



# Important Points to Note for Your Student Life in Japan

It is important that you follow Japanese laws such as the Immigration Control and Refugee Recognition Act and the Basic Resident Registration Law. Violating laws intentionally or unintentionally will not only disadvantage you personally, but also inconvenience other international students. The International Center at Ritsumeikan University provides services and consultation to international students on matters related to living and studying in Japan. Please consult with the International Center if there is anything you do not understand.

## About the "Student" Residence Status

The "Student" status of residence grants you permission to reside in Japan on the basis of your objective to study in a Japanese university. If you graduate, complete your program, take a leave of absence, withdraw, or are expelled from Ritsumeikan University, you must leave the country promptly, even if you have time left on your period of stay. Ritsumeikan reports to the Immigration Bureau within 14 days when students begin studying at the university (through enrollment, transfers, etc.) as well as when they are no longer studying at the university (through graduation, completion of program, withdrawal, or expulsion). Additionally, in cases where the student does not appear to be learning (not registering for classes or extended absences from class), this may be reported to the Immigration Bureau. Furthermore, at the instruction of the Ministry of Education, Culture, Sports, Science and Technology of Japan (MEXT), all public and private universities in Japan are required to notify MEXT of any international students who are absent from their university for one month or longer. The International Center will hold procedures monthly to confirm your attendance at the university, so please follow the center's instructions on how to complete those procedures each month (not required during the long vacations).

## Extending your Period of Stay

Be sure to complete procedures to extend your period of stay before it expires. It is possible to apply for an extension of your period of stay starting from 3 months prior to the expiration date. You are responsible for preparing the necessary documents and submitting them to the Immigration Bureau yourself. However, the documents you must submit include some which must be created by the university and which take a few days to issue, so please come to the International Center first (Suzaku students should visit the International Center at Kinugasa Campus). After extending your period of stay, submit a copy of both sides of your updated residence card to the International Center on your campus as soon as possible. Note that extensions of period of stay are not approved unconditionally, and you may be refused an extension of your period of stay if the amount of credits you have obtained at the university is insufficient. You should therefore make plans to obtain sufficient credits each semester and make every effort to complete your academic program in as short a time as possible.

## "Special Re-entry Permit" and "Re-entry Permit"

If you intend to leave Japan to return to your home country temporarily, visit another country, or study abroad during your period of stay in Japan, you must apply for either a special re-entry permit (when leaving for less than one year) using an Embarkation/Disembarkation Card (pictured below) or a re-entry permit (when leaving for one year or more). If you receive one of these permissions, you are not required to obtain a new status of residence upon your return to Japan. Please be aware that if you leave Japan without obtaining a special re-entry permit or re-entry permit, your status of residence will become invalid.



Embarkation/Disembarkation Card (ED Card)

Make sure to check off one of the boxes.

## Changing From a "Student" Status of Residence to Another Status of Residence

In the event that you find employment in Japan after graduating from Ritsumeikan University, you will need to change your status of residence from "Student" to one which will allow you to work in Japan. Please make sure that you have all the necessary documents for changing your status of residence and apply yourself at the Immigration Bureau as soon as possible. Note, however, that if you change your status of residence from "Student" to a different status of residence, you may no longer be eligible for some benefits for international students (tuition reduction, scholarships, etc.). Thus, please consult with the International Center before making any changes.

## Required Reports under the Residence Management System

When your residence information changes, you are required to submit the reports listed below within 14 days.

Address change: Report to your city hall/ ward office when you determine your address when you move.

Change in affiliated organization: Report to the Immigration Bureau if you graduate, withdraw, take a leave of absence, or are expelled from Ritsumeikan, or if Ritsumeikan's name or address changes.

\*If you fail to file the required reports or file a falsified report, your status of residence in Japan may be revoked.

## Applying for a Work Permit

You must obtain a part-time work permit, officially known as "Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted", in order to work part-time or participate in a paid internship. Please note that even if you obtain a permit, there are many rules and restrictions on the hours and type of jobs that you can work. If you violate these rules, you may be deported or subject to other punishment.

In order to apply for "Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted", please bring your application, residence card and passport to your local Immigration Bureau. You may not engage in any work activity until you have received the official part-time work permit seal.

**\*Important:** You may work up to 28 hours per week when classes are in session, and up to 8 hours per day and 40 hours per week during the long vacations designated in the Ritsumeikan University Regulations (summer, winter, and spring vacations). These limits apply to the total amount of time worked, regardless of how many jobs you have.

\*It is forbidden by law to work in any position at establishments related to the adult entertainment industry. Even washing dishes or cleaning at such establishments is not allowed.

\*If you extend your period of stay, you must reapply for a work permit (the valid period of your work period is the same as your period of stay).

\*A work permit is not necessary for official TA (Teaching Assistant), ES (Educational Supporter), and RA (Research Assistant) positions at Ritsumeikan University.



Part-time work permit seal

## If You Lose your Residence Card

If you lose your residence card, you must apply for the issuance of a new card at your local Immigration Bureau.

In order to request the issuance of a new card, you will need a Report of Loss Certificate from the police department. Therefore, you must first visit your local police department and submit a Lost Item Certificate, and then receive a Report of Loss Certificate or other documentation that states that you have notified the police of your loss. Afterwards, bring your Report of Loss Certificate, one ID photograph (40x30 mm), and your passport to your local Immigration Bureau and request the issuance of a new residence card. After completing all of the necessary paperwork, a new residence card will be issued to you.

# Frequently Asked Questions

## Status of Residence

- Q: I am taking a leave of absence (or graduating, completing studies, or withdrawing from the University) and I still have time left on my period of stay. Can I stay in Japan? Or, can I return to my home country then come back to Japan while I have time remaining on my period of stay?
  - A: No. Once you are no longer enrolled at Ritsumeikan (because of graduation, withdrawal, expulsion, etc.), your "Student" status of residence becomes invalid, and you must leave Japan immediately. In general, this also applies to students taking a leave of absence, but may vary depend on the individual situation, so be sure to consult the Immigration Bureau yourself before taking a leave of absence.

- Q: Will the university inform me when I have to renew my period of stay?
  - A: No. The university will not contact individuals about their period of stay. You are required to keep track of the expiration date and apply to renew your period of stay before it expires.

## Other Information

The International Center communicates important information to international students via manaba+R, through the international student mailing lists and by direct email to university email accounts. Please check manaba+R and your university email on a daily basis.

If you renew your period of stay, change your status of residence, address or phone number, or will temporarily leave Japan, please inform the International Center on your campus (Suzaku students should inform the International Center at Kinugasa Campus).

- International Center at Kinugasa Campus (Meigakukan, 1F)  
M-F: 10:00 – 11:30, 12:30 – 17:00 TEL: 075-465-8230
- International Center at BKC (Central Arc, 2F)  
M-F: 10:00 – 11:30, 12:30 – 17:00 TEL: 077-561-3946
- International Center at OIC (Building A, AN Office, 1F)  
M-F: 10:00 – 11:30, 12:30 – 17:00 TEL: 072-665-2070

※Closed Thursday mornings.

※During long vacation periods, the office is open in the afternoons only (13:00 - 17:00).