

Guideline for Application Procedures for Residence Period Extension (Apply In-Person)



Outline of Procedures for Extension of Period of Stay

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, so it is essential that you apply for an extension at the Immigration Bureau before the date of expiration.

In order for “student” resident status holders to apply for an extension at the Immigration Bureau, in addition to the forms filled in by yourself, you will need forms filled out by your affiliated institution (Ritsumeikan University). Please follow the following steps to have those forms issued.

To be completed by the STUDENT

①

Apply to the university to have the forms issued

You can apply 3 months before your period of stay expires.

Please bring the following documents to the International Center.

| # | Forms to submit at the International Center Service Desk | |
|---|--|--|
| 1 | Document Issuance Application Form *You can download the application (EXCEL) here |  |
| 2 | Application for Extension of Period of Stay (3 Sheets) *You can download the application (EXCEL) here . *You will find a sample here . |  [APPLICATION]  [SAMPLE] |
| 3 | Copies of your Residence Card (both sides) | |
| 4 | Copies of your Student ID Card (both sides) | |
| 5 | Copy of your course schedule (If not currently available, a handwritten schedule which describes the courses you are scheduled to attend this semester. PhD students need not submit anything for this requirement.) | |
| 6 | Certificate of Enrollment *Will be returned (Check step ③ for details on having this issued) | |
| 7 | Statement of Reason for Extension of Enrollment *Will be returned (For students who exceed their minimum degree program duration) | |

There are copies of 1 and 2 available at the International Center

〈International Center Service Desk Hours〉

Weekdays (Monday to Friday) 10:00~11:30, 12:30~17:00

*Closed Thursday mornings

*During extended holidays, hours change to 13:00~17:00.

We will check documents at the service desk.

Completed by the University

②

University issues forms

Once we have accepted your documents, the university will prepare the “Application for Extension of Period of Stay (For Organization)” forms. Depending on which option you selected on the “Document Issuance Application Form” your forms can be picked up in **3 business days** OR will be mailed in **5 business days**.

✘Please be aware of extended vacations in August and the year-end/new year holidays.

We will attach post-its to your application if there are any remaining corrections.

To be completed by the STUDENT

③

Bring all necessary forms to the Immigration Bureau to apply

Prepare all of the documents listed below and apply for an extension of period of stay in person at the Immigration Bureau that has jurisdiction over the area you have registered on your Residence Card.

*How to get to the [Osaka Immigration Bureau](#)

The Immigration Bureau may request other documents if they consider them necessary to process your application. **Please consult the International Center as necessary.**



| # | Required Documents | Notes |
|---|--|--|
| 1 | Application for Extension or Period of Stay (For Applicant – 3 pages) | The form you filled out in Step ① |
| 2 | Application for Extension or Period of Stay (For Organization – 2 pages) | The form filled out in Step ② |
| 3 | Certificate of Enrollment | Available at the on-campus automated certificate-issuing machines, via online application, OR certificate issuance office at Manabi Station (See here for details) |
| 4 | Academic Transcript* | |
| 5 | ID Photograph | 4.0cm×3.0cm, Must have been taken within the past 3 months |
| 6 | Passport | Bring the originals with you. Copies not allowed |
| 7 | Current Residence Card | |
| 8 | Statement of Reason for Extension of Enrollment | For students who exceed their minimum degree program duration |



*For students applying for an extension for the first time since enrolling at Ritsumeikan University, who were previously enrolled at another school (i.e. Japanese language school, university, etc.), please obtain a Academic Transcript (and a Certificate of Class Attendance, if available) from the institution where you were previously enrolled. If you completed your previous degree at Ritsumeikan University, please obtain the certificate through the university.

Wait for a notification from the Immigration Bureau

④

Pick up your new Residence Card

- After receiving your notification (postcard) from the Immigration Bureau, go pick up your new Residence Card.
- ***If you are not granted an extension, contact the International Center ASAP.**
- When picking up your new card, you need to pay using a 4,000 yen revenue stamp. Revenue stamps (*shunyu inshi*) can be purchased at post offices, and at some convenience stores.
- If you are doing a part-time job, be sure to re-apply for “permission to engage in activity other than that permitted under the status of residence previously granted” at this time.

⑤

Submit your new Residence Card to the University

Immediately after receiving your new Residence Card, submit photos of it (both sides) to the International Center using the [Online Support Desk](#). (Submission is required) (Select “2. Submit a Residence Card” under “Choose a procedure that you wish to proceed”)

*Without the most up-to-date information on your Residence Card, **the university is not able to report that you are residing in Japan with a valid resident status** in case a governmental organization, such as the Ministry of Justice, inquires about your enrollment status.



{Online Support Desk}

If you have any questions about extending or changing Status of Residence, please inquire at the Service Desk at the International Center or in the above [Online Support Desk](#), select “4. Others (Inquiry / Contact)” under “Choose a procedure that you wish to proceed”.

To be completed by the STUDENT