

New International Student Orientation **～Your student life in Japan～**

Congratulations on your admission to RU!



Ritsumeikan University
International Center at Kinugasa Campus

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Introduction about International Center

Location of International Center : 1st Floor, Meigakukan Hall



It takes about 10min on foot to get to the International Center from the main gate.

Introduction about International Center

Location: 1st Floor, Meigakukan Hall

:Office Hours:10:00-17:00

《Note》

※Closed for lunch time 11:30-12:30

※Closed on Thursday morning, opens at 12:30

※Office hours during long holidays:13:00-17:00

※Currently, documents are accepted online, not at the service window.

What does the International Center do?

International Students

**Student
life**

**Resident
status**

**Financial
(Scholarship)**

International Center

The International Center supports the three important aspects of “Student life“, “Resident status” and “Financial” for international students.

International Student Support Coordinator

- “The International Student Support Coordinator” stationed at the International Center will handle a variety of inquiries related to international students’ student life.
- The Coordinator will liaise between the student and other on and off-campus facilities as necessary.
- Please feel free to talk to the coordinator if you find it hard to adapt to new environment, don’t know who to ask etc. Scan the QR code to make an appointment for an individual consultation(Zoom, face-to-face or via email). ◦
- International Student Support Coordinator periodically hosts an online space for international Students to chat. Feel free to join if you want to ask minor questions or have a Japanese conversation. The schedule and other details can be found in the notification on manaba+R.



International Student Support Coordinator

- International Student Support Coordinator periodically hosts an online exchange/gathering space “Furatto/Flat BBP”. For more details and schedule, see “Events” in the BBP website below.

Beyond Borders Plaza (BBP)

- BBP is an open space for both domestic and international students to make friends, chat and enjoy learning from one another in a friendly atmosphere. You will find various inter-cultural exchange activities, extracurricular language learning opportunities, advice and information on study abroad, and so much more at BBP. Enrich your student life by getting involved outside the classroom!



Submission of a copy of your residence card

- All international students must submit a copy of your residence card to the University. All new international students must upload a photos of your residence card at the time of enrollment via website below.
- If you do not have a residence card yet, submit it after entering Japan.

URL : <https://global.support.ritsumei.ac.jp/hc/en-us>



When to submit the residence card to the University

- **When you extend a period of stay, change in status of residence**
 - Submit a data of both sides of residence card from [HERE](#).
- **When you change your address**
 - Submit a data of both sides of residence card (new address must be printed) from [HERE](#).

Important requests from the International Center

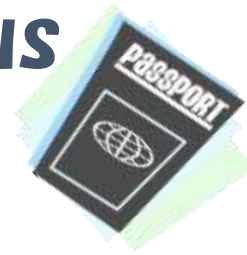
- **When you change your address, please also change your registration in the University system.**
 - Change your registration by logging onto “CAMPUS WEB” from manaba+R **AND** change your “Billing address” at the Manabi Station.
- **When leaving Japan (temporarily, travel, etc.)**
 - Submit a form “[Notification for temporarily leaving Japan](#)” We will check to ensure that all students are safe in the case of natural disasters or terrorist attacks.
- **Check your university (ritsumeikan.ac.jp) email account and manaba+R regularly.**
 - Important information from the International Center will be delivered by email and manaba+R. Please make sure not to overlook the important information. When you make a phone call or send us an email, always identify yourself (your name, college/graduate school, and student ID number).

Important requests from the International Center

- **Contact the International Center and the office of your college/graduate school if your enrollment status changes (Leave of Absence, Reenrollment, Withdrawal).**
 - Consult your college office about procedures of Leave of absence, Reenrollment, Withdrawal.
 - The International Center will provide important information on your resident status. Consult us before leaving Japan.
- **Save our phone number (075-465-8230)**
 - We may make a phone call if we have an urgent need.

Residence procedures

-Management of your student status by the University-



- ❁ **The university regularly reports the residence information and enrollment status of international students to the government (MEXT).**

As an institution that accepts foreign students, the university is obliged to notify the Immigration Bureau of Japan and the Ministry of Education, Culture, Sports, Science and Technology (MEXT) of your residence information and enrollment information. Therefore, the information on your residence card is regularly reported to the Immigration Bureau of Japan and MEXT.



