

To International students who will enroll in April 2026

Residence Card Procedures

International Student Office, Meiji University

*The guidance materials are different for applicants living in Japan and those living abroad, so please check the top right corner of this page.

1. Confirm required procedures

★ If your visa status is **“Student”**

→ 【All eligible】 Notification the accepting organization (p.2),

【Eligible students only】 Application for Extension of Period of Stay (p.3)

★ If your visa status is **other than “Student”** (e.g., Dependent)

→ 【Only if you want to】 Application for Change of Status of Residence (p.4)

*Change of the status of residence to “Student” is not mandatory. However, many scholarships for international students are available only to students with “Student” visa, so you may not be eligible for these scholarships.

*If your visa status is “Temporary Visitor”, in general, you cannot change it to “Student” visa in Japan. You need to apply for COE and obtain a visa in your home country.

2. Application Period at Meiji University

◆ Start date: **Thursday, January 8, 2026**

◆ Eligible students: Students whose period of stay expires **between Thursday, January 22, 2026 and Thursday, April 30, 2026**

*If your period of stay expires by Wednesday, January 21, 2026 you need to do the application at your current school.

3. Application Process

- 1) Prepare the required documents and send them to Meiji University International Student Office by postal mail.
- 2) The university will review your documents and return them with necessary documents.
- 3) Submit the application by yourself to the Immigration Bureau. (Extension of your period of stay can be done from 3 months before your period of stay expires.)

4. Submitting “Notification of the accepting organization”

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

When students with “Student” visa change their schools due to enrollment, graduation, or withdrawal, they are required to submit this notification to the Immigration by themselves within 14 days of the change. This notification can be submitted online or by postal mail.

<Notes>

• If you do not submit this notification, it may affect the examination of various applications of residence.

• If you enter Meiji University after withdrawing from your previous school, please be sure to complete the withdrawal procedures prior to enrollment at Meiji University.

• You do not need to submit this to us university.

★Details: Immigration Service Agency “Notification regarding the organization of affiliation (activity)”

https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html?hl=en

◆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-ku, 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

5. List of required documents

< Notes >

*Please fill in the documents by black ball-point pen.

(Erasable pens such as a pencil or a *FRIXION BALL* 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 need to be issued **within the past 3 months**.

*Attach a translation if any required documents are written in languages other than Japanese or English.

1) Application for **Extension** of Period of Stay

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|--------------------------|--|
| ☐ | 1. Residence card applicants' information sheet (for university archives) |
| ☐ | 2. Application for Extension of Period of Stay (3pages)
★How to fill in the form
(If you cannot use the form above, please click here .) |
| ☐ | 3. List of documents to be submitted ★How to fill in the form |
| ☐ | 4. Additional sheet ★How to fill in the form |
| ☐ | 5. ID Photo (4cm x 3cm, taken within the last 6 months)
◆Attach a photograph that meets the standard in the designated space on the first page of the application.
(You can use the photo data attached to the application and print it out directly.) |
| ☐ | 6. A Photocopy of Passport (a page showing your photograph and passport number) |
| ☐ | 7. A Photocopy of Residence Card (both side) |
| ☐ | 8. Letter of Acceptance (Request your school office to issue the letter.) |
| ☐ | 9. Certificate of attendance and academic transcript of your current school (original) |
| ☐ | 10. Certificate of (expected) graduation/completion of your current school (original)
*If you were an auditing or a research student, please submit a certificate showing the period of enrollment and the content of the study (research). |
| ☐ | 11. Statement for Sponsor of Financial Support ★How to write |
| ☐ | 12. Documents to verify financial ability
(e.g. Certificate of deposit of your financial sponsor) |
| ☐ | 13. ¥6,000 revenue stamps (No need to submit to the university.) |
| ☐ | 14. Self-addressed envelope for return (24cm×33cm) ★How to write |

2) Application for **Change** of Status of Residence

- ☐ 1. [Residence card applicants' information sheet](#) (for university archives)
- ☐ 2. [Application for Change of Status of Residence \(3 pages\)](#)
★How to write
(If you cannot use the form above, please click [here](#).)
- ☐ 3. [List of documents to be submitted](#) ★How to fill in the form
- ☐ 4. [Additional sheet](#) ★How to fill in the form
- ☐ 5. ID Photo (4cm x 3cm, taken within the last 6 months)
◆Attach a photograph that meets [the standard](#) in the designated space on the first page of the application.
(You can use the photo data attached to the application and print it out directly.)
- ☐ 6. A Photocopy of Passport (a page showing your photograph and passport number)
- ☐ 7. A Photocopy of Residence Card (both side)
- ☐ 8. Letter of Acceptance (Request your school office to issue.)
- ☐ 9. [Statement of reasons for changing status of residence](#)
(Free format. Please write the reason for changing status of residence in detail.)
- ☐ 10. Documents related the current status of residence
(e.g., Work related visa: Certificate of resignation,
Dependent visa: Certificate of residence etc.)
- ☐ 11. [Statement for Sponsor of Financial Support](#) ★How to write
- ☐ 12. Documents to verify financial ability
(e.g. Certificate of deposit of your financial sponsor)
- ☐ 13. ¥6,000 revenue stamps (No need to submit to the university.)
- ☐ 14. Self-addressed envelope for return (24cm×33cm) ★How to write

(Reference: Immigration Services Agency HP <https://www.moj.go.jp/isa/applications/status/student.html?hl=en>)

6. Mailing address and Contact Information

Please make sure that the documents are complete and correct before mailing.

Immigration Procedure Desk (For New Students)
International Student Office
Meiji University
1-1, Kanda Surugadai, Chiyoda-ku, Tokyo, 101-8301
TEL : 03-3296-4141
E-mail: coe@meiji.ac.jp