

3. Residence Procedures for Foreign Residents

International students are permitted to stay in Japan for the purpose of receiving education at a Japanese university. Students are required to follow the procedures below during their stay in accordance with the Immigration Control and Refugee Recognition Act and the Basic Resident Registration Law. Please carry out these procedures carefully, as they are important for you as an international student and necessary to study at a university.

Document Type	Where to Apply
Extension of Period of Stay	The Regional Immigration Bureau with jurisdiction over your area of residence
Change in Status of Residence	
Permission to engage in activity other than that permitted under the status of residence previously granted (Work Permit)	
Permission for Re-Entry	Regional Immigration Bureau (unnecessary in most cases, if you possess a valid residence card and intend to return to Japan within 1 year to continue activity under the status of residence previously granted)
New address registration	Local city hall, ward office, or town/village office

(1) Status of Residence at Ritsumeikan University

1) Periodical Report about Students who Took a Leave of Absence, Withdrew from the University, Were Dismissed, or Whose Whereabouts Are Unknown

Ritsumeikan University makes periodic reports to the Regional Immigration Bureau and the Ministry of Education, Culture, Sports, Science, and Technology (Monbukagakusho/MEXT) regarding enrolled students who took a leave of absence, withdrew, were dismissed, or whose whereabouts are unknown. Additionally, all educational organizations hosting mid- to long-term residents with "Student" status, are required, when they begin hosting such students (admission, transfer, etc.) or terminate hosting (graduation, dismissal, etc.), to notify the Regional Immigration Bureau of the fact within 14 days of the event. Therefore, if you change your enrollment status, status of residence, or period of stay, please inform the International Center as soon as possible.

2) Attendance Confirmation in Response to a Directive from MEXT

With regards to the periodic reports mentioned in 1) above, on June 12, 2019 in a directive to national, public and private universities in Japan MEXT announced "a new policy on the strict management of enrollment of international students". As part of that policy, it has now become mandatory for universities to inform MEXT of international students who are long-term absentees of one month or more.

Ritsumeikan University is also required to abide by the directive above, and as a result checks international students' attendance once every month. Students have been notified of the process used to confirm students' attendance via manaba+R, so please check that for details. Students who do not comply will be reported to MEXT as long-term absentees of one month or more, so please be sure to conduct the stipulated attendance confirmation procedures.

3) Expiry of Status of Residence

You may not remain in the country under the status of residence of "Student" after you graduate, complete your studies, are dismissed from, withdraw or take a leave of absence from Ritsumeikan University. Your "Student" status of residence will expire immediately upon meeting any of the above criteria. You will be required to return to your home country at once, or if wishing to continue to stay in Japan, will need to change your status of residence. Additionally, you must report your change in status to the Regional Immigration Bureau with jurisdiction over your residential area within 14 days of graduation, completion of your study, dismissal or withdrawal. (Penalties may be applied that make it difficult to renew your status of residence if you do not notify immigration in a timely manner.)

4) Cancellation of Status of Residence

If you, as a "Student," continue to stay in Japan after you stop attending the university for more than 3 months or your status changes due to graduation, completion of study, withdrawal, dismissal, or a leave of absence, your status of residence is subject to cancellation. Additionally, even if for a period of less than 3 months, if you are not engaging in educational activities at the university and are engaging in or intending to engage in other activities, your status of residence is subject to cancellation. Once your status is cancelled, in the worst-case scenario, you may be detained and face deportation from Japan, denied re-entry into Japan for five years, and not be allowed to study in Japan again. In the event of scheduled withdrawal, dismissal or a leave of absence, you must contact the International Center in advance.

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

Foreign residents with a "Student" status of residence must have a Work Permit, called "Permission to Engage in an Activity Other than that Permitted by the Status of Residence Previously Granted," in order to work at a part-time job or engage in most other paid activities. Recently, an increasing number of international students have been apprehended by police for working without authorization. You must obtain a work permit and stay within the guidelines outlined in your permit, including the job duties and number of working hours. Please refer to pages 52 and 53 for further information on how to apply for the permit and other guidelines.

6) Basic School Survey Conducted by MEXT

With the aim of surveying basic school matters and obtaining basic data regarding the administration of school education, the Ministry of Education, Culture, Sports, Science and Technology conducts the Basic School Survey each year. Ritsumeikan University, under the guidance of the ministry, also conducts a Basic School Survey each year on May 1 where we confirm the status of residence of international students belonging to Ritsumeikan.