If you have extended your period of stay or changed your status of residence, or if you want to take a leave of absence or withdraw from school, please contact the International Center immediately.

✕The university must have your accurate residence information on your card.

What to do We ask all int'l students to submit the form (details will follow).

We report MEXT whether you attend classes/research activities by this form.

Residence procedures

– Management of your student status by the University –



University is obliged to report long-term absentee to MEXT

MEXT notified national, public and private universities in Japan of the policy that universities are required to report to MEXT if international students are absent from their university for more than one month.



We kindly request students to submit the form (attendance confirmation) to the International Center every month to confirm your resident status “Student”. Please note that international students who do not comply with the attendance confirmation procedures will be reported to MEXT as long-term absentees of one month or more.

Residence procedures

– Management of your student status by the University –

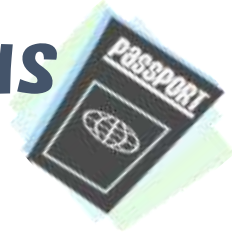


The university checks monthly “attendance confirmation” to see if international students are conducting study/research activities commensurate with their status of residence, “Student”.
(Excluding long vacations)

Please complete the monthly questionnaire and submit the form (attendance confirmation) via manaba+R to confirm your enrollment. This form is required to be submitted by all international students studying at Ritsumeikan including for those who cannot enter Japan.



Residence procedures – Management of your student status by the University –



Risks of failing to complete the “attendance confirmation”

Please ensure that you complete the monthly questionnaire on manaba+R, as failure to do so risks the following disadvantages

< Examples of the risks of failing to complete the questionnaire >

- Reported to the Ministry of Education as a long-term absentee
- Reported to the Immigration Bureau as a missing foreigner
- Unable to obtain support from the university, such as the necessary documents for the extension of their period of stay or scholarships
- Even if you wish to continue your job hunting after graduation, the university will not issue you with a letter of recommendation, which is necessary to change your status of residence for this purpose.

Residence procedures - About the residence card -

《Note》 You must carry your residence card with you at all times.

※You may be penalized with a fine up to 200,000 yen if you are not carrying your residence card, or with a fine up to 200,000 yen or up to 1 year in prison if you fail to show your residence card when ordered to do so by an immigration control officer, police officer, etc.

日本国政府 GOVERNMENT OF JAPAN	在留カード RESIDENCE CARD	番号 No. AB12345678CD
氏名 立命 かん NAME RITSUMEI KAN	生年月日 2010年11月10日 DATE OF BIRTH Y M D	性別 男 M SEX
居住地 京都府京都市北区等持院56-1	国籍・地域 ○×国 NATIONALITY/REGION	
在留資格 留学 STATUS College Student	就労制限の有無 就労不可	
在留期間（満了日） PERIOD OF STAY (DATE OF EXPIRATION)	2年 3月 (2023年6月14日) Y M Y M D	
許可の種類 在留期間更新許可（大阪入国管理局長） 許可年月日 2021年6月14日 交付年月日 2021年6月14日	このカードは 2023年9月14日まで有効 です。	

法務大臣

When moving to a new address, please submit a “Moving-in or Moving-out Notification” to local city hall/ward office within 14 days. Your new address will be written at the back of your card.

You cannot work part-time with the “Student” status of residence. So if you want a part-time job, you need to apply to obtain a “Work Permit” first.

You need to check your period of stay on your own. If you stay in Japan past the date of expiration, you will be considered an illegal resident and subject to punishment.

Residence procedures – About the residence card –

見本

住居地記載欄		
届出年月日	居住地	記載者印
2017年3月2日	京都市中京区西ノ京朱雀	中京区長
資格外活動許可欄		在留期間更新等許可申請欄
許可: 原則週28時間以内 風俗営業等の従事を除く		在留資格更新許可申請中

【Important!】

When changing your address, go to the city hall/ward office to have the new address written on your card. Please submit a copy of your residence card to the International Center once you changed your address.

【Important!】


If you obtain a “Work Permit”, an authorization seal will be stamped on the back of your card, allowing you to work.

