

2020 New International Student Orientation

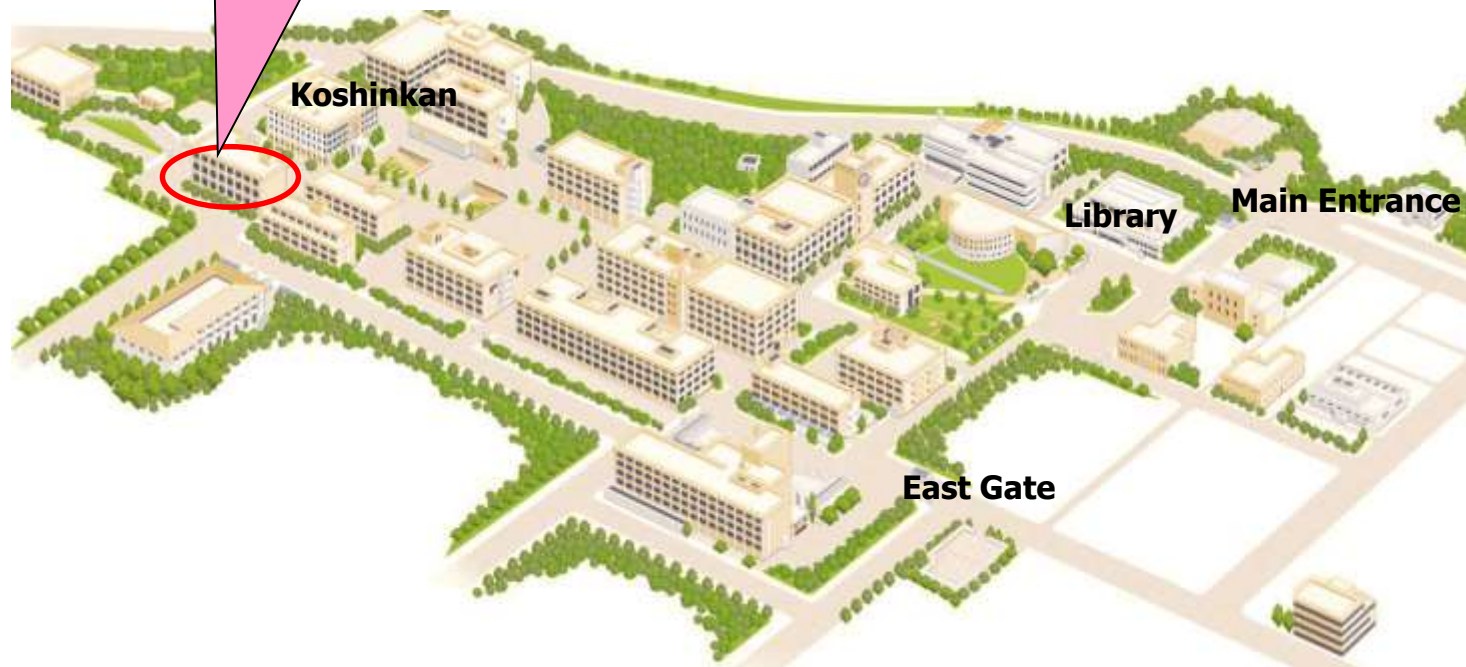
Welcome to
Ritsumeikan University !

International Center



Where is the International Center?

HERE!
Meigakukan Hall
(1st Floor)



The International Center

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

《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 1

❁ 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)”

❁ Change of address and telephone number
→ Submit a form “Attach a copy of your Residence Card (both sides)” with your new address printed.

- 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.



Attach a copy of your Residence Card **<Sample>**
在留カード 貼り付け用紙

Submission Reason (must be filled in) 提出理由(必ず記載すること)	
<input type="checkbox"/>	Extension of Period of Stay 在留期間更新
<input type="checkbox"/>	Change of Residence Status (Former Status:) 在留資格変更【変更前の在留資格: 】
<input type="checkbox"/>	Change of Address 住所変更
<input type="checkbox"/>	Other () その他【 】

Name in Katakana フリガナ		Submission Date 提出日	/ / (yy/mm/dd) 年 月 日
Name 氏名		College / 学部 Graduate School / 研究科	year / 回生
Student ID No. 学生証番号	<div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div> <div>—</div> <div></div>	Phone No 携帯電話番号.	