The International Center at each campus requests you to submit a copy of both sides of your residence card around mid-April each year. If you do not submit the copy, it is not possible to reflect correct information in the survey. When you receive instructions via the international student mailing list or manaba+R, please promptly submit a copy of both sides of your residence card to the International Center on your campus.

(2) Extension of Period of Stay

“Student” residence status is granted in several different lengths: 3 months, 6 months, 1 year, 1 year and 3 months, 2 years, 2 years and 3 months, 3 years, 3 years and 3 months, 4 years, or 4 years and 3 months. Many international students’ initial Period of Stay may not be long enough to complete their studies, so they must extend their period of stay during their enrollment at the university. Please check your period of stay yourself, and apply to extend your period of stay early (it is possible to apply for an extension starting 3 months before the expiration of your period of stay). Once you extend your period of stay, you must also renew your work permit (Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted), as it will become invalid. If necessary, reapply for the permit after your stay is extended.

Your application for extension of period of stay requires documents (“For organization” parts 4-5) with the university seal. Fill out the “For applicant” parts 1- 3 of the application form and bring it to the International Center on your campus. It may take the university a few days to produce the documents needed to accompany your application, so please bring your application form to the International Center well in advance.

The International Center may accept submission of necessary items for extension of period of stay by email in case entrance to your campus is restricted due to the spread of COVID-19 or other reasons. For the latest information, please visit manaba+R to check announcements from the International Center on your campus.

<Documents to be submitted to the International Center>

- Application for Extension of Period of Stay “For applicant” parts 1- 3
- Copy of the both sides of your residence card
- Copy of the both sides of your student ID card
- Copy of your course schedule

1) Application documents to be submitted to the Regional Immigration Bureau

a) Application for Extension of Period of Stay *The form can be downloaded from the Ministry of Justice's webpage: ➤ http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/03-format.html
b) Certificate of Enrollment
c) Transcript of Academic Record or Notification of Academic Record
d) Passport
e) Residence card
f) Photograph (40mm x 30mm, ID-style, taken within 3 months)
g) Application fee of 4,000 yen (revenue stamp) *Revenue stamps can be purchased at the Regional Immigration Bureau.

*The required documents may differ depending on each individual.

2) Additional instructions:

- a. Submit a photocopy of both sides of your new residence card to the International Center once your period of stay is extended.
- b. 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.

(3) Change in Status of Residence

1) Changing to "Student" status

International students enrolled in the university's undergraduate or graduate programs must acquire "Student" resident status in order to be eligible for several programs offered by the university. When you change your status of residence to "Student", the Regional Immigration Bureau requires the university seal on your application. Please prepare the following documents and bring them to the International Center.

<Documents to be submitted to the International Center>

- Application for Change of Status of Residence "For applicant" parts 1- 3
- Copy of the both sides of your residence card
- Copy of the both sides of your student ID card
- Copy of your course schedule

1. Application Documents to be Submitted to the Regional Immigration Bureau

a) Application for Change of Status of Residence *The form can be downloaded from the Ministry of Justice 's webpage: ➤ http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02-format.html
b) Certificate of Enrollment
c) Transcript of Academic Record
d) Passport
e) Residence card
f) Photograph (40mm x 30mm, ID-style, taken within 3 months)
g) Application Fee of 4,000 yen (revenue stamp)*Revenue stamps can be purchased at the Regional Immigration Bureau.

2. Additional instructions

- a. The required documents may differ depending on the student and their current status of residence.
- b. Depending on your current status of residence, you may not be allowed to change your status in Japan. Please contact your local Regional Immigration Bureau.
- c. After you receive your new residence card, please promptly submit a copy of both sides of the card to the International Center.

2) Changing from “Student” to other status of residence

Those who have a status other than “Student” are not eligible for tuition reduction, international student scholarships, aid to pay national health insurance premiums, or other forms of aid. If you possess a status of residence other than “Student” during your enrollment at Ritsumeikan, or if you change your status from “Student” to another status of residence, please notify the International Center.

3) Changing to a status of residence for full-time employment

If you have “Student” status and you find full-time employment in Japan, you must change to a status that allows full-time employment. For more information about changing your “Student” status of residence to a different status of residence that allows full-time employment in Japan, please contact a company you will work for and the Regional Immigration Bureau.

