

## About Extension of Residence Period

You may apply for a Residence Period extension beginning 3 months prior to the date of expiration listed on your Residence Card. If you exceed your authorized period of stay by even 1 day you will be considered an illegal alien, therefore, you must apply for an extension at the Immigration Bureau before the date of expiration.

In order to apply for an extension at the Immigration Bureau, the portion of application which must be completed by your school/organization (University) will be required in addition to the documents that students must prepare by themselves.

### ■ Things to Be in Mind

- Ritsumeikan University assists students only with extension of “Student” residence status.
- Please maintain good grades. Your request for Residence Status extension may be denied if your grades are very low or you have not earned sufficient credits.
- If the all documents were submitted and contain no errors, the application forms will be issued at BKC International Center for in-person pick up within approximately one week of your request being accepted. However, please note that it takes 2 to 3 weeks in the campus closing period such as summer holidays (middle of August) and winter holidays (end/beginning of the year).

### ■ Steps to Extend Your Period of Stay

(1) Request an issuance of the portion of Application part 1 and 2 (completed by school/organization).

#### Required Documents

Download [FORM 1-3] and fill in on your computer.

\*You can download the forms by clicking the blue-colored words below.

1. [\[FORM 1\] Request Form](#)
2. [\[FORM 2\] Application Part 1, 2 and 3 \(completed by the applicant\)](#)  
\*There are 3 pages to fill out. How to fill out Application is [HERE](#).  
\*The center will let you know if there is anything to be corrected.  
**Please check your RAINBOW mail on daily basis.**
3. [\[FORM 3\] Statement of Reason for Application for Residence Extension](#)  
\* Required only for students who exceeded their standard program duration
4. Pictures of Residence Card (both sides)
5. Pictures of Student Card (both sides)

【QR code to FAQ page】



#### Where to Submit

Access to below URL and upload the required documents.

[https://global.support.ritsumei.ac.jp/hc/ja/requests/new?ticket\\_form\\_id=360006867793](https://global.support.ritsumei.ac.jp/hc/ja/requests/new?ticket_form_id=360006867793)

- Choose “1. Extend the status of residence” & fill out your information.
- Attached all required documents on “Attachments”.

【QR code to WEB application page】



(2) Pick up Application part 1 and 2 (completed by school/organization) at BKC International Center.



Go to the next page!!

(3) Prepare all other documents listed below, and apply for an extension of period of stay in person at Immigration Bureau.

\* You may also be required to submit other document in the screening process.

NO.	Required Documents	Memo
1	Application (completed by the applicant)	The forms you filled out on (1). <u>Print out by yourself and write your signature and date of filling out the form.</u>
2	Application (completed by school/organization).	The forms university issued on (2).
3	Statement of Reason for Application for Residence Extension (※1)	<u>Required only for students who exceeded their standard program duration</u> The document you made on (1).
4	Copy of Course Registration/Timetable	Timetable printed from manaba+R.
5	Certificate of Enrollment 1 copy	Available from an on-campus certificate printing machine
6	Certificate of Grades(※2) 1 copy	
7	ID photograph 1 copy	Must be 4.0 x 3.0 cm, and have been taken within the last 3 months.
8	Passport	Actual passport and residence card, not a photocopy
9	Residence Card	

※1. Required for 5<sup>th</sup> year or higher undergraduate, 3<sup>rd</sup> year or higher Master's, and 4<sup>th</sup> year or higher Doctoral students

※2-1. For students applying for an extension for the first time since enrolling at Ritsumeikan, who were previously enrolled at another school in Japan (i.e. Japanese language school, high school, university etc.), please obtain the following documents from the institution where you were previously enrolled:

1. Certificate of Attendance
2. Certificate of Grades
3. Certificate of Graduation

These 3 letters should be in an envelope and sealed by the institution.

※2-2. Those who completed your previous degree at Ritsumeikan, please obtain the certificates from on-campus certificate printing machine.

(4) Receive new residence card

- At the time of in-person pick up, you must pay handling fee of 4000 Yen. Handling fee must be paid in Revenue Stamps which are purchasable inside the Immigration Bureau building.
- For "PERMISSION TO ENGAGE IN ACTIVITY OTHER THAN THAT PERMITTED UNDER THE STATUS OF RESIDENCE PREVIOUSLY GRANTED", you are required to obtain it anew.

(5) **Submit new residence card via WEB Application form.**

After receiving your new Residence Card, submit scans/images of both sides of the card via WEB Application form immediately. Submission of your new Residence Card to the university is mandatory.

<Certificate of Enrollment & Grades>

[http://www.ritsumei.ac.jp/pathwaysfuture/eng/student\\_life/certificate.html/](http://www.ritsumei.ac.jp/pathwaysfuture/eng/student_life/certificate.html/)

【On-campus Certificate Machine Locations】

- Prism House 1st floor, in Manabi Station
- Central Arc 1st floor, in front of the Office of Student Affairs
- Core Station 1st floor

<Osaka Regional Immigration Bureau, Otsu Branch>

- Hours of Operation: 9:00-12:00/13:00-16:00 (Mon-Fri, except holidays)
- TEL:077-(511)-4231 (\*press 1 to talk to a staff)

- Transportation: 2 minutes' walk from JR Otsu station.