

# Residence Status Guidance



The Ritsumeikan University International Center

## Follow the Rules as an International Student!

### What is the “Student” residence status?

It is the status which permits international students to reside in Japan to engage in study at a university.

If you are to graduate, complete your studies, withdraw, be expelled from the university or take a leave of absence, you must leave the country right away, even if the expiration of your residence status is a later date.

# Follow the Rules as an International Student!

## What is the “Student” residence status?

Ritsumeikan University submits notifications to the Immigration Bureau for each international student within 14 days of both the start and completion of their enrollment (be that through graduation, completion of studies, withdraw, expulsion, etc.). Further, the university may also notify the Immigration Bureau of an individual international student if that student ceases to engage in their studies (eg. If they do not register for classes, if they are absent for a prolonged period of time, etc.).

The Ministry of Education, Culture, Sports, Science and Technology of Japan (MEXT) mandates that all public, private, and national universities notify MEXT in the event that any international student is absent for one month or more. The International Center will take account of all international students once each month at our office, so make sure to complete the procedures monthly (not required during the long vacations.). Details on what to do will be shared at a later date.

## Extending your Residence Period

- You must keep track of your residence period's expiration date.

Apply for an extension before your residence period expires.

- It is possible to apply for a residence period extension beginning from 3 months prior to the expiration date. Don't wait to the last minute – submit an application to the Immigration Bureau with plenty of time to spare!

- You must visit the Immigration Bureau to apply for an extension. Part of the application forms must be created by Ritsumeikan University, however, so you must visit the International Center beforehand.

## Extending your Residence Period

- After your residence period extension is granted and you receive your updated Residence Card, you must submit copies of both sides of your Residence Card to the International Center.
- If you have not earned enough credits, there is a good chance your application for residence period extension will be turned down and you will be forced to leave Japan.

# Changing from “Student” to another Residence Status

## While enrolled

Changing residence status from “Student” to anything else while enrolled will result in you losing eligibility for support programs targeting international students (i.e. Tuition Reduction, scholarships managed by the International Center, etc.). Consult with the International Center in advance if considering a change of residence status.

## After graduation

If you will work, etc. in Japan after graduation, you will need to change from “Student” to a different residence status which allows for full-time employment, etc. Confirm on your own what forms will be required to apply for the residence status you will need, and apply for it in advance at the Immigration Bureau.

# About the Special Re-Entry Permit

If you temporarily leave Japan during your study for vacation, overseas research, study abroad in a third country, etc., but will return to Japan within one year, it is possible for you to return to Japan on your current visa via the Special Re-entry Permit system. To do so, fill out a Disembarkation Embarkation Card at customs at the airport and check off “I am leaving Japan temporarily and will return.”

Doing so will earn you special re-entry permission, which means that you will not need to apply for a new student visa in order to return to Japan. Alternatively, if you fail to fill out the card at customs, your current visa and residence status will be voided and return to Japan will not be possible.

**外国人用 (再入国) 再入国入国記録 DISEMBARKATION CARD FOR REENTRANT ② [ ARRIVAL ]**

氏名 Family Name / Name Given Names

生年月日 Day/Month/Year 航空機便名・船名 Flight No./Vessel

以下の質問について、該当するものに☑を記入し、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. (For 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、あへん毒しくは賞せい剤等の規制薬物又は銃弾、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

官用欄 Official Use Only

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**再入国出国記録 EMBARKATION CARD FOR REENTRANT ① [ DEPARTURE ]**

氏名 Family Name / Name Given Names

生年月日 Day/Month/Year 主な渡航先国名 Destination

航空機便名・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☑を記入して下さい。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、その有効期限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

官用欄 Official Use Only

出国予定期間のいずれかに必ず☑して下さい。

# Applying for a Part-time Work Permit

## How to apply

Submit an application at your local Immigration Bureau.

## “What happens if I work without a part-time work permit?”

You may be deported or otherwise fined.



# Applying for a Part-time Work Permit

## Work hour limits

With the permit you may work up to 28 hours/week  
(During long vacations, the limit goes up to 8 hours/day, 40 hours/week)

## Points of Caution

Any and all work related to the “Adult Entertainment Industry” is forbidden by law. Even simple jobs such as working in the kitchen or cleaning at such establishments is forbidden.

# If Your Residence Card Gets Lost or Stolen

You must apply for the issuance of a new card.

How to apply:

- ① Submit a Report of Lost Article at the nearest “Koban” Police Station and have them issue you either a Certificate of Report of Lost Article or a Burglary Report.
- ② Bring the abovementioned certificate/report issued by the police along with one ID style photograph and your passport to the local Immigration Bureau and apply for a new Residence Card.

Once you have applied, a new Residence Card will be issued to you right away.

# Reporting Obligations Under the Residence Management System

You are legally obliged to report to the appropriate public offices within 14 days of the occurrence of any of the following.

## A Change of Address

Once your address is set you must report it to the local city hall or ward office.

## A Change of Affiliated Organization

You must notify the local Immigration Bureau any time the name or address of the organization you are affiliated with changes (eg. If Ritsumeikan were to change names or if you were to transfer to a different university, etc.). For students, this generally means that you must notify the Immigration Bureau when you graduate, complete studies, withdraw, are expelled from the university or take a leave of absence.

## Points of Caution

Failure to complete the reports above without a legitimate reason may result in you having your residence status revoked or incurring other fines.

## An Important Request from the International Center

After obtaining the RAINBOW ID distributed by the university, please report to the International Center through “Residence card submission system” in the event of any of the following!

**【Residence card submission system URL】**

[https://global.support.ritsumeai.ac.jp/hc/en-us/requests/new?ticket\\_form\\_id=360006867793](https://global.support.ritsumeai.ac.jp/hc/en-us/requests/new?ticket_form_id=360006867793)

1. If you receive a new Residence Card
2. If your address changes
3. If you get a phone number or it changes

## An Important Request from the International Center

1. Always check your university email account and the university's online bulletin board (manaba+R) regularly!
2. Contact the International Center in advance if you will take a leave of absence, re-enroll, or withdraw!
3. If you call with a question, precede your question by telling us your name, student ID number, your college or graduate school of enrollment, and then your concern!
4. Write down and register the BKC International Center's phone number in your notebook and phone, etc!

Our phone number: **077-561-3946**

# ***Beyond Borders***

Follow the rules and enjoy a fun and fulfilling international student campus life.



The Ritsumeikan University International Center