

Status of Residence

1 What is Status of Residence?

All foreign nationals entering and staying in Japan are given a status of residence at their port of entry and are allowed to engage in activities permitted under that status of residence. Your period of stay in Japan is determined by your status of residence. Individual applications to extend a period of stay are either approved or rejected after examination by the Immigration Bureau according to each applicant's situation.

2 The Residence Card and Residency Management System

1. Residence Card

A residence card will be issued at the airport of disembarkation (Narita, Haneda, Chubu or Kansai Airports) to mid- to long-term residents who have landing permission in Japan. If you landed at any other port of entry, a residence card will be issued and mailed to you upon completion of the residency procedure at your city office of residency. If you have registered as a mid- to long-term resident before July 8, 2012, and therefore hold a Certificate of Alien Registration, you do not need to change your certificate to the residence card until the expiration date of your period of stay. Your certificate is deemed equivalent to the residence card. You will be asked to exchange your certificate for a residence card when filing for applications such as extension of your period of stay or changing your status of residence. You can exchange your certificate for a residence card at your own request at the Immigration Bureau Office. Until then, you must continue to carry your certificate with you at all times.

2. Once you have found a place of residence in Japan

You must notify your local city office of your place of residence within 14 days of deciding on a place of residence. Please make sure to bring your residence card when you go to the city office. **If you fail to give notification of your place of residence without a justifiable reason or submit a false notification, your status of residence may be revoked.**

3. Changes to Registered Information

Depending on the information you need to change, the offices you must notify and the deadlines may vary.

Information	Office of Notification	Deadline
Address	City office Moving-out: City office in the area of former residence. Moving-in: City office in the area of new residence. *If you change your address in Japan, you must give notice of moving out and moving in at each city office.	Within 14 days of moving to the new residence
Name, Birthday, Gender, Nationality/Region	Regional Immigration Bureau/District Immigration Office	Within 14 days of the change
Organization *		

*If you are permitted to obtain the status of residence of "Student", you must notify the Regional Immigration Bureau or District Immigration Office if your affiliated organization changes (e.g., you enter Keio University after graduation from another school in Japan, or enter a graduate school at another university after graduating from an undergraduate program at Keio).

4. Application for Re-issuance of a Residence Card

If your residence card is lost or stolen, please apply for re-issuance at the Regional Immigration Bureau or District Immigration Office within 14 days of discovering the loss or theft.

5. When you need a certificate for Status of Residence, etc. (*Jumin-hyō*)

A “Certificate of Residence” (*jumin-hyō*) is a document that proves the validity of the information registered on your residence card. It is necessary when applying for scholarships and you may also be asked to present it by the Immigration Bureau or by the University to confirm your status of residence. A copy of your Certificate of Residence can be issued at the city office upon request. Please make sure to take your Residence card when you go to your local city office.

6. Leaving Japan

You are required to return your residence card to an immigration officer at the airport of departure when you leave Japan, unless you have received a re-entry permit or leave on a special re-entry permit.

For more details, refer to the Immigration Bureau’s website below:

<http://www.immi-moj.go.jp/english/index.html>

Important Notice

If you fail to carry out the necessary notification procedures, you may be sentenced to a fine of up to 200,000 yen. If you submit a false notification you may be sentenced to up to 1 year of imprisonment or a fine of up to 200,000 yen. If you fail to give notification of your address or submit a false notification, **your status of residence may be revoked. If you are sentenced to imprisonment for false notification, you may be deported.**

3 Activities Not Permitted Under “Student” Status of Residence (Part-time Work)

Students who hold the status of residence of “Student” are allowed to stay in Japan for study and research purposes alone. Therefore, you are not allowed to work under “Student” status. **If you wish to engage in secondary activities aside from your studies, such as a part-time job, you must obtain a permit from the Immigration Bureau beforehand.**

With this permit, students are allowed to work for up to 28 hours a week—up to 8 hours a day during summer, winter, and spring vacations—as long as the work is not deemed to be socially immoral. Part-time work is forbidden at places which are part of, or are connected to, the entertainment and amusement industries. For example, no matter the position, you are not allowed to work in establishments such as bars, cabarets, clubs, or pachinko or mah-jongg parlors. Since it takes the Immigration Bureau approximately two weeks to a month to issue a permit, those thinking of working should apply as soon as possible. (It may take more than one month during busy times.)