(4) Special Re-entry Permission and Re-entry Permission

If you intend to leave Japan to return to your home country or visit another country during your period of stay in Japan, you need to determine whether you are eligible for Special Re-entry Permission or whether you must file an application for Re-entry Permission. Students will not be required to obtain a new status of residence when re-entering to Japan if they have either of the permissions. Please note that students who obtain neither the Special Re-entry Permission nor the Re-entry Permission before leaving Japan will have their status of residence revoked. Additionally, please be sure to submit the Notification for Temporarily Leaving Japan on the International Center website beforehand.



Notification for
Temporarily
Leaving Japan

1) Special Re-entry Permission

Foreign residents in Japan, who possess a valid passport and residence card and intend to return to Japan within 1 year of departure to resume their previous activities (e.g. study at Ritsumeikan University), in general do not require a re-entry permit. When departing from Japan, check the box for “Departure with Special Re-entry Permission” on the Embarkation Card for Reentrant and tell the immigration officer that you would like to depart Japan with special re-entry permission.

Important Notes:

- Upon leaving Japan, you must fill in the “Embarkation and Disembarkation Card for Reentrant” (not the “Disembarkation Card for Foreigner”) and show a valid residence card and passport at the Immigration Desk.
- Students who leave Japan under the Special Re-entry Permission system but do not return to Japan within 1 year will lose their status of residence.
- If your period of stay on your residence card expires within 1 year, you must return to Japan before your period of stay expires.

2) Re-entry Permission

If you intend to leave Japan for longer than one year, you are not eligible for the Special Re-entry Permission, so please be certain to apply for a Re-entry Permit at the Regional Immigration Bureau before leaving Japan. Single and Multiple Re-entry Permits are available, but the validity is limited to your period of stay at the time of application. If you require a Reentry Permit, please confirm the required application documents with the Regional Immigration Bureau. Once you receive a Reentry Permit, you will be exempt from the entry visa normally required for entering Japan.

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

All students whose resident status is “Student” have received permission to stay in Japan on the condition that they are enrolled in a university. If you pursue activities outside of this specific purpose, such as a part-time job or paid internship, you are required to obtain “Permission to Engage in an Activity Other Than That Permitted under the Status of Residence Previously Granted” from your local regional immigration bureau in advance. If you engage in work without the permit, you will be subject to criminal punishment including deportation from Japan.

However, you do not need this permit if you pursue official TA (Teaching Assistant), RA (Research Assistant), or ES (Education Supporter) positions within Ritsumeikan University.

1) Maximum number of hours permitted for part-time jobs

Up to 28 hours per week (up to 8 hours per day/ 40 hours per week during summer, winter, and spring breaks)

*If working multiple part-time jobs, the cumulative hours worked must not exceed the above limitation.

*Please note that the wording “28 hours per week” means that students may not work more than 28 hours in any 7-day period, no matter what day of the week the calculation of a “week” begins from.

2) How to apply for a work permit

1. Documents required for application:

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| a) Application for Permission to Engage in Activity Other than that Permitted Under the Status of Residence Previously Granted |
| b) Your original passport and your residence card |
| c) Document that proves the intended activity as indicated on the application form |

*You can receive the application documents from the immigration office.

You can also download them from the Ministry of Justice’s webpage.

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/09.html>

2. Application process

- (1) Prepare the documents above and submit them to your local Regional Immigration Bureau



- (2) If the Regional Immigration Bureau approves your application, a permit sticker will be affixed to your passport, a permit seal will be stamped on your Residence card, and your passport and residence card will be returned to you on the same day.

*You are not permitted to begin work until you receive this official seal.

3) Additional guidelines

When you take part in activities other than those permitted by the status of residence previously granted, please be certain to carry your passport or residence card that shows your permission at all times and stay within the guidelines of permitted activities.

1. The time period of your permit is the same as your period of stay in Japan. If you renew your period of stay, or change your status of residence, your work permit will become invalid. Please make sure you reapply for your work permit if your status of residence changes.
2. Applications are not accepted while you are outside Japan.
3. Working for and doing business in the entertainment industry is strictly prohibited.
4. For students receiving a Japanese Government Monbukagakusho (MEXT) scholarship, you must register your permit at the International Center. Please come to the International Center and follow the instructions given.
5. Even if you have time remaining according to the period of stay shown on your residence card, you are unable to engage in part-time work during a leave of absence or after graduation.

