

Dear International Students,

IMPORTANT: Submission of Visa Status Notification Form

On the basis of Article 19-17 of the Immigration Control and Refugee Recognition Act, Meiji University administers the visa status of international students. Therefore, we would like you to submit Visa Status Notification Form with any one of the following documents. Students who newly enrolled from this year and have already submitted Certificate of Residence do not need to submit this form.

In case you change period of stay and visa status during the academic year, please submit this form again.

1. Documents to be submitted:

Visa Status Notification Form with any one of the following documents;

→ Please download the form from the following website.

http://www.meiji.ac.jp/cip/support/stay_proceed/management.html

① Photocopy of your Resident Card (or Alien Registration Certificate, both sides)

→ Paste with the form

② Certificate of Residence (clearly indicate “Nationality”, “Visa Status”, “Period of Stay”, “Date of Expiration” and “Resident Card Number”)

→ Submit the original copy (no need to paste with the form)

③ For other visa status (i.e. Diplomat, Official, Temporary Visitor etc.):

Photocopy of your passport (the page with your photo and the latest visa status stamp)

→ Submit the photocopy (no need to paste with the form)

(Note: If you have visa status of “Temporary Visitor”, please promptly change to “Student” and resubmit.)

2. Submission period: April 1st (Mon) to April 23th (Tue)

3. Place to submit:

▪ Surugadai Campus: International Student Office (Global front 2F)

Mon.-Fri. 9:00AM-5:00PM(CLOSED 11:30AM-12:30PM), Saturdays 8:30AM-12:00PM

▪ Izumi Campus: International Student Office(Building 1, 1F)

Mon.-Fri. 9:00AM-5:00PM(CLOSED 11:30AM-12:30PM), Saturdays Closed

▪ Ikuta Campus: International Student Office(Central Building, 1F)

Mon.-Fri. 9:00AM-5:00PM(CLOSED 11:30AM-12:30PM), Saturdays Closed

▪ Nakano Campus: Nakano Campus Office Low-Rise Wing Building 3F)

Mon.-Fri. 9:00AM-6:00PM(CLOSED 11:30AM-12:30PM), Saturdays 8:30AM-12:00PM

(※Nakano Campus is open from April 2013)

4. Note:

① You are not allowed to apply for Tuition Assistance (Reduction) Program of Meiji University unless you submit above-mentioned Visa Status Notification Form.

② You do not need to submit the certificate again at the time of application for the tuition exemption for academic year 2013.

③ International students with residence status other than “College Student” also need to submit the form.