

For Those Who Will Be a Full-Time Degree Program Student at University of Tsukuba

How to Extend Your Stay or Change Visa Status

Submit all the requirements to your local immigration bureau. If you plan to move to Ibaraki from another prefecture, **consider the bureau jurisdiction and the time for applying** and receiving the notice and the new card.

All applicants must collect the **STANDARD REQUIREMENTS**.

You may need the **ADDITIONAL DOCUMENTS** depending on your situation A or B as below.

■ To extend your current 'student' visa: **STANDARD REQUIREMENTS** + **See A.**

■ To change the visa status to 'student': **STANDARD REQUIREMENTS** + **See B.**

STANDARD REQUIREMENTS

The application forms to extend your stay in Japan or change the visa status consist of two parts. One is for the applicant (you) and the other one is for the organization (university) to fill out.

1. Application Form (Applicant Part)

To extend your current 'student' visa, use "*Application for Extension of Period of Stay – For Applicant, part 1-3*"

To change the visa status to 'student', use "*Application for Change of Status of Residence – For Applicant, part 1- 3*"

2. Application Form (University Part) "*Application for Extension of Period of Stay – For Organization or "Application for Change of Status of Residence – For Organization"*

Division of Student Exchange will issue. See "How to Get Document #2 "Application Form".

3. Proof document(s) of financial resource(s)

Submit a document that indicates the transactions of the past year. If only one evidence does not show all the financial resources and expenditure, add more documents as needed. If the documents are not written in Japanese or English, put translation in Japanese or English. Your translation is acceptable.

What can be proof documents:

-a copy of the bankbook(s) (the past one year's records, the front page and the page with the account number)

-a remittance certificate (from your bank)

-an explanation letter: If you brought cash from your country, write the fact on a A4-sized sheet of paper.

-ATM withdrawal statements of the bank account in your country (put them on A4-sized sheets of paper)

4. Revenue Stamp of 4,000 yen

You will need 4000-yen revenue stamps when you receive the new card. It is available at post office, convenience store or the Tokyo Immigration Bureau. Put it on the form "Certificate of the payment of the fee".

5. Passport

The valid passport to present at the Immigration at the Immigration Bureau

6. Residence Card (To present at the Immigration Bureau)

Make sure your current address is officially written on the card.

7. Certificate of Intention to Enter University (*nyugaku yotei-sha shomei-sho* 入学予定者証明書)

Obtain at the following office according to your program.

[Graduate Students]

Graduate School Admission Section, Division of Admission, Department of Educational Promotion

Location: 2nd Floor of Admission Building

Phone: 029-853-2231

Email: dai.daigakuinka@un.tsukuba.ac.jp

[Undergraduate Students]

No need for 7.

8. Two copies of Letter of Acceptance

Enclosed with the entrance procedure documents.

One copy should be submitted to Building 1A Office 101 or emailed to: [visa-shien@un.tsukuba.ac.jp] when applying the required document 2, and the other copy to the Immigration Bureau.

ADDITIONAL DOCUMENTS

Visa Extension

Get the following documents from the Japanese language school or the university in Japan from which you graduated or will graduate within 3 months before you enter University of Tsukuba

9. Certificate of Graduation/Completion

10. Transcript

If you are a research student, request your supervisor to write a “Statement on Student” (*shido kyoin iken-sho* 指導教員意見書) and submit it instead of a transcript. The format is attached on the website.

11. Attendance Record (Japanese language school only)

Visa Status Change

12. Official document indicating the contract end

Get it from the workplace or organization you (will) quit within 3 months before you enter University of Tsukuba.