

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: **See A.**

■ To change the visa status to 'student': **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) *"Application for Extension of Period of Stay – For Applicant, part 1, 2 and 3"* or *"Application for Change of Status of Residence– For Applicant, part 1, 2 and 3"*

Use the attached file.

2. Application Form (University Part) *"Application for Extension of Period of Stay – For Organization, part 1, 2 and 3"* or *"Application for Change of Status of Residence– For Applicant, part 1, 2 and 3"*

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

PLEASE NOTE THAT YOU CANNOT RECEIVE THIS DOCUMENT BEFORE YOU FINISH THE ADMISSION PROCEDURES.

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 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. Copy of Certificate of Granting Permission for Admission Formalities (*nyugaku kyoka shomei-sho* 入学許可証明書)

It is enclosed in the package of admission procedures documents.

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

8. Certificate of Graduation/Completion

9. 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.

10. Attendance Record (Japanese language school only)

Visa Status Change

11. Official document indicating the contract end

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