Residence procedures – Extension of Period of Stay –



- Most of the international students are enrolled with the status of residence "Student".
- **The length of stay allowed varies from person to person.** The shortest is 3 months and the longest is about 4 years. It depends on the screening result of the Immigration Bureau of Japan (the university does not know the reason).
- If you do not extend your period of stay before it expires, you will lose your right to stay in Japan (**you will not be able to stay in Japan**).

日本国政府 GOVERNMENT OF JAPAN	在留カード RESIDENCE CARD	番号 No.	AB12345678CD
氏名 NAME	立命 かん RITSUMEI KAN	性別 SEX	男 M
生年月日 DATE OF BIRTH	2010年11月10日 Y M D	国籍・地域 NATIONALITY/REGION	○×国
居住地	京都府京都市北区等持院56-1		
在留資格 STATUS	留学 College Student	就労制限の有無	就労不可
在留期間 (満了日) PERIOD OF STAY (DATE OF EXPIRATION)	2年 3月 (2020年6月14日) Y M Y M D		
許可の種類 許可年月日	在留期間更新許可 (大阪入国管理局長) 2021年6月14日		
交付年月日	2021年6月14日		
このカードは 2023年9月14日まで有効 です。			



Check the date of expiration of your card.
It is your responsibility to extend your period of stay before it expires.

Residence procedures

–Extension of Period of Stay–



Important notes on your period of stay

- When renewing your status of residence, **your university grades will affect the length of stay you will be granted from immigration.**
- If you do not earn enough credits, **you may not be able to renew the card and stay in Japan (forced return to your home country).** Even if the extension is approved, it may be shorter than the desired period of stay **(in some cases, it is only permitted for 3 months).**

Residence procedures

– Extension of Period of Stay –



- It is your responsibility to check the date of expiration of period of stay.
 - ★ The university will not notify when to extend your period of stay. Please manage your status of residence by yourself.
 - ★ If you do not extend your period of stay, your residence card will expire you will be considered as an illegal resident and may be subject to in criminal punishments.
- You can extend your period of stay 3 months before the date of expiration.
 - ★ Complete the extension procedures well in advance.
 - ★ Support document from the university is required for an application.
- To apply, visit the Immigration Bureau and go through the procedure yourself.

Residence procedures

–Extension of Period of Stay–



- **Asking the university to prepare the support document**

You will need documents created by the university in order to apply for an extension. Please submit the following documents to the International Center in order for the university to prepare the documents.

****Full details of the procedure can be found on the International Centre's FAQs.**

FAQs



- Application for extension of period of stay
- Copy of your student ID
- Copy of your residence card (front and back)
- "Timetable" in manaba+R where you can check the courses registered in the day of the week format.

Residence procedures

–Extension of Period of Stay–



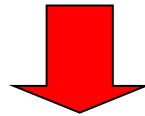
- Notes
 - Once you extend your period of stay, any previously acquired re-entry permits or “Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted” (work permit) will become **invalid**. You need to reapply for the permits after your stay is extended.
 - Once your extension has been approved, you must submit a copy of the front and back of your new residence card to the International Center.

Residence procedures

-Applying for Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted-

Your status of residence is...

“Student”



You are permitted to stay in Japan in order to study at a university.

Since it is not a status of residence to work, **part-time work (= working) is prohibited** just by holding this status “Student”. You cannot work with just this “Student” status.

Residence procedures

-Applying for Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted-

If you are planning to work...

You are required to obtain “Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted” (Work Permit) from the local Immigration Bureau.

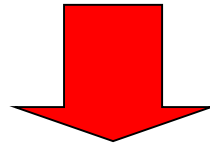
Why?

Part-time job = Activity other than the one permitted by your current status of residence, “Student” (studying at a university)

Residence procedures

-Applying for Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted-

What will happen if you work without obtaining a “Work Permit”?

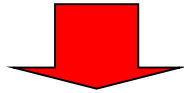


You will be subject to criminal punishment, including deportation from Japan.

Residence procedures

-Applying for Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted-

How do you apply for a “Work Permit”?



Visit the local **Immigration Bureau** to apply by yourself.