If you engage in part-time work without a permit, or work outside the scope of activities or hours permitted by the permit, you will be deemed to have worked illegally. In this case, you could be sentenced to up to 1 year of imprisonment; up to 1 year of imprisonment with labor; a fine of up to 2,000,000 yen; or a combination of imprisonment and a fine. You may also be subject to deportation. Please refer to the Immigration Bureau’s website for details.

<http://www.immi-moj.go.jp/english/tetuduki/index.html>

Please follow the steps below when applying for a permit:

- (1) Submit the following to the Immigration Bureau with jurisdiction over your area of residence. (Free of charge)
 - ① Application for Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted (*Shikakugai Katsudō Kyōka*) (Available on the Ministry of Justice’s website)
<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/09.html>
 - ② Passport
 - ③ Residence card (or Certificate of Alien Registration)
 - ④ A document which specifies the content of the work you will engage in (e.g., a copy of your employment agreement). Submit only if you have already secured a job.
- (2) If your application is approved, a seal indicating permission will be affixed to your passport, and an entry will be made on your residence card if you have been issued one.
After you receive this permit, please make a copy of it and submit it to the International Center at your main campus/Office of Student Services (Japanese Language Program).

Note:

If you are enrolled in levels 1 to 3 of the Japanese Language Program, you should consult with your class coordinator before you apply for permission to engage in a part-time job. Level 2 is so intensive that it is necessary to spend a considerable amount of time each day preparing and reviewing for classes.

4 Changing Your Status of Residence

If you are studying as an undergraduate, graduate, Japanese Language Program (JLP) student or Keio International Program (KIP) student at Keio University, you must in principle obtain a status of residence of “Student.” If you entered Japan under a different status of residence and were planning to change it, you should change your status of residence at the Immigration Bureau in the area where you live immediately after enrollment. Most applications for scholarships or accommodation for international students are available only to those holding a status of residence of “Student.” The following documents will be required when you change your status of residence, although they may also be subject to change. Check in advance with the Immigration Bureau, the International Center in your main campus/Office of Student Services (Japanese Language Program).

The documents needed to change your status of residence are as follows:

- ① Application for Change of Status of Residence (available on the Ministry of Justice’s website):

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02.html>

*The forms titled “For organization, part 1” and “For organization, part 2” must be filled in and certified by Keio University as part of your application package. Fill in your name and your residence card number (or Certificate of Alien Registration number) and submit the forms to the designated office as follows:

Student Status	Office in Charge
Undergraduate/Graduate/ Research/Non-degree students	The Office of Student Services/SFC Academic Affairs Office (Academic Services) at your main campus
JLP students	The Office of Student Services (Japanese Language Program) at Mita Campus
KIP students	The Office of Student Services (International Exchange Services Group) at Mita Campus

- ② Passport
- ③ Residence card (or Certificate of Alien Registration, if applicable)
- ④ Written statement of the reason for change (No set format for this statement but must be written by you)
- ⑤ A copy of your Certificate of Admission or Certificate of Enrollment
Available at the Certificate Issuing Machine located near the Office of Student Services (Academic Services)).
- ⑥ Certificate of Course Registration/Course Registration Sheet
- ⑦ 1 photo (4cm×3cm) taken within 3 months of submission. Paste onto your application
- ⑧ The designated “Certificate for Payment of Fee” with a 4,000-yen revenue stamp (*inshi*) attached

After the change in your status of residence is complete, please make a copy of your residence card or passport (if your granted permission to stay is for less than three months) and submit it to the International Center at your main campus/Office of Student Services (Japanese Language Program) to update the changes.

5 Extension of Period of Stay

The possible periods of stay for a student with status of residence of “Student” are from three months and extend 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 from three months prior to the expiration date of your status of residence.

For the extension to be granted, you must prove that you have reasonable grounds for needing an extension to your period of stay to continue the activities allowed under your present status of residence. During the extension application process, your living conditions and financial situation in the previous year as a student will be examined. Your activities as an international student will be checked to make sure you did not engage in activities outside those permitted under your status of residence, as well as your capacity to pay academic fees and living costs.

After approval of your extension, please submit a copy of your new or updated residence card or passport (if your granted period of stay is less than three months) to the International Center at your main campus Office of Student Services.

Application documents are as follows, although they may differ depending on each applicant’s situation. Please check with the Immigration Bureau in advance.

