

Dear International Students,

IMPORTANT: Submission of Certificate on Registered Matters
(Gaikokujin Toroku Genpyo Kisai Jiko Shomeisho)

Meiji University is advised from the Ministry of Justice and the Ministry of Education, Culture, Sports, Science and Technology to supervise international students enrolled to the university. Therefore, we strongly request you to hand in the **“Certificate on Registered Matters (Gaikokujin Toroku Genpyo Kisai Jiko Shomeisho)”**, which you can receive from the ward/city office where you registered as a resident. Students newly enrolled from this year will not need to submit the certificate if you have already submitted within the admission procedure. If there are changes in status of residence or if you apply for extension of period of stay during the academic year, please submit the certificate again to the International Student Office.

1. Document to be submitted:

1 copy of Certificate on Registered Matters (*Gaikokujin Toroku Genpyo Kisai Jiko Shomeisho*)

- (1) The certificate includes your status of residence and your period of stay. Please contact your ward/city to have the certificate issued (**it must be issued within 3 month of your submission**)
- (2) Please write down the faculty you belong to, and your school year in the right hand corner of the certificate.
- (3) Your period of stay shown in the certificate must be valid.

2. When and where to submit:

When: Monday, April 11th to Friday April 29th

**Where: International Student Office of Surugadai/Izumi* Campus
Ikuta Campus Section of Ikuta Campus**

***the office is closed on Saturdays at the Izumi Campus.**

3. NOTICE:

- (1) **If you are applying for the extension of period of stay and cannot submit the certificate during the period above,** please hand in a copy of the page of your passport where there is a stamp that indicates you are applying for the extension of period of stay. You must hand in the Certificate on Registered Matters as soon as your extension is permitted.
- (2) You need not to hand in the certificate again if you are applying for the tuition exemption for 2011.
- (3) **International students with residence status other than “college student” also need to submit the Certificate on Registered Matters.**