◆ Documents required to apply

- Application form for Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted
- Residence card (original)
- Passport (original)

Residence procedures

– Applying for Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted –

- Notes①

- The time period of your permit is the **same as your period of stay** in Japan.
- If you renew your stay, your work permit will become **invalid**. Please make sure to update your work permit after you renew your stay at the immigration bureau.
- Maximum number of hours permitted for part time job:
Up to **28 hours** a week
(8 hours a day during long vacations based on the academic calendar, up to **40 hours per week**)

Residence procedures

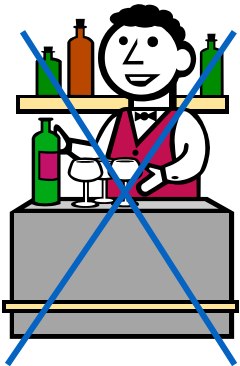
–Applying for Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted–

- Notes②

- Working for and doing business in the entertainment industry are strictly **prohibited**.

- “Entertainment industry” means...

Jobs connected to cabarets, night clubs, pubs, bars where you entertain clients, cafes, mahjong rooms, pachinko parlors, and any places related to the adult industry. **Taking part in jobs related to maintenance or cleaning at these facilities is also prohibited.** It is also not allowed to take part in business that provides indecent images over the internet.





Residence procedures

-Applying for Re-Entry Permission-

★About Re-Entry Permission System

When a foreigner who has a residence card leaves Japan for returning to his/her home country or traveling abroad, he/she can re-enter the country by using the same residence card within the period of stay if he/she applies for the "Re-entry permit system".

You can apply for the "Re-entry Permit System" at the Immigration Bureau of Japan, which has jurisdiction over your address.

For details, check with the Immigration Bureau of Japan yourself.



Residence procedures

-Applying for Special Re-Entry Permission-

★About Special Re-entry Permission System

When a foreigner with a residence card leaves Japan for returning to his/her home country or traveling abroad, he/she can re-enter Japan **within one year** from the date of departure with the same residence card by applying “Special Re-entry Permit” at the airport.



Residence procedures

-Applying for Special Re-Entry Permission-

★How to apply for Special Re-Entry Permission

外国人用 (再入国) 再入国入国記録 EMBARKATION CARD FOR RE-ENTRANT (ARRIVAL)

再入国出国記録 EMBARKATION CARD FOR RE-ENTRANT (DEPARTURE)

氏名 (Name) 氏名 (Name)

生年月日 (Date of Birth) 生年月日 (Date of Birth)

航空券番号・船名 (Flight No./Vessel) 航空券番号・船名 (Flight No./Vessel)

再入国許可 (Re-entry permit) 一時帰国 (Temporary return)

1. あなたは、日本国又は日本国以外の国において、刑事事件で有罪判決を受けたことがありますか？ Have you ever been found guilty in a criminal case in Japan or another country?

2. あなたは、現在、麻薬、大麻、あへん若しくは売淫の規制薬物又は銃砲、刀剣類若しくは火薬類を所持していますか？ Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substance, swords, explosives or other such items?

以上を記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and accurate.

署名 (Signature) 署名 (Signature)

Those who return home to visit or travel abroad during your period of stay in Japan, must check **"I am leaving Japan temporarily and will return"** on the **ED Card at the airport** to return to Japan with your current status of residence and period of stay.

You must check one of the 2 options.

●Those who wish to re-enter Japan

☒ 1. 一時的な出国であり、再入国する予定です。

I am leaving Japan temporarily and will return.

●Those who have a re-entry permit, but do not wish to return to Japan

☐ 2. 「再入国許可」の有効期間内に再入国の予定はありません。

I do not plan to re-enter Japan while my re-entry permit is valid.

(地方入国管理官署で「再入国許可」を受けており、その有効期間内に再入国予定のない方は、☒して下さい。)
(Check the box if you do not plan to re-enter Japan while your re-entry permit which you have obtained at a regional immigration bureau is valid.)



Residence procedures

– Applying for Special Re-Entry Permission –

★ Departure with Special Re-entry Permission is valid for up to one year from the day you departed.

★ If your period of stay in Japan expires within one year from the date of departure from Japan, then the Special Re-entry Permission is only valid until the expiration date of your status of residence as shown on your residence card. Check the expiration date of your residence card carefully before departure.

If you plan to return to Japan within a year, be sure to give the re-entry/departure ED card at the airport when you leave the country and tell that you are leaving the country temporarily and re-enter the country.