- ① Application for Extension of Period of Stay (available on the Ministry of Justice’s website):

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/03.html>

*The forms named “For organization, part 1” and “For organization, part 2” should be filled in and certified by Keio University as part of your application package. Fill in your name and your Certificate of Alien Registration number, and submit the forms to the designated office as follows:

Student Status	Office in Charge
Undergraduate/Graduate/ Research/Non-degree students	The Office of Student Services(Academic Services) on your main campus
JLP students	The Office of Student Services (Japanese Language Program) at Mita Campus

- ② Certificate of Enrollment

- ③ Certificate of Course Registration and Transcript of Academic Record (These are not necessary for doctoral students of the Graduate School of Science and Technology.)

*You will need a Course Registration Confirmation Sheet if there is no record of the registered courses you are currently taking on your Transcript of Academic Record.

*Research students should submit a letter written by their academic advisor instead of the certificates indicated above. There is no fixed format, but the letter should include a description of your research and indicate the duration of time devoted to the research (more than 10 hours per week).

*Those who are enrolled in JLP should obtain the “Academic Transcript with Attendance Record”.

- ④ Passport

- ⑤ Residence card (or Certificate of Alien Registration, if applicable)

- ⑥ 1 photo (4cm × 3cm) taken within 3 months of submission and pasted onto your application form

- ⑦ The designated “Certificate for Payment of Fee” with a 4,000-yen revenue stamp (*inshi*) attached

You can purchase revenue stamps at either a post office or the Immigration Bureau.

The Immigration Bureau has tightened its examination of applications from students with status of residence of “Student” who apply for a change of status of residence, an extension of period of stay, or permission to engage in activities other than those permitted under their status of residence. Due to this, you may now be requested to submit the following documents in addition to the above:

- ① A document certifying remittance from your financial supporter to you

- ② A document clarifying the method of support to meet your expenses

- ③ Documents clarifying the situation of your activities other than those permitted under your status of residence (e.g., details of any part-time jobs)

Note:

Permission from Keio University to advance in academic year or to extend enrollment in your academic program does not guarantee that the Immigration Bureau will approve an extension to your period of stay.

6 Re-entry Permits

If you intend to return temporarily to your home country or travel abroad during a vacation or at any other time, you must obtain a re-entry permit prior to departure. **If you depart without a re-entry permit, you will have to apply for a new visa when returning to Japan.**

(1) When re-entering Japan within one year of the day of departure (Regulations concerning the re-entry permit)

When leaving Japan, please take your valid passport and residence card. As a general rule, you will not be required to apply for a re-entry permit when re-entering Japan within 1 year of departure. **You must check a column of indication of intent concerning the Special Re-entry Permit placed in the “Embarkation-Disembarkation (ED) Card” for re-entry and present your residence card at departure.**

If your period of stay is due to expire within one year of your departure, please ensure that you re-enter Japan before the expiration of your period of stay.

(2) When re-entering Japan over one year since the day of departure

You must visit the Immigration Bureau to obtain a re-entry permit prior to departure.

The following documents are necessary when applying for a re-entry permit:

① Application for Re-entry Permit

You can download the application form from the Ministry of Justice’s website:

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/06.html>

② Passport

③ Residence card (or Certificate of Alien Registration, if applicable)

④ Certificate for Payment of Fee and a revenue stamp, available for purchase at post offices or the Immigration Bureau:

Single re-entry permit: 3,000 yen revenue stamp

Multiple re-entry permit: 6,000 yen revenue stamp (May not be granted)

Note:

- (1) Please be sure to return to Japan before the expiration date on your re-entry permit expires.
- (2) Please inform your academic advisor, class coordinator, and guarantor of your dates of departure and return if you intend to leave Japan temporarily during a semester.

7 Bringing Your Family (Dependent Visas)

If you have family members from your home country who would like to live with you in Japan, it is necessary for them to have one of the visas explain below.

- (1) **Family Visa:** Your spouse and children may obtain family visas. Those who hold family visas are not allowed to work in Japan. They must obtain permission from the Immigration Bureau if they wish to work in Japan. You must go to the Immigration Bureau and apply on behalf of your family member(s) for a Certificate of Eligibility.