The “entertainment industry” is more specifically defined as jobs connected to cabarets, night clubs, pubs, bars/cafes where you entertain clients, mahjong rooms, pachinko parlors, and any places related to the sex industry. Taking part in jobs related to the maintenance or cleaning at these facilities is also prohibited.

(6) Government Reporting Obligations

International students residing in Japan are required to abide by all Japanese laws, including the Immigration Control and Refugee Recognition Act and the Basic Resident Registration Law. International residents are required to report to the local government office, the regional immigration bureau, and the university when certain information about their residence changes. International residents who fail to submit the required reports, in the absence of extenuating circumstances, or who file false reports will be subject to discipline up to and including revocation of their residence status, so all students are highly encouraged to review the required reporting information below and are advised to submit reports by the designated deadlines.

1) Required Report Types and Locations

Report Type	Submission Location
1. Address Notice	City hall / ward office of residence
2. Move-out Notice	City hall / ward office of <u>previous</u> residence
3. Move-in Notice	City hall / ward office of <u>new</u> residence
4. Notification regarding Accepting Organization	Regional Immigration Bureau
5. Notifications to the University	International Center at your campus

1. Address Notice

Upon newly arriving in Japan, international residents who receive their residence card at the airport upon immigration must bring that residence card to the city hall or ward office within 14 days to file an Address Notice.

2. Move-out Notice

Residents of Japan who are moving out of a city or ward's jurisdiction must file a Move-out Notice within 14 days of moving to the city hall or ward office where they previously lived.

3. Move-in Notice

After filing the Move-out Notice, residents must file a Move-in Notice in their new city or ward of residence, also within 14 days of the move. After you have submitted the Move-in Notice, please re-apply for National Health Insurance and National Pension at your new city hall or ward office. (Please refer to page 69 for more details.)

4. Notification of the Accepting Organization

You are required to submit a "Notification of the Accepting Organization" to the Regional Immigration Bureau within 14 days if any of the following events occur: 1) The name of your Accepting Organization changes; 2) The address of your Accepting Organization changes; or 3) You cease your activities at your Accepting Organization (e.g. graduate, withdraw, take a leave of absence, are expelled).

5. Reports to the University

Any time the information on your residence card changes in response to an address change, extension of period of stay, or other reason, you must submit a copy of the front and back of the card to the International Center at your campus.

2) Important Note

All international residents are required to carry their residence card at all times.

3) In the Case You Lose Your Residence Card

If you lose your residence card, it can be reissued. To request the reissuance of your residence card please prepare the following and go to your local immigration bureau within 14 days of the date you lost it. Once your new residence card is issued, please submit a copy of both sides of it to the International Center of the campus to which you belong.

(1.) What to Prepare to Have Your Residence Card Reissued

Documents	Points to Note
Application to reissue your residence card	The application form for reissuance of your residence card can be downloaded from the Ministry of Justice's webpage. http://101.110.15.213/english/tetuduki/kanri/hituyou_syorui.html
Documentation proving that you lost your Residence Card (*1)	Please have a notification ("Notice of Lost Item Notification", "Certificate of Theft Notification", or "Disaster Victim Certificate" (*1)) appropriate to the situation issued. If you are unable to obtain the required document for some reason, please prepare a document explaining the reason you are unable to obtain the required document and include a report explaining the circumstances under which you lost your residence card and submit it to the Regional Immigration Bureau.
Photograph	40mm x 30mm, ID-style, taken within 3 months)
Passport	Please take your original passport
Student ID Card	Please take your student ID with you when you visit the Regional Immigration Bureau in case you need to prove that you are a student of Ritsumeikan University.

*1 If you lose your Residence Card, please have a "Notice of Lost Item Notification (紛失届出証明書)" issued at the Police Station. If your Residence Card was stolen, please have a "Certificate of Theft Notification (盗難届出証明書)" issued at the Police Station. If your Residence Card was destroyed, please contact the city hall or your closest ward office with jurisdiction over your area of residence for a "Disaster Victim Certificate (災害証明書)" to be issued.

