

Guideline for Application Procedures for Residence Period Extension (Apply Online)



【PDF Version】

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

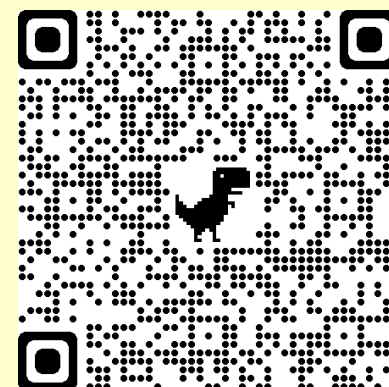
You can apply 3 months before your period of stay expires.

Please apply to the university via [this Online Support Desk](#).

- Choose “ 1. Extend a period of stay” within “Choose a procedure that you wish to proceed” and input the required information.
- In the “Explanation” box, input how you would like to receive the documents (Via post OR pick-up at the International Center). If you choose post, input the address (with the postcode) to which you wish to have the documents mailed.
- Submit the three following documents as “Attachments”.

#	Documents necessary to apply online
1	Application for Extension of Period of Stay (3 Sheets) *You can download the application (EXCEL) here . *You will find a sample here .
2	Pictures of your Residence Card (both sides)
3	Pictures of your Student ID Card (both sides)
4	Copy of your Certificate of Enrollment (Check step ③ for details)
5	Statement of Reason for Extension of Enrollment (Students who exceed the minimum degree program duration)

【QR Code to Apply Online】



We will contact you via the Online Support Desk if forms are incomplete or incorrectly filled out.

Completed by the University

②

University issues forms

Once corrections have been made and your forms are complete, the university will prepare the “Application for Extension of Period of Stay (For Organization)” forms. Depending on your selection in step ①, 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 an 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

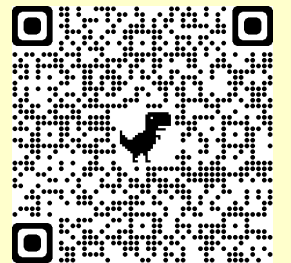
- After receiving your notification (postcard) from the Immigration Bureau, go pick up your new Residence Card.
- ***If you are not granted an extension, contact the International Center ASAP.**
- When picking up your new card, you need to pay using a 4,000 yen revenue stamp. Revenue stamps (*shunyu 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