

To International students who will enroll in April 2025

Procedures for Residence Card

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 (p.2) and Submitting the Notification regarding activity organization (p.3)**

• Visa status other than “Student”

→ **2. Application for Change of Status of Residence (p.5)**

* 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.** You need to apply for a “Certificate of Eligibility” (COE) outside 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 Wednesday, January 8th, 2025.**

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

② After filling out the application form, **please send it to the International Student Office by postal mail** (p.6-3) 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 (p.6-4)** 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.

*See p.6-3 for the mailing address.

<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) (If you cannot use the form above, please click here .)
<input type="checkbox"/>	② List of documents to be submitted and various confirmation forms (designated form) <ul style="list-style-type: none">• How to fill in the form■ Fill out the requirements and print them.
<input type="checkbox"/>	③ 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"/>	④ A Photocopy of Passport *showing your photograph and passport number
<input type="checkbox"/>	⑤ A Photocopy of Residence Card (both side)
<input type="checkbox"/>	⑥ 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"/>	⑦ Certificate of attendance and academic transcript (only if enrolled in educational organization)
<input type="checkbox"/>	⑧ Certificate of completion or graduation (only if enrolled in educational organization)
<input type="checkbox"/>	⑨ Statement for Sponsor of Financial Support (How to fill in the form is here)
<input type="checkbox"/>	⑩ Documents to verify financial ability during your stay in Japan <ul style="list-style-type: none">■ Certificate of Deposit or Photocopy of Bankbook of your financial sponsor■ (if applicable) Certificate of scholarship For those <u>whose scholarship will be confirmed after enrollment</u> , such as Monbukagakusho Honors Scholarship (JASSO), you do not need to submit the certificate . For that case, you do not need to write about the scholarship on the application form .
<input type="checkbox"/>	⑪ ¥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"/>	⑫ 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.
--	--

<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.**
Ex) ~~明 示~~ 明治
- ◎ 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 activity organization”

(*This is necessary regardless of your period of stay.)

When students whose **status of residence are “Student”** change their activity organization for reasons such as graduation, enrollment, or withdrawal from school, they need to notify the Immigration Services Agency within 14 days of the change. Please refer to the website below and be sure to submit the notification.

***If you do not submit this notification, it may affect the examination of extension of your period of stay, etc.**

■ 【Immigration Service Agency : Notification regarding 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 postal-mail

Please download the notification from the Immigration Services Agency website and 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 at Meiji University**. Then submit the “Notification regarding activity organization” to the Immigration Services 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.

*See p.6-3 for the mailing address.

<input type="checkbox"/>	① Application for Change of Status of Residence (designated form) <ul style="list-style-type: none">• How to fill in the form• Application form (for PC) (If you cannot use the form above, please click here .)
<input type="checkbox"/>	② List of documents to be submitted and various confirmation forms <ul style="list-style-type: none">• How to fill in the form <ul style="list-style-type: none">■ Fill out the requirements and print them.
<input type="checkbox"/>	③ 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"/>	④ A Photocopy of Passport *showing your photograph and passport number
<input type="checkbox"/>	⑤ A Photocopy of Residence Card (both side)
<input type="checkbox"/>	⑥ 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"/>	⑦ Statement of reasons for changing status of residence * Free format. Please write the reason for changing status of residence in detail.
<input type="checkbox"/>	⑧ 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"/>	⑨ Statement for Sponsor of Financial Support (How to fill in the form is here)
<input type="checkbox"/>	⑩ Documents to verify financial ability during your stay in Japan <ul style="list-style-type: none">■ Certificate of Deposit or Photocopy of Bankbook of your financial sponsor■ (if applicable) Certificate of scholarship For those <u>whose scholarship will be confirmed after enrollment</u> , such as Monbukagakusho Honors Scholarship (JASSO), you do not need to submit the certificate . For that case, you do not need to write about the scholarship on the application form .
<input type="checkbox"/>	⑪ ¥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"/>	⑫ Self-addressed envelope for return (24cm×33cm) <ul style="list-style-type: none">* 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.**
Ex) ~~明承~~ 明治
- ◎ 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.

【Mailing Address】

Immigration Procedure Desk (For New Students)
International Student Office
Meiji University
1-1, Kanda Surugadai, Chiyoda-ku, Tokyo, 101-8301
TEL : 03-3296-4141

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: 9:00-16:00, Monday to Friday

5. [Inquiries about student visa application]

International Student Office
Meiji University
1-1, Kanda Surugadai, Chiyoda-ku, Tokyo, 101-8301
E-mail: cip@mics.meiji.ac.jp / TEL: 03-3296-4141