

VII. Status of Residence

Under the current residency management system, you are required to notify of any changes in the following matters to the Immigration Bureau and a city/ward office. Failure to notify within a designated period of time may result in punitive actions including penalties. There is no excuse for ignorance. It is your responsibility to collect information necessary for staying legally in Japan.

1. Matters to be reported to the municipal office of your residence

(1) Initial registration

All foreign nationals entering Japan for the first time receiving a resident card are required to register their address at the municipal office of their residence within 14 days of fixing an address in Japan. This applies to those who have a passport stamped "A resident card will be issued later." Registration forms, which differ from municipality to municipality, are available at the city/ward office. To register your address, you need to show your passport and resident card at the city/ward office.

(2) When you move out

When you move into another city/town in Japan, you must submit two forms: Move-out form and Move-in form. The move-out form is submitted to the municipal office of the city/ward you move out to notify that you are no longer a resident of the city/ward. The form can be accepted 14 days before you move out. The move-in form is submitted to the municipal office of the city/ward you move in to notify that you are a resident of that city/ward. The form must be submitted within 14 days of moving in.

Even if you move to another place within the same city/ward, you are required to submit a change of address form within 14 days of moving in. The forms are different from municipality to municipality, and obtainable from the city/town office. When registering the change of address, you need to show your Resident Card and National Health Insurance Card.

(3) Social Security and Tax Number System

The Social Security and Tax Numbers (Individual Number, nicknamed "My Number") are 12-digit individual numbers for all the individuals who have a registered residence in Japan, which implemented starting from October in 2015. Each individual needs this Number for administrative services related to social security, taxation, disaster response, etc. For example, you students are required to give your Individual Number to your part-time employer, and to your university at the time of scholarship application.

After submission of a report of move-in to the municipal hall, an Individual Number will be automatically issued, and a notification card of the Individual Number will be sent to your residence. After you have received your Individual Number, if you apply for an Individual Number Card, which can be used for confirmation of identity and public assistance services, you will be issued one. This Individual Number Card is voluntary, not mandatory, but it will be better to have one if you are thinking about seeking for employment in Japan.

For further information and inquiry, visit the following website or call the Call Center.

Japanese Government's Public Relations Office Website:

<http://www.cas.go.jp/jp/seisaku/bangoseido/#c03>

Call Center for the Social Security and Tax Number System: (for foreigners; English, Chinese, Spanish and Portuguese service available)

For Social Security and Tax Number System: 0120-0178-26 (toll free)

For notification card & Individual Number Card: 0120-0178-27 (toll free)

(4) When you return to your country

You are also required to submit a moving-out form when returning home. If you fail to submit the form you might be charged the National Health Insurance premiums or other taxes even after you have left Japan. Soon after your departure date is determined, you must submit the move-out form along with a document showing the departure date, such as purchased air tickets or E-tickets, to the municipal office of your residence. The form, differing from municipality to municipality, is available at your city/ward office. When submitting the move-out form, you need to show your resident card and National Health Insurance card.

2. Matters to be reported to the Immigration Bureau

(1) Change of name or nationality

When you change your name, nationality and/or other personal details due to marriage, etc., you must file the change to the Immigration Bureau within 14 days of the change.

(2) Application for re-issuance of resident card

In case your resident card is lost or stolen, you must report it to the Immigration Bureau within 14 days of discovering the loss. Also, if your resident card is severely damaged or defaced, you must apply for reissuance at a Regional Immigration Bureau as soon as possible.

(3) Transferring /Withdrawal from university

Students who had received the permission for landing, change of status of residence, or extension of period of stay on and after July 9, 2012 must submit a notification to the Immigration Bureau within 14 days of the date of removal from the university register for the reasons of graduation, course completion, withdrawal, or transfer or enrollment into another university.

***Failure to notify will result in punitive actions.**

3. Extension of Period of Stay

(1) Period of status of residence

The status of residence of "college student" is valid for any one of 3 months, 6 months, 1 year, 1 year and 3 months, 2 years, 2 years and 3 months, 3 years, 3 years and 3 months, 4 years, or 4 years and 3 months periods. Applications for extension of period of stay should be submitted 2 weeks prior to the expiration date at the latest. Applications are accepted 3 months prior to the expiry date.

(2) Required documents for extension of period of stay

The documents required for extension of period of stay for the status of residence of “college student” are listed below.

- (a) Completed application form for extension of period of stay (5 pages)

(Forms are obtainable from the website of the Ministry of Justice of Japan.)

Note: Two out of the five pages are the “Application Form for Organization.” These two pages must be entered by the International Affairs Office. The Office will fill out the forms upon your request.

- (b) 1 ID photo (3cm x 4cm)

- (c) Passport

- (d) Resident card (Alien Registration Certificate card)

- (e) Certificate of enrollment (undergraduate & graduate students)/Certificate of engaging in research work (research students)

- (f) University transcript (undergraduate & graduate students)/Certificate of enrollment/grades in Japanese language school (research students)

- (g) Evidence of financial capability (financial situation): e.g., a copy of a bank book, certificate of scholarship recipient, etc.

- (h) Application fee of ¥4,000

Note: An applicant who proceeds to an upper program at the same university must submit the following additional documents.

- (i) A copy of the “Letter of Acceptance” and a copy of the “Admission Fee Payment Notice” (prospective undergraduate and graduate students)

- (j) Offer Letter by the University as a research student (prospective research students)

Note: Additional documents other than those listed above may be required.

(e.g., a letter of recommendation by the academic supervisor)

(3) Reminders when applying for extension of period of stay

- (a) Any document written in a foreign language must be attached with a Japanese translation.

- (b) Any Japanese certificates are valid for three months from the date of issuance.

- (c) It is recommendable that you submit application for extension of the period of stay together with the application for the Permission to Engage in Activity Other than Status Qualification.

The expiry date of the Permission to Engage in Activity Other than Status Qualification is the same as the expiry date of “Status of Residence”.

(4) Renewal of National Health Insurance Card

After you apply for extension of period of stay, you need to renew your national health insurance card. Please bring new residence card and visit the municipal office.

When you receive new national health insurance card and residence card, please submit the copy to International Affairs Office.

4. Notification of Temporary Return to Home Country and Travel Abroad

(1) Re-entry Permit

In principle, foreign nationals having a valid passport and resident card (alien registration card) are

not required to apply for a re-entry permit at the time of departure from Japan on the condition that they re-enter Japan within one year of their departure for continuing their permitted activities. (This is called a special re-entry permit.) **Be sure to present your valid passport and resident card (or alien registration card) at departure.** Foreign nationals who have departed from Japan on a special re-entry permit will not be able to extend that permitted period while abroad. Please note that foreign nationals who fail to re-enter Japan within 1 year of their departure shall lose their resident status.

Note: In a case where your permitted period of stay expires within 1 year of departure, be sure to return to Japan prior to the expiration date.

(2) Notifying to the University

If you have a plan to travel overseas or visit your home country, you must notify your academic supervisor of your trip and submit a “Form of Temporary Return to Home Country and Travel Abroad” to the International Affairs Office. When you re-enter to Japan, you must also notify your return to your academic supervisor and the International Affairs Office.