

To International students who will enroll in AY2024

How to get a “Student” Visa

International Student Office, Meiji University

■ Please check your visa status and the expiration date.

Please carefully read this guide, and make sure to update your visa before it expires. The application forms are different for applicants living in Japan and applicants living abroad so please check the top right corner.

• Visa status of “Student”

Those who entered Meiji University after studying at vocational school, university, Japanese language school or other type of school:

→1. [Application for Extension of Period of Stay] or
[Submitting the Notification regarding affiliation (activity) organization]

• Visa status other than “Student”

→2. [Application for Change of Status of Residence]

* If you have a visa status other than “Student,” including “Spouse or Child of Japanese National,” “Long-term Resident,” “Permanent Resident,” “Special Permanent Resident” or “Dependent,” you are not required to change it. However, please note that you may not be eligible to apply for scholarship programs for international students.

* If you have the visa status of “Temporary Visitor,” you may not be able to change your status and may be required to leave and re-enter Japan. Please contact International Student Office in advance if you plan to enter Japan with the status of “Temporary Visitor.”

■ Obtaining a “Student” Visa

① Documents issued by the university are required for the application.

International Student Office will provide these documents starting **from Tuesday, January 9th, 2024.**

If your visa status will expire before this date, please extend the period of stay by the affiliation (activity) organization you currently belong to.

② After filling out the application form, **please send it to the International Student Office** by postal mail (refer to “3.[Send the required documents to the university by postal mail before applying to the Immigration Bureau]” on page 6) with all other required documents. After we check your documents, we will issue documents by the university and mail them to you.

③ Please go to the Immigration Bureau and complete the process by yourself once you get the documents from the university.

© Applications for extending visas are accepted from 3 months before the expiration date of the current visa. Please apply as soon as possible.

1. [Application for Extension of Period of Stay]

Please fill out the form and mail it to the International Student Office with all supporting documents.

Documents required for application:

<input type="checkbox"/>	① Application for Extension of Period of Stay (designated form) <ul style="list-style-type: none">• How to fill in the form• Application form (for PC)• Application form (Please download it if you can not use above)
<input type="checkbox"/>	② ID Photo (4cm x 3cm) <ul style="list-style-type: none">■ The photo must be taken within the last 6 months, frontal full-face view with a plain background and no hat.■ Write your name on the back of the photo and attach it to the first page of the application form.
<input type="checkbox"/>	③ A Photocopy of Passport *showing your photograph and passport number
<input type="checkbox"/>	④ A Photocopy of Residence Card (both side)
<input type="checkbox"/>	⑤ Letter of Acceptance <ul style="list-style-type: none">■ Please request your school office to issue a letter of acceptance.■ If applying after enrollment, please submit certificate of official student status.
<input type="checkbox"/>	⑥ Certificate of attendance and academic transcript (only if enrolled in educational organization)
<input type="checkbox"/>	⑦ Certificate of completion or graduation (only if enrolled in educational organization)
<input type="checkbox"/>	⑧ Statement for Sponsor of Financial Support (How to fill in the form is here)
<input type="checkbox"/>	⑨ Documents to certify your living expenses during your stay in Japan <ul style="list-style-type: none">■ Students who will support themselves financially must submit the following item(s) (1 or 2):<ol style="list-style-type: none">1. The student's bank account balance statement (original copy)2. Photocopies of bankbook* in the student's name■ Students with a financial sponsor must submit the following items (1, 2 or 3, if applicable 4):<ol style="list-style-type: none">1. Sponsor's bank account balance statement (original copy)2. Photocopies of bankbook* in the financial sponsor's name3. Photocopies of bankbook* in the student's name to receive remittance4. Certificate(s) of scholarship(s) the student will receive

	<p>* Photocopies of bankbook must include the first page showing the account holder's name, account number, etc., and the pages showing transactions for the last one year.</p> <p><input type="checkbox"/> ⑩ ¥4,000 revenue stamp (You will need the revenue stamp when you receive the visa at the Immigration Bureau; no need to submit to the university.)</p> <p><input type="checkbox"/> ⑪ Self-addressed envelope for return (24cm×33cm)</p> <p>* Do not put any stamps.</p> <p>* Please click here and check how to prepare a self-addressed envelope for return.</p>
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<Note>

- ◎ The extended period of stay will start from the expiration date of your previous visa.
- ◎ Please fill in the documents by black ball-point pen. Do not fill in the application with a pencil or *FRIXION BALL*. (Erasable pens are not allowed)
- ◎ If you make a mistake, **cross it out with double lines. Do not use white-out.**
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- ◎ The certificates must be issued **within the past 3 months.**
- ◎ Attach a Japanese or English translation if any required documents are written in other languages.

[Submitting Notification regarding affiliation (activity) organization]

When students change their affiliation (activity) organization for reasons such as graduation, enrollment, or withdrawal from school, they must notify the Immigration Services Agency within 14 days of the change. Please refer to the website below and be sure to submit the notification.

■ 【Immigration Service Agency : Notification regarding affiliation (activity) organization】

https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html

◆ Please fill in the following information for Meiji University.