*Even if there is nothing on the back of your Residence Card, attach a copy of the back of your card
※在留カードのうらに記載がなくても、記載がない事を確認するためコピーが必要です。

***If any changes are made to the contents of your Residence Card, please notify the International Center of these changes immediately.**

記載内容に変更が生じたら、速やかに国際教育センターに届け出ること！

表面 Front side

日本国政府 GOVERNMENT OF JAPAN		在 留 力 - 下 RESIDENCE CARD		番 号 No. A8123456789CD
氏名 NAME	RITSUMEIKAN TARO			
生年月日 DATE OF BIRTH	1995年02月01日 Y M D	性別 SEX	男性 M	国籍・地域 NATIVITY REGION
住所 ADDRESS	東京都京都市北区高橋町北町1番2号			
在留資格 STATUS	留学 Study	就労制限の有無 Employment Restriction	就労不可 No Employment	
有効期限 (第7日) PERIOD OF STAY (DATE OF EXPIRATION)	4年3月 (2020年10月20日)			
許可の種別 許可年月日	在留期間更新許可 (東京入国管理局長) 2014年06月10日 更新年月日 2014年06月10日			
このカードは 2020年10月20日まで有効	このカードは 2020年10月20日まで有効			
読 務 大 臣 読務大臣 読務大臣				読務大臣 読務大臣 読務大臣

**注意！番号や数字が
読めるようにコピーして
ください！
Please make a clear
copy!**

裏面 Back side

[illegible]

Office Use only/国際教育センター使用欄

	ライジング	ダブルチェック
データ反映	(月 日)	(月 日)

Submit this form when you temporarily leave
Japan for returning home or travelling.
(The form is available at the International Center.)

留学生一時出国届

Notification for temporarily leaving Japan <Sample>

年 月 日
yy/mm/dd / /

学部・研究科名 Faculty/Graduate school		回生 Grade	
学生証番号/Student ID No.			
氏名/Name			

下記の期間一時出国いたします。

I will be away from Japan during the following period.

日本出国日 Departure date	年 月 日 (yy/mm/dd) / /
日本再入国日 Return date	年 月 日 (yy/mm/dd) / /

渡航先情報

Destination Contact Information

渡航先住所 Destination Address			
電話番号 Travel/Home Tel		E-mail during your trip	
出国理由 : Reason for leaving Japan :			

※安全確認や奨学金の為に連絡することがあります。

*We may contact you confirm your safety or for scholarship issues.

Important requests from the International Center 2



- ❁ Please check your **university** (ritsumeai.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.



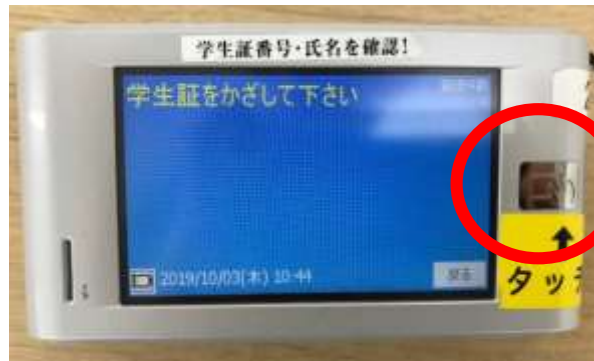
Residence Procedures



~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” .



About the Residence Card ①

日本国政府
GOVERNMENT OF JAPAN

在留カード
RESIDENCE CARD

番号 AB12345678CD
No.

