第4章
留学生への情報（在留資格関係）

Chapter 4:
Information for International Student
Status of Residence
4-1. Extension of Period of Stay

If you want to stay in Japan after the expiration of your initially registered period of stay, you must apply for permission of extension at the Regional Immigration Bureau Kanazawa Branch Office.

You must file an application for extension at least 10 days prior to the day of expiration. You are responsible for keeping your status updated. There will be no reminders sent to you.

(1) Privately Financed International Students

[Necessary Application Documents]

① Application Forms for Extension of Period of Stay

The documents has 5 pages. If you wish to apply, you must fill out the pages 1-3 and submit an “Request Form for Extension or Change of Status” with a copy of a certificate of scholarship and your residence card to the ISS. You will receive the form (pages 4-5) issued by JAIST on subsequent Friday if the request is submitted by Monday.

② A Certificate of Studentship

③ An Official Academic Transcript

  - For Research students, the official document certifying the research which they are engaged in will be issued in place of an official academic transcript.

  - If the applicant has failed to graduate or is in the Mα Program exceeding 2 years and must extend his/her stay in Japan, he/she must submit a statement with the reason for the failure in addition to the official academic transcript.

④ A Valid Passport

⑤ A Residence Card

⑥ Fee: ¥4,000 (to purchase a revenue stamp)

⑦ Documents certifying that the person concerned can defray all the expenses incurred during the stay in Japan.

  (i) If the applicant is self-supported:

      A certification of the amount and duration of scholarship, a certificate of employment (for a part-time researcher) or a duplicate copy of applicant's bank book or bank statement indicating the recent balance of deposit.

  (ii) If the applicant’s expenses are financed by remittance from their home country, one of the below should be prepared:

      - Duplicate copy of remittance from home country or a copy of applicant’s bank book indicating remittance from home country.
      - Sponsor’s bank statement indicating the recent balance of deposit.

  (iii) If the applicant’s expenses are financed by a sponsor in Japan:

      - The applicant’s bank book indicating remittance from the sponsor or duplicate copy of remittance from sponsor.
      - Sponsor’s bank statement indicating the balance of deposit, sponsor’s tax statement indicating the total amount of annual income, sponsor’s withholding slip, or a copy of the final income tax return of the sponsor.
Temporary Leave and Re-entry
When you leave Japan temporarily to visit your family in your country or to attend a conference overseas and will be re-entering Japan within 1 year of your departure, you are not required to apply for a re-entry permit. (This is called a special re-entry permit.) If your period of stay expires within 1 year after your departure, please ensure that you re-enter Japan before the expiration of your period of stay. If you will re-enter Japan after more than 1 year of your departure, you must obtain a re-entry permit at the Regional Immigration Bureau Kanazawa Branch Office before you leave Japan.

If you travel abroad without this permission, it will be extremely difficult to re-enter Japan. Therefore please make sure to obtain this permission at your own responsibility before you travel abroad. Furthermore, traveling to other countries during temporary leave may hinder your return to your country or Japan. Please consult the embassy or consulate in your country.

[Necessary Documents for Application for Re-entry Permit]

1. Application Form for Re-entry Permit (available at the Immigration Bureau website and the International Student Section)
2. Valid Passport
3. Residence Card
4. Student ID Card or a Certificate of Studentship issued by JAIST
5. Fee: ¥3,000 (single re-entry) / ¥6,000 (multiple re-entry)

<NOTE>
- If you have "Permit to Engage in Activities other than that Permitted under the Status of Residence Previously Granted", one of the following should be submitted:
   - A copy of the notification of employment
   - A copy of the pay statement
   - A Certificate of income and a withholding tax slip
- If the sponsor is replaced by another, the new sponsor must submit a statement explaining the reasons for replacement and his/her relationship with the applicant (The form is available at the Immigration Bureau).
- In some cases, additional documents may be requested by the Immigration Bureau.
- Please attach a Japanese translation to the documents written in other languages.

<NOTE>
- Please inform your supervisor of your temporary leaving and get his/her permission.
- Submit "Notice of Temporary Leave" to the International Student Section. (Appendix)

<NOTE>
If you are a scholarship student, you need to sign for the scholarship each month to confirm your attendance at JAIST. Note that you might not be able to receive your scholarship for that month if you fail to sign for the scholarship.
4-3. Change of Status of Residence

JAIST international students (except for short-term visiting students) without student visa or those who will stay in Japan for employment-seeking employment after completion of the program at JAIST must change the status of residence.

Please submit the following documents to the Nagoya Immigration Bureau Kanazawa Branch Office.

【Application Documents】
① Application Form for Change of Status of Residence (available at the Immigration Bureau)
② Supporting documents (For the details, please refer to the website of Immigration Bureau: http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02.html)
③ Valid Passport
④ Residence Card
⑤ Fee: ¥4,000 to purchase the revenue stamp.