【Corporate number (13 digits)】 9010005002362

【Address of the organization】

If you will study at Izumi Campus

1-9-1 Eifuku, Suginami-ku, Tokyo 168-8555

TEL : 03-5300-1477

If you will study at Surugadai Campus

1-1 Kanda Surugadai, Chiyoda-ku, Tokyo 101-8301

TEL : 03-3296-4141

If you will study at Nakano Campus

4-21-1 Nakano, Nakano City, Tokyo 164-8525

TEL : 03-5343-8057

If you will study at Ikuta Campus

1-1-1 Higashimita, Tama-ku, Kawasaki-shi, Kanagawa 214-8571

TEL : 044-934-7700

■ How to submit

(1) Submit online

The notification can be submitted online through the “Immigration Services Agency's Electronic Notification System”. Prior user information registration is required.

<https://www.ens-immi.moj.go.jp/NA01/NAA01SAction.do?hdnGng=L2>

(2) Submit the notification at the nearest regional immigration office or by mail

Please download the notification from the Immigration Services Agency website then visit the office.

In case of mailing, the mailing address is as follows.

Mailing address

Notification Reception

Resident Investigation Department

Tokyo Immigration Bureau

1-6-1, Yotsuya-tower 14F, Yotsuya, Shinjuku-ku, Tokyo, 160-0004, Japan

◆ Please write "Notification form included" in red on the front of the envelope

<Notes>

If you enter Meiji University after withdrawing from your previous school, please be sure to complete the withdrawal procedures at your previous school prior to enrollment. Then submit the “Notification regarding affiliation (activity) organization” to the Immigration Bureau.

2. [Application for Change of Status of Residence]

Please fill out the form and mail it to the International Student Office with all supporting documents.

Documents required for application:

<input type="checkbox"/>	① “Application for Change of Status of Residence” (specified copy) -1 copy <ul style="list-style-type: none">• How to fill in the form• Application form (for PC)• Application form (Please download it if you can not use above)
<input type="checkbox"/>	② ID Photo (4cm x 3cm) <ul style="list-style-type: none">■ The photo must be taken within the last 6 months, frontal full-face view with a plain background and no hat.■ Write your name on the back of the photo and attach it to the first page of the application form.
<input type="checkbox"/>	③ A Photocopy of Passport *showing your photograph and passport number
<input type="checkbox"/>	④ A Photocopy of Residence Card (both side)
<input type="checkbox"/>	⑤ Letter of Acceptance <ul style="list-style-type: none">■ Please request your school office to issue a letter of acceptance.■ If applying after enrollment, please submit certificate of official student status.
<input type="checkbox"/>	⑥ Statement of reasons for changing status of residence * Free format. Please write the reason for changing status of residence in detail.
<input type="checkbox"/>	⑦ Documents related the status of residence at the time of application (e.g., Work related visa: Certificate of resignation, copy of pay slips, etc.)
<input type="checkbox"/>	⑧ Statement for Sponsor of Financial Support (How to fill in the form is here)
<input type="checkbox"/>	⑨ Documents to certify your living expenses during your stay in Japan <ul style="list-style-type: none">■ Students who will support themselves financially, must submit the following item (s) (1 or 2)<ol style="list-style-type: none">1. The student’s bank account balance statement (original copy)2. Photocopies of bankbook* in the student’s name■ Students with a financial sponsor, submit the following items: (1, 2 or 3, if applicable 4):<ol style="list-style-type: none">1. Sponsor’s bank account balance statement (original copy)2. Photocopies of bankbook* in the financial sponsor’s name3. Photocopies of bankbook* in the student’s name to receive remittance4. Certificate(s) of scholarship(s) the student will receive <p>* Photocopies of bankbook must include the first page showing the account holder’s name, account number, etc., and the pages showing transactions for the last one year.</p>
<input type="checkbox"/>	⑩ ¥4,000 revenue stamp (You will need the revenue stamp when you receive the visa at

	the Immigration Bureau; no need to submit to the university.)
<input type="checkbox"/>	⑪ Self-addressed envelope for return (24cm×33cm) * Do not put any stamps. * Please click here and check how to prepare a self-addressed envelope for return.

< Notes >

- ◎ The updated period of stay will start from the date granted by the Immigration Bureau.
- ◎ Please fill in the documents by black ball-point pen. Do not fill in the application with a pencil or *FRIXION BALL*. (Erasable pens are not allowed.)
- ◎ If you make a mistake, **cross it out with double line. Do not use white-out.**
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- ◎ The certificates must be issued **within the past 3 months**.
- ◎ Attach a Japanese or English translation if any required documents are written in other languages.

3. [Send the required documents to the university by postal mail before applying to the Immigration Bureau]

In order to receive university-issued documents, please mail all required application documents to the International Student Office as indicated below.

We will check the application form and other submitted documents, however, if there are any incomplete or missing information in the documents, we will not be able to issue the documents from the university. In order to avoid such a situation, please make sure that the required application documents are complete before mailing them.

Immigration Procedure Desk (For New Students)
 International Student Office
 Meiji University
 1-9-1, Eifuku, Suginami-ku, Tokyo, 168-8555, Japan
 Tel: 03-5300-1477

4. [After receiving the documents from the university, apply to the Immigration Bureau]

Student Inspection Department
 Tokyo Regional Immigration Bureau
 5-5-30, Kounan, Minato-ku, Tokyo, 108-8255
 TEL: 0570-034259 (accessible only within Japan)
 +81-3-5796-7234
 Reception hours: 9:00-12:00, 13:00-16:00, Monday to Friday

5. [Inquiries about student visa application]

International Student Office

Meiji University

1-9-1, Eifuku, Suginami-ku, Tokyo, 168-8555, Japan

E-mail cip@mics.meiji.ac.jp

TEL: 03-5300-1477