentation from the University 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 of job hunting.)
- ⑥ Residence card (or Certificate of Alien Registration)
- ⑦ Documentation showing proof of employment (If you need to receive permission to continue part-time work you began as a student,)

3 Employment Support

Keio University provides employment support to international students at each of the following campuses: Mita, Yagami, SFC and Shiba-Kyoritsu. Ask at the Office of Student Services (Placement and Career Services) or the office in charge at your main campus for more details. We strongly recommend that you check their information at the Office of Student Services (Placement and Career Services) or the office in charge regularly as all internship and employment opportunities are gathered by these offices.

A Note on Internships

If you intend to pursue a paid internship, it is necessary to obtain a permit from the Immigration Bureau to engage in part-time work. You are allowed to work on a paid internship for up to 28 hours per week (or up to 8 hours per day during summer, winter, and spring vacations). Before you start your internship, it is your responsibility to check in advance about the duration of the internship and whether you will be compensated or not. If you will not receive compensation for the internship, you do not need to apply for this permit.

4 Japan Student Services Organization (JASSO) "Job Hunting Guide for International Students"

For detailed information about employment, please refer to "Job Hunting Guide for International Students" on the Japan Student Services Organization's (JASSO) website at: http://www.jasso.go.jp/job/guide_e.html.