The following documents are required to apply for a family visa:

- ① Application for Certificate of Eligibility (available for download on the Ministry of Justice's website):
<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01.html>
- ② Certificate stating the relationship between you and your family member(s) (e.g., family register, marriage certificate, birth certificate, proof of marriage registration, etc.)
- ③ Document certifying financial support (scholarship certificate or balance statement from your bank)
- ④ Certificate of Enrollment
- ⑤ Paste a photo (4cm × 3cm) onto application form ①
- ⑥ A copy of your residence card (or Certificate of Alien Registration, if applicable) or passport
- ⑦ A self-addressed stamped envelope (simplified registered mail, *kan-i kakitome* in Japanese)

The Immigration Bureau may ask for additional documents. Please contact the Immigration Bureau directly for more information.

- (2) **Temporary Visas (for visiting relatives):** Your parents, brothers and sisters may obtain visas as temporary visitors. A family visa is only for the purpose of having your spouse or children live with you. If you want to invite your family members (except for your spouse and children) from countries which have not signed the Visa Exemption Agreement with Japan, they must apply for a temporary visa (for visiting relatives) in person at the Japanese Embassy or Consular Office in their countries. For more details, refer to the Foreign Ministry's website at: http://www.mofa.go.jp/j_info/visit/visa/index.html.

The cost of living in Japan, especially in Tokyo, is very high. Make sure you have the means to support your family members and prepare accommodation ready for them before they arrive in Japan.

If you or your partner has given birth, you will need to report the birth to your local city office within 14 days. Additionally, if your baby will stay in Japan more than 60 days after the date of birth, you will need to obtain status of residence for your baby within 30 days

8 Temporary Visa to Prepare for Departure

If the period of stay of your status of residence expires just before your planned departure from Japan, you may apply for a temporary visa to prepare for your departure. The following documents are required to apply for this visa:

- ① Application for Change of Status of Residence (available on the Ministry of Justice's website):
<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02.html>
- ② Passport
- ③ Residence card (or Certificate of Alien Registration, if applicable)
- ④ Return air ticket from Japan
- ⑤ Certificate of Graduation/Completion, or Certificate of Expected Graduation/Completion
- ⑥ Transcript of Academic Record
- ⑦ A Certificate for Payment of Fee, with a 4,000-yen revenue stamp attached
(You can purchase revenue stamps at either a post office or the Immigration Bureau.)

Note:

Once your status of residence has been changed to a temporary visa, you are not allowed to change your status of residence again to any other type.

9 Immigration Bureau Offices in the Tokyo Area

Immigration Bureau website:

<http://www.immi-moj.go.jp/english/index.html>

Foreign Residents Information Center:

Phone: 0570-013904 / 03-5796-7112

Tokyo Regional Immigration Bureau

Address: 5-5-30 Konan, Minato-ku, Tokyo

Access: ① Take the “Shinagawa Futo Junkan” or “Tokyo Nyukoku-kanrikyoku orikaeshi” bus from JR Shinagawa Station (Konan-guchi/Higashi-guchi), to the “Tokyo Nyukoku-kanrikyoku Mae” stop.
② A 15-minute walk from Tennozu Isle Station on the Tokyo Monorail, Tokyo Rinkai Line, or Saikyo Line.

Phone: 03-5796-7111 (Main) / 03-5796-7253 (Student Inspection Department)

Yokohama District Immigration Office

Address: 10-7 Torihama-cho, Kanazawa-ku, Yokohama-shi, Kanagawa

Access: Take the #61 bus from Shin-Sugita Station on the JR Negishi Line to the “Nyukoku kanrikyoku-mae” stop.

Phone: 045-769-1722 (Student and Trainee Inspection Department)

Kawasaki Branch Office

Address: 1F, Kawasaki West Joint Government Bldg., 1-3-14 Kamiaso, Aso-ku, Kawasaki-shi, Kanagawa

Access: A 3-minute walk from Shin-Yurigaoka Station on the Odakyu Line.

Phone: 044-965-0012

Saitama Branch Office

Address: 1F, Saitama Second Legal Affairs Joint Government Building, 5-12-1 Shimo-ochiai, Chuo-ku, Saitama-shi, Saitama

Access: A 10-minute walk from Yonohommachi Station on the JR Saikyo Line.

Phone: 048-851-9671

Chiba Branch Office

Address: 1F, Chiba Chuo Community Center, 2-1 Chiba-minato, Chuo-ku, Chiba-shi, Chiba

Access: ① A 2-minute walk from Shiyakusho-mae Station on the Chiba Urban Monorail.

② A 10-minute walk from Chiba-Minato Station on the JR Keiyo Line.

Phone: 043-242-6597