4-4. Having Family Members Join You

In order to bring your family to Japan, you are responsible for the entire family’s living expenses besides your own tuition and expenses. It is not easy to complete graduate school programs while supporting your family. You need to take care of all procedures in Japanese, for example, to take your family member to a doctor and/or to let them enroll in elementary schools, nursery schools or kindergartens. Before having your family stay with you in Japan, you need to consider this and discuss with your supervisor to put together a precise research schedule. When you are ready to bring your family to Japan, take the necessary procedures.

You need to acquire a certificate of eligibility, “Dependent”, for your family. Only your spouse and any children that you have been supporting are eligible for this certificate. Also, you must prove that you earn a steady and enough income to support the dependent(s).

To obtain the certificate of eligibility, you need to go to the Immigration Bureau and apply for a “Certificate of Eligibility for a Status of Residence”, on behalf of your family. The process takes 4 to 8 weeks, however it depends on countries how fast you can obtain the certificate, so please inquire of the Japanese Embassy in your country about detailed information. The International Student Section doesn’t apply on the applicant’s behalf.

If a member of your family wishes to engage in any employment, whether it is full time, part-time or temporary, he/she has to apply for “Permission to Engage in an Activity Other than that Permitted by the Status of Residence Previously Granted” in advance.

The following documents are required for the application for “Certificate of Eligibility for a Status of Residence”.

【Application Documents】
① Application Form for Certificate of Eligibility (available on the Immigration Bureau website)
② Proof of applicant’s relationship with the student
**One of the following documents indicating the relation under the student’s country’s laws:**
   A copy of an applicant’s family register, marriage certificate for spouse, and/ or birth certificates for children.
③ A copy of the student’s Residence Card or a copy of his/her passport
④ Proof that the student will be able to support his/her family throughout their stay in Japan
   - Privately financed students should submit their bank statement indicating balance of deposit or a duplicate copy of remittance from home country.
   - Japanese Government (Monbukagakusho) scholarship students should submit Certificate of Monbukagakusho Scholarship Student.
⑤ Certificate of Studentship issued by JAIST
⑥ 1 photo (4cm×3cm) of each family member taken within 3 months of the day of application
⑦ A self-addressed envelope affixed with a 392-yen stamp (for the recorded delivery purpose)

Note: In some cases, additional documents will be requested by the Immigration Bureau.

注)個別の案件によっては「その他参考となるべき資料」の提出を求められる場合があります。

⑦ 返信用封筒(392円分切手を添付したもの(簡易書留用)
⑥ 申請人(家族)の写真 1 枚(縦4㎝×横3㎝)申請の日の前3か月以内に撮影されたもの。
⑤ 手数料4,000円の収入印紙
④ 在留カード
③ 旅 券
② 留学生と申請人である家族との身分関係を証する文書
① 在留資格認定証明書交付申請書(用紙は、入国管理局のWebで入手できます。)

なお、

4-4. 家族の呼び寄せ

以前に申請書類を事前にしなければなりません。

【申請書類】を事前にしなければなりません。家族の申請の代行をすることはできません。

証を取得する方法は国によって違うので自国内の日本大使館に問い合わせてください。留学生係が留学生証を取得する方法は国によって違うので自国内の日本大使館に問い合わせてください。留学生係が留学生認定証明書」の交付申請を行うのが典型的な方法です。手続には4~8週間かかります。ただ最も早く査を有していることが必要とされます。

在できる家族とは、留学生の扶養を受ける配偶者と子供です。留学生本人が安定的かつ継続的な扶養能力必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要です。また、家族を支えながら大学院の学業を修めることはとても困難です。例えば、家族の通院又必要があります。在留資格の下で行っている活動をやめて、新たに別の在留資格に属する活動を専ら行おうとする場合には、在留資格の変更の許可申請を入国管理局で行う必要があります。例えば、
4-5. Permission to engage in activity other than that permitted
under the status of residence previously granted (for Part-time Work)

International students can be employed part-time by JAIST without Permission for Part-time Work from the Immigration Office. Contracts include being a student researcher, RA, LA, TA, honorarium work, etc., at JAIST (working at the shop on campus, assisting academic conferences, etc., are excluded). The maximum hours of part-time work of international students cannot exceed 28 hours/week, with an exemption on long vacations in which hours cannot exceed 8 hours/day. However paid work based on a contract with JAIST such as student researcher, RA, LA, TA, “shakin” work, etc. will not be included in the limit. If the students do part-time work other than the above mentioned, they must obtain the "Permission for Part-time Work" in advance as usual. If a student works without this permission, he/she will be punished, or deported in some cases.

Once you obtain permission, please bring it to the International Student Section. The section needs to keep a photocopy of it.

