Welcome to Ritsumeikan University!

International Center

2020 New International Student Orientation

The International Center
Location: Building A, 1F, AN Office
Office Hours: 10:00-17:00

(Note)
※Closed for lunch: 11:30-12:30
※Closed Wed. mornings for office meetings.
※Office hours during long holidays: 13:00-17:00
※Reservations are required for a consultation for the fall semester 2020.
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**
  - **Change of address and telephone number**
    - 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.)**
    - 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 2

- 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)!
- 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
  BKC: 077-561-3946  OIC: 072-665-2070

Residence Procedures

~Attendance Confirmation~

- 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.

Also, please make sure to confirm your enrollment status/attendance at the university every month for our report to MEXT.
About the Residence Card ①

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.

About the Residence Card ②

When changing your address, go to the city hall/ward office to have the new address written on your card.

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

《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...

<table>
<thead>
<tr>
<th>Period of Stay</th>
<th>Duration</th>
</tr>
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<tbody>
<tr>
<td>4 years 3 months</td>
<td>4 years</td>
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<tr>
<td>3 years 3 months</td>
<td>3 years</td>
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<tr>
<td>2 years 3 months</td>
<td>2 years</td>
</tr>
<tr>
<td>1 year 3 months</td>
<td>1 year</td>
</tr>
<tr>
<td>6 months</td>
<td>3 months</td>
</tr>
</tbody>
</table>

★ 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 in 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 ask the International Center before you go to the Immigration Bureau.

Extension of Period of Stay 2
**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.*  
- 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.

**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 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).
Residence Procedure
~Attendance Confirmation~

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
~Attendance Confirmation~

Reporting to MEXT “Long-term absentee”

Every month, please submit the questionnaire 「外国人留学生在籍確認/International Student Attendance Confirmation」via the manaba+R course.
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) 2

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) 6

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.

Re-Entry Permission ②

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.

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.)
Re-entry Permission

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

★ 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.

Rooms 9/10 • Muslim-Friendly Menu

- For students who need a place to pray, Rooms 9 and 10 (Building A, 5F) are able to be reserved.

- The OIC Cafeteria offers Muslim-friendly items on the menu. (Please visit the OIC Cafeteria for details.)
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://www.ritsumei.ac.jp/safetymanagement/safety/safety_handbook.html/
International Student Support Coordinators

- The International Center has an International Student Support Coordinator, who provides consultation to international students about student and daily life.
- After hearing the situation, if necessary the coordinator will connect students to the appropriate organizations both on- and off-campus.
- If you have any problems, feel free to ask consult at the International Center.
  (ru-inter@st.ritsumei.ac.jp)