2020 New International Student Orientation

Welcome to Ritsumeikan University!

International Center
Where is the International Center?

HERE!
Meigakukan Hall
(1st Floor)
The International Center

Location: Meigakukan Hall
Office Hours: 10:00-17:00

As of September 11, the Center is closed due to the effects of COVID-19. For the future opening status, please see the FAQ page.

《Note》
※Closed for lunch: 11:30-12:30
※Closed Wed. mornings
※Office hours during long holidays: 13:00-17:00
※We will not accept any documents or inquiries other than office hours.

Please come to the office during office hours!
Issues dealt with at the International Center

✈ Student Life
  • Extension of period of stay, change of status of residence
  • National Health Insurance subsidy programs

✈ Scholarships

✈ International Exchange Events

✈ Study Abroad
Important requests
from the International Center

Please notify the International Center if any changes below occur!

- **Extension of Period of Stay/Change in Status of Residence** → Submit a form “Attach a copy of your Residence Card (both sides)” Click [here](#) for submission method.
- **Change of address and telephone number**
  → Submit a form “Attach a copy of your Residence Card (both sides)” with your new address printed. Click [here](#) for submission method.
  - We may contact you with notifications regarding your visa or scholarships among other important matters.
  - Please update CAMPUS WEB via manaba+R and update the address for your tuition invoice at Manabi Station.
- **Leaving Japan (temporarily, for 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.
Important requests from the International Center

- Please check your university (ritsumei.ac.jp) email account and manaba+R regularly to be sure that you do not overlook important information.

- Please contact the International Center 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.

- When you make inquiries to the International Center, please identify yourself (your name, college/graduate school, your student ID number)!

- Please save our phone number!
  Kinugasa: 075-465-8230
  - We may make a phone call if we have an urgent need.
Residence Procedures

~Management of your Student Visa~

* Notification to Immigration and MEXT

As an institution that receives international students, we must report everyone’s status of immigration details to the Immigration Bureau and MEXT.

If you extend or change your residence status or decide to take a semester off or leave the university, please contact the International Center as soon as possible!

*We may need to confirm the information on your residence card.
Residence Procedures

~Management of your Student Visa~

- 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 come 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 Visa~

How to confirm your enrollement status

1. You need to scan your student ID card in person at the International Center at least once a month.

   Tap your Student ID here.

2. If you are unable to come to the International Center for some reason during a month, please make sure to submit the prescribed statement of reason form from Ritsumeikan University Learning Management System “manaba+R”.

   *If the International Center is closed due to the effects of COVID-19, we will inform you separately by email about the confirmation method.
About the Residence 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.

When moving to a new address, please submit a “Moving-in or Moving-out Notification” to your city hall/ward office within 14 days.

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.
About the Residence Card 2

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

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!》
Once you receive your residence card, you must carry it 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.
Extension of Period of Stay 1

- Most of you hold the status of residence “Student” to study in Ritsumeikan.
- Periods of stay for “Student” status are:

  - 4 years 3 months
  - 3 years 3 months
  - 2 years 3 months
  - 1 year 3 months
  - 6 months

  - 4 years
  - 3 years
  - 2 years
  - 1 year
  - 3 months
Extension of Period of Stay 2

- You can extend your period of stay up to 3 months prior to the date of expiry.
  - Please extend your period of stay well in advance.

- You need to check your period of stay on your own.
  - Ritsumeikan University will not notify students when to extend their period of stay!
  - If you fail to follow the procedures, you will be considered as an illegal resident and may be subject to criminal punishments.

- The extension procedures need to be done at local Immigration Bureau by yourself.
  - However, you will need documents provided by the university, so please come to the International Center before you go to the Immigration Bureau.
Documents required for application
(for the International Center):
*You will need documents created by the university in order to apply. Please submit the following documents to the International Center in order for the university to prepare the documents. *Please see here for information on how to submit if the International Center will be closed due to the effects of COVID-19.

- Application for extension of period of stay (available at the International Center)
- Copy of your student ID
- Copy of your residence card (front and back)
- Copy of course schedule for this semester (a handwritten schedule is acceptable, but on A4 sized paper only)
※There are other documents required by the Immigration Bureau.
Extension of Period of Stay 4

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 if necessary.

- Once your extension has been approved, you must bring a copy of the front and back of your new residence card by submitting the certain form to the International Center.

- If you have not earned enough course credits, your extension may not be approved, and you will no longer be permitted to stay in Japan (in other words, forced to leave the country).
Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (Work Permit) 1

Your status of residence is...

“Student”

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

You cannot work with just this “Student” status.
Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (Work Permit)

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

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

※You do not need a “Work Permit” if you pursue TA (Teaching Assistant), RA (Research Assistant), or ES (Educational Supporter) work within Ritsumeikan University.
How do you apply for a “Work Permit”?

Go to the local Immigration Bureau to apply.

◆ Documents needed to apply

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

- 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 if your status of residence changes.
- Maximum number of hours permitted for part time job:
  
  Up to 28 hours a week

  (up to 8 hours a day, 40 hours a week during long-term breaks)
Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (Work Permit)

Notes:

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.
Re-Entry Permission ①

★Special Re-entry Permission

If your status of residence is longer than 3 months and is not “Temporary Visitor”, you are eligible for Special Re-entry Permission so that you can leave the country for less than 1 year without applying for a re-entry permit.

Instead, you should check 1. I am leaving Japan temporarily and will return, on the ED card for re-entry.
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 to return to Japan with your current status of residence and period of stay.
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 ends during that year, then the Special Re-entry Permission is only valid until the expiration date of your status of residence as shown on your residence card.

When leaving the country, you must show your residence card at the airport.
Necessary procedures when leaving Japan temporarily

On August 28, 2020, the Government of Japan announced new procedures for those who will temporarily leave Japan after September 1, 2020.

In addition to obtaining a Special Re-entry Permission or Re-entry Permission, you will need to complete this procedure. For details, please check this page.
Emergency Situations

* Japan is prone to natural disasters.

※Images of OIC 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 reference the Emergency Disaster Response Handbook and Disaster Preparedness Card available at the link below:

  http://en.ritsumei.ac.jp/disaster/
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. If the Center is not open due to the effects of COVID-19, please feel free to contact ru-inter@st.ritsumei.ac.jp
- In the Fall semester 2020, the coordinator regularly sets a free talk time “Flat BBP” online. Check out an event list of BBP website.
  BBP Website:  http://www.ritsumei.ac.jp/bbp/events/
We hope everyone is safe and enjoys learning in Japan.

International Center