(1) When you submit application documents to the Regional Immigration Bureau Kanazawa Branch Office yourself

① Application Form for Permission to Engage in an Activity Other than that Permitted under the Status of Residence Previously Granted (available at the Immigration Bureau or the International Student Section)
② Applicant’s Residence Card
③ Your Passport

(2) Proxy Application of Permission for Part-time Employment

The International Student Section submits application documents to the Regional Immigration Bureau Kanazawa Branch Office on the applicants’ behalf once a month. After you decide where to do a part-time job, submit the necessary documents to the Section from Monday through Friday of the forth week of every month (except public holidays). The format of the permission is a seal on your passport (and a stamp with your Residence Card). Your passport with the seal of permission (and your residence card with a stamp of approval on reverse) will be returned in about five days after the application period. The granted permit is valid until the expiration date written on it. You do not have to reapply for the permit every month once you have received it.

① Application Form for Permission to Engage in an Activity Other than that Permitted under the Status of Residence Previously Granted (available at the International Student Section)
② Applicant’s Residence Card (IIS will keep it until permission is issued)
③ Request form for Proxy Application of Permission for Part-time Employment (available at the International Student Section)
④ Your passport (ISS will keep it until permission is issued)

If students miss the monthly application period and wish to get a permit before the next period, they must apply by themselves at Regional Immigration Bureau Kanazawa Branch Office.

(3) NOTES

① Permission for Part-time Work is not automatically granted for all applicants. In the event that an applicant’s academic record or class attendance prove unsatisfactory, the Immigration Bureau may reject or revoke the permission.
② ‘Long vacations’ refer to the summer, winter and spring breaks at JAIST.
③ Part-time work in adult entertainment businesses or related industries is prohibited.
④ If students change their workplace, type of job or working-hours, they must inform the International Student Section of the change.
⑤ If you have the Permission for Part-time Work from when you were at any institute other than JAIST, you must obtain the permit again.
⑥ The end of period to work under the permission can not exceed the expiration date of the applicant’s present permission of the period of stay.
⑦ You are not allowed to engage in part-time work during your period of temporary leave of absence from JAIST.
4-6. Status of Residence for Job-seeking activities

If an international student with a student visa wishes to continue to stay in Japan for job-seeking activities after graduation from a Japanese university and is recommended by the student's university, he/she will be able to apply for changing the residence status to "Designated Activities". In this case, by extending the period of stay, the student will be able to stay in Japan for a maximum of 6 months after graduation, and if permitted renewal, will be able to stay for another 6 months. Please contact the International Student Section 1 month prior to the last day of the completion month if you wish to apply for it. After changing status, the student must submit a report on their job finding activities to the International Student Section by the end of each month.

In addition to the above, if an international student receives a formal job offer during the stay with the "Designated Activities" status, the student will be allowed to stay under the status in Japan until he/she is officially employed as long as the new visa status is related to any of the activities of "Engineer", "Specialist in Humanities" or "International Services". For detailed procedures, please contact the International Student Section.

4-7. Nagoya Regional Immigration Bureau Kanazawa Branch Office

The Nagoya Regional Immigration Bureau Kanazawa Branch Office is for you to go to most immigration procedures such as the application for extension of period of stay or permission to engage in part-time work. The following are the contact address and location of Nagoya Regional Immigration Bureau Kanazawa Branch Office.

Nagoya Regional Immigration Bureau Kanazawa Branch Office
3-4-1 Sainen, Kanazawa 920-0024 (1F of Eki-nishi Godo-Chosha)
TEL: 076-222-2450
Office hours: Monday through Friday 9:00-12:00, 13:00-16:00

※You can take a bus to the Kanazawa Branch Office from Nomachi Station. The timetable is available at the International Student Section.
Information regarding immigration is available in phone announcement by the Nagoya Regional Immigration Bureau. For this service, please contact the following.

**Immigration Information Center (NAGOYA)**

5-18, Shoho-cho, Minato-ku, Nagoya city, Aichi Pref. 455-8601
TEL: 0570-013904 (English, Korean, Chinese, Spanish etc.)
E-mail: info-tokyo@immi-moj.go.jp (Japanese or English)
Open: Monday through Friday 8:30-17:15

Before calling the Immigration Information Center (NAGOYA), please carefully read the following.

**Note 1:** You may use this e-mail service to ask questions on entry and stay for foreign nationals and other procedures, or provide your opinions or requests on our immigration control services. It should be noted that it might take some time to answer your question in some cases. In addition, the immigration authority might not answer some of your questions, depending on its characteristics.

**Note 2:** The answers to your questions will be disclosed to the general public. In order to protect privacy, the immigration authority will not answer your question if you ask questions on the current status of individual application procedures at regional immigration bureaus, or on the current status of individual decisions or deportation processes.

**Note 3:** When you e-mail them through mobile phones, please understand that some models of mobile phones can not receive their response.

Refer to the homepage of the Immigration Bureau for further information.