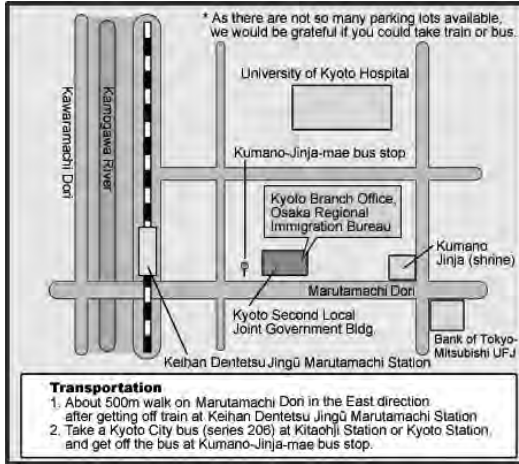
(2.) Supplementary Information

- There is no charge for having your Residence Card reissued.
- Generally, your new Residence Card will be issued on the day you submit the application, but in some cases, you may be asked to come back at a later date to collect the card.
- Your new Residence Card will have a different number to your previous card. You need to register your new information with the University, so please submit a copy of both sides of your new card to the International Center at the campus to which you belong.

(7) Location of Regional Immigration Bureau Offices

Osaka Regional Immigration Bureau, Kyoto Branch:

Hours of operation: 9:00- 12:00 / 13:00- 16:00 (Monday- Friday, except holidays)



Location:

Kyoto Second Local Joint Government Bldg, 4F
34-12 Marutamachi-Kawabata-Higashi-Marutamachi,
Sakyo-ku, Kyoto City, Kyoto 606-8395

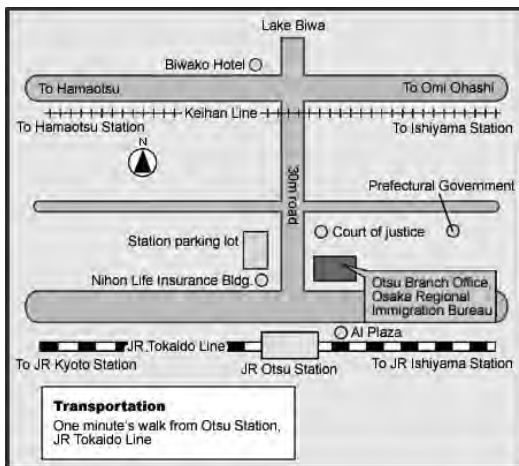
TEL: 075 (752) 5997

Transportation:

- (1) About 500m walk east on Marutamachi Dori after getting off the train at Keihan Jingūmarutamachi (京阪神宮丸太町) Station
- (2) Take the Kyoto City bus to the Kumano-Jinja (熊野神社前) stop

Osaka Regional Immigration Bureau, Otsu Branch

Hours of operation: 9:00- 12:00 / 13:00- 16:00 (Monday- Friday, except holidays)



Location:

Otsu Biwako Joint Government Building, 6F
3-1-1 Kyomachi Otsu, Shiga 520-0044

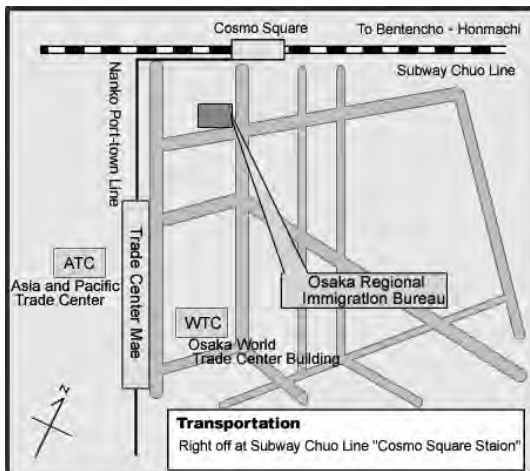
TEL: 077 (511) 4231

Transportation:

One-minute walk from JR Otsu (大津) station, north (Biwako) exit

Osaka Regional Immigration Bureau

Hours of operation: 9:00- 16:00 (Monday- Friday, except holidays)



Location:

1-29-53, Nankou Kita, Suminoe-ku, Osaka City, Osaka

TEL:

Student and Trainee Inspection Department: 06-4703-2158

Immigration Information Center: 0570-013-904

From overseas: +81-(0)3-5796-7112

Transportation:

Chuo subway line (中央線) to Cosmo Square station (コスモスクエア駅)