氏名 立命 かん
NAME RITSUMEI KAN

生年月日 2010年11月10日 性別 男 M 国籍・地域 O×国
DATE OF BIRTH Y M D SEX NATIONALITY/REGION

居住地 京都府京都市北区等持院56-1


在留資格 留学
STATUS College Student

就労制限の有無 就労不可

在留期間（満了日）
PERIOD OF STAY (DATE OF EXPIRATION) 2年 3月 (2020年6月14日)
Y M Y M D

許可の種類 在留期間更新許可（大阪入国管理局長）
許可年月日 2020年6月14日 交付年月日 2020年6月14日
このカードは 2020年6月14日まで有効 です。

法務大臣



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 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

見本		
住居地記載欄		
届出年月日	居住地	記載者印
2019年9月2日	京都市中京区西ノ京朱雀	中京区長
資格外活動許可欄		在留期間更新等許可申請欄
許可: 原則週20時間以内 風俗営業等の従事を除く		在留資格更新許可申請中

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.

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...

- | | |
|---------------------------|-------------------|
| • 4 years 3 months | • 4 years |
| • 3 years 3 months | • 3 years |
| • 2 years 3 months | • 2 years |
| • 1 year 3 months | • 1 year |
| • 6 months | • 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 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 come to the International Center before you go to the Immigration Bureau.



Extension of Period of Stay 3



❁ 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.



Extension of Period of Stay 4



❁ Notes:

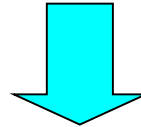
- ❁ Once you extend your period of stay, any previously acquired re-entry permits or “Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted” (work permit) will become **invalid**. You need to reapply for the permits after your stay is extended if 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) 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.

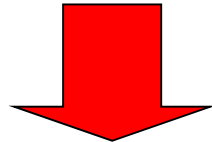
WHY???

Part-time job = Activity other than the one permitted by your current status of residence, “Student” (studying at a university)



Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (Work Permit) 3

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



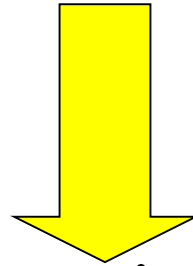
**You will be subject to criminal
punishment, including
deportation from Japan.**

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



Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (Work Permit) 4

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)**



Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (Work Permit) 6

❁ 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)



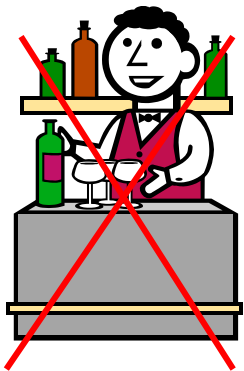
Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted (Work Permit) 8

🌸 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

外国人用 (再入国) 916047

再入国入国記録 DISEMBARKATION CARD FOR RE-ENTRANT ② [ARRIVAL]

氏名 Name

生年月日 Day Month Year

航空機番号・船名 Flight No./Vessel

以下の質問について、該当するものに必ず記入し、署名して下さい(特別永住者の方は署名のみ)。Please check the applicable items and put your signature. (If or special permanent resident, please put your signature only.)

1 あなたは、日本国又は日本国以外の国において、刑事事件で有罪判決を受けたことがありますか? Have you ever been found guilty in a criminal case in Japan or another country?

☐ はい Yes ☐ いいえ No

2 あなたは、現在、麻薬、大麻、あへん若しくは覚せい剤等の規制制物又は銃砲、刀剣類若しくは火薬類を所持していますか? Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substance, swords, explosives or other such items?

☐ はい Yes ☐ いいえ No

以上の記載内容は事実と相違ありません。I hereby declare that the statement given above is true and accurate.

署名 Signature

再入国出国記録 EMBARKATION CARD FOR RE-ENTRANT ① [DEPARTURE]

氏名 Name

生年月日 Day Month Year

航空機番号・船名 Flight No./Vessel

出国予定期間 Intended period out of Japan

☐ 1年以内 Within one year ☐ 1年超2年以内 Over one year but within two years ☐ 2年超 Over two years

次のいずれかに必ず記入してください。Please check either one of the boxes below.

☐ 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.

☐ 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.)

署名 Signature

裏面を見てください。See the back.

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.

You must check one of the 2 options.

●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

③

★ 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.



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/>



Using the Library

- ❁ Please see the Library Guide at the link below for more information on how to use the Ritsumeikan University library.



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.
- ❁ The Coordinator also has free talking time to International students at BBP. Check out BBP website for updates.

<http://www.ritsumeikan.ac.jp/bbp/events/>

