

Checklist for Immigration Service

(Student ID Number)

(Student Name)

UoA can be a proxy of immigration related application (申請取次が可能な申請)

- ① Application for Extension of Period of Stay (在留期間の更新)
 - ② Application for Change of Status of Residence (在留資格の変更)
 - ③ Application for Working Permit (Besides TA/RA) (資格外活動許可 ※TA・RA以外)
- ↑ Please circle which you would like to apply. (該当するものに○をつけてください。)

Ministry HP: http://www.moj.go.jp/tetsuduki_shutsunyukoku.html

Please mark when you have a document to be ready. (必要書類が揃っているかチェックをつけてください。)

① Application for Extension of Period of Stay (在留期間の更新)

- Application Forms for Extension of Period of Stay (在留期間更新許可申請書)
 - * Application forms are available at <http://www.moj.go.jp/content/001290221.xlsx>
 - * "For applicant, part 1 to 3" has to be completed by applicants themselves. (「申請人等作成用 1～3」を記入する。)
- Passport (パスポート)
- Residence Card (在留カード)
- Copy of the Student ID Card (学生証の写し)
- Certification of Enrollment (在学証明書)
- Academic Transcript (成績証明書)
- Processing Fee: 4,000 yen *by Revenue Stamp (手数料：4,000円 ※収入印紙) Please buy it at the university shop by yourself.
- Certificate for Payment of Fee with your signature (署名した手数料納付書) * <http://www.moj.go.jp/content/000099903.pdf>
- Documents that prove the applicant's financial ability to cover living expenses (日本在留中の経費支弁能力を証する文書)
 - * e.g. Certificate of Scholarship, copy of the bankbook (例：奨学金の支給証明書、本人名義の銀行等の貯金通帳の写し等)

② Application for Change of Status of Residence (在留資格の変更)

- Application Forms for Change of Status of Residence (在留資格変更許可申請書)
 - * Application forms are available at <http://www.moj.go.jp/content/001290172.xlsx>
 - * "For applicant, part 1 to 3" has to be completed by applicants themselves. (「申請人等作成用 1～3」を記入する。)
- Passport (パスポート)
- Residence Card (在留カード)
- Copy of the Student ID Card (学生証の写し)
- Certification of Enrollment (在学証明書)
- Academic Transcript (成績証明書)
- Processing Fee: 4,000 yen *by Revenue Stamp (手数料：4,000円 ※収入印紙)
- Certificate for Payment of Fee with your signature (署名した手数料納付書) * <http://www.moj.go.jp/content/000099903.pdf>
- Documents that prove the applicant's financial ability to cover living expenses (日本在留中の経費支弁能力を証する文書)
 - * e.g. Certificate of Scholarship, copy of the bankbook (例：奨学金の支給証明書、本人名義の銀行等の貯金通帳の写し等)

③ Application for Working Permit (Besides TA/RA) (資格外活動許可 ※TA・RA以外)

- Application Form for Working Permit (資格外活動許可申請書)
 - * Application forms are available at <http://www.moj.go.jp/content/001290248.xlsx>
- Passport (パスポート)
- Residence Card (在留カード)
- Copy of the Student ID Card (学生証の写し)