Emergency Situations

- Japan is prone to natural disasters. In case of emergency, learn the fact so that you can act calmly.

※Pictures of Ritsumeikan University at Osaka-Ibaraki directly after the earthquake in northern Osaka on June 18, 2018



Emergency Situations

- To learn how to respond to an emergency situation due to natural disaster, please refer the Emergency Disaster Response Handbook and Disaster Preparedness Card available at the link below:

<http://en.ritsumei.ac.jp/disaster/>



←Ritsumeikan University “Disaster Prevention Guide”



FAQs and Inquiry



Use International Center's inquiry platform when you have any questions.

URL : <https://global.support.ritsumeai.ac.jp/hc/en-us>

For example, if you have any questions about

- The procedure for renewing your status of residence
- Living in Japan
- Scholarships or tuition reduction



←Check here!

Recently asked questions

【[COVID-19](#)】

(Q) Do I need to be vaccinated in my home country in order to land in Japan?

(A) As of September 1, 2021, vaccination is not compulsory for landing in Japan. However, entry requirements are constantly changing, so please check your local Japanese embassy or the website of the Japanese [Ministry of Health, Labour and Welfare for the latest information](#).

(Q) Can I get vaccinated in Japan as a foreigner?

(A) Yes. After you have settled your apartment in Japan, go to the ward office to register your address and join the National Health Insurance program, then call the call center to request a vaccination voucher. Please note that the vaccine may not be available immediately due to shortage of vaccine supply.

<https://vaccines-kyoto-city.jp/ticket.html>

Recently asked questions

【[COVID-19](#)】

(Q) What should I do if I suspect that I have been infected with the coronavirus in Japan?

(A) If you think you may have been infected with the coronavirus, for example, have any common cold symptoms such as a fever, fatigue, and a sore throat, or if there are positive cases around you, **please call the Medical Center at Ritsumeikan University first** between 9:00 and 17:00 on weekdays (075-465-8232). In case of an emergency on weekends and during the night, please contact the "[Kyoto Novel Coronavirus Medical Consultation Center](#)" (075-414-5487). Please follow the instructions of the Medical Center or the Kyoto Novel Coronavirus Medical Consultation Center for tests and consultations.

Recently asked questions

【Student Life】

(Q) I can not enter Japan for the time being due to the government's entry restrictions. Is there any consideration for me to take classes?

(A) For students who have difficulty in attending face-to-face classes (all face-to-face classes during the course period) due to entry restrictions, the university will consider allowing them to take classes online **upon request**. For the details and procedures, refer to [Study Support Site](#).

Recently asked questions

【Student Life】

(Q) Can I work part-time as a delivery service such as “Uber Eats” in Japan?

(A) Please check with the Immigration Bureau yourself. The university does not recommend that you take this part-time delivery job such as Uber Eats, as it is not possible to check the number of working hours per week, and there is a possibility of traffic accidents or other problems occurring during delivery.

Recently asked questions

【Student Life】

- (Q) I have renewed my residence card. I understand that I need to submit my new residence card to the university, but are there any other places where I should submit my new residence card?**
- (A) Please check for yourself. For example, some transactions at financial institutions such as Japan Post Bank will be suspended if you do not submit your updated resident card. Also, please check with your part-time employer to see if you need to submit your updated resident card.**

Recently asked questions

【Job hunting in Japan】

(Q) I am thinking of finding a job in Japan after completing my graduate studies. Will I be able to find a job after submitting my master's thesis or obtaining my master's degree?

(A) The job-hunting system in Japan is unique, so the timing is too late.

Job-hunting in Japan needs to be done while you are still in university. **Especially for master's degree students, who have only two years to graduate or complete their studies, you need to start job-hunting in your first year.** For more information about job-hunting in Japan, please check [the materials](#) of the Career Center.

After completing graduate school, your "Student" status of residence will expire even if your residence card is still valid. If you continue to stay in Japan with the "Student" status, you will be considered to be staying in Japan illegally. After completing your course of study, you must leave Japan within a month or change your status of residence to another one.

If you have been looking for a job while you are still in university, but have not found a job, you can change your status of residence to "Designated Activities" (Please note that there are various application requirements).



**We hope you all enjoy
learning and be safe in
Japan.**

**Ritsumeikan University
International Center at KIC**