

My Visa Status is about to expire. What should I do? (How to apply for a Visa extension)



In order to extend this period, you must go to the Immigration Bureau and apply for an extension of period of stay, which is accepted from **3 months before** up to the date the initial period of stay expires.

Apply through Hiroshima University

【Submission Periods】April, June, October, November (3 days in each period)

※Please check the application period on the Momiji notification board or the webpage of “International Student Support”→ “Immigration Procedures” on Momiji

Applicable Students	Place of Submission
International Students in Higashi-Hiroshima Campus	Global Exchange Group at Student Plaza 3rd Floor.

If you wish for Hiroshima University to apply on your behalf, please submit the documents during one of the submission periods.

※It takes a few days to issue Certificates (Academic Transcript, Certificate of Japanese Government Scholarship and so on.), so please prepare all documents in advance.

※Please take the required documents directly to the office in charge.

1 Application form for Extension of Period of Stay

(3 pages for applicant use, **2 pages for organization use**)

※Please ask the Support Office in your school/graduate school to prepare the forms in advance.

【Paste your photo (40mm x 30mm), taken within the last 6 months】 Please write your name on the reverse side.

2 Passport, Residence Card

※Please submit the original.

3 Transcript

1. Regular Students	<p>①For regular students in the last semester <u>Transcript</u> (obtainable from automatic issuing machines of certificates on campus) <u>Certificate of Enrollment</u> (obtainable from automatic issuing machines of certificates on campus) *If your student status has changed from e.g., M→D, <u>Certificate of completion</u> (issued by your support office)</p> <p>②For research students in the last semester <u>Certificate of Enrollment</u> (obtainable from automatic issuing machines of certificates on campus) <u>Certificate of Research Student (Format5)</u> (obtained from the Support Office at your school)</p> <p>③For students from a Japanese language school <u>Certificate of Enrollment</u> (obtainable from automatic issuing machines of certificates on campus) <u>Transcript, Certificate of Attendance, and Certificate of Completion</u> (issued from the Japanese language school)</p> <p>④For students from another university (in Japan) <u>Certificate of Enrollment</u> (obtainable from automatic issuing machines of certificates on campus) <u>Transcript, and Certificate of Completion</u> (issued from the previous university)</p> <p>⑤For special auditing students in the last semester <u>Certificate of Enrollment</u> (obtainable from automatic issuing machines of certificates on campus) <u>Transcript</u> (obtained from the Support Office at your school)</p> <p>※If your research exceeds the standard time frame for completing your program, <u>a letter explaining the reasons for extending the period</u> from your supervisor should also be submitted. (The form is available from the Support Office in your school/graduate school or the Global Exchange Group)</p>
2. Research Students	<p>①For research students in the last semester <u>Certificate of Research Student (Format5)</u> (obtained from the Support Office at your school)</p> <p>②For students from a Japanese language school <u>Certificate of Research Student (Format5)</u> (obtained from the Support Office at your school) <u>Transcript and Certificate of Attendance</u> (issued from the Japanese language school)</p> <p>③For students from another university in Japan <u>Certificate of Research Student (Format5)</u> (obtained from the Support Office at your school)</p>



Submit all the certificate(s) which cover(s) your period of stay!

2. Research Students	<p><u>Transcript</u> (issued from the previous university)</p> <p>④For special auditing students in the last semester <u>Certificate of Research Student (Format5)</u> (obtained from the Support Office at your school) <u>Transcript</u> (obtained from the Support Office at your school)</p> <p>⑤For regular students in the last semester <u>Certificate of Research Student (Format5)</u> (obtained from the Support Office at your school) <u>Transcript</u> (obtainable from automatic issuing machines of certificates on campus)</p> <p>※If you are continuing research student for more than one year, the document “<u>Regarding Research Student</u>” from your supervisor should also be submitted. (Please request at the Support Office in your graduate school.) ※If you are going to continue your study at a higher level, please submit a <u>copy of the Acceptance Letter</u> also. ※If you are going to extend your research period, please submit a <u>copy of the Certificate of Permission for Continuing Research</u> also.</p>
3. Special Auditing Students	<p><u>Transcript</u> (obtained from the Support Office at your school)</p> <p>*For 3+1 program students, please ask the officer in charge for more details.</p>

4 Documents concerning financial support

1. Japanese Government (MEXT) Scholarship Recipients	Certificate of Japanese Government (MEXT) Scholarship (Please obtain the certificate in advance from the Global Exchange Group.)
2. Japan-Korea Joint Exchange Program for the Students in Sci. and Eng. Scholarship Recipients	Certificate of Japan-Korea Joint Exchange Program for the Students in Sci. and Eng. Scholarship (Please obtain the certificate in advance from the Global Exchange Group.)
3. Privately funded Students and Government-Sponsored Scholarship Recipients	Bankbook(s) copies covering the last year. (A4 size, one-sided printing) (Includes: bank/branch name, account number, account holder's name, and the transactions) ※Please update the bankbook(s) and make photocopies just before submission. ※If you receive a scholarship, please submit a <u>copy of the certificate of scholarship</u> . Details are as follows (*1)

(*1) About scholarship certificate for Privately funded Students and Government-Sponsored Scholarship Recipients

Required documents	Remarks	Description
Scholarship Certificate	If you receive a new scholarship after your most recent application for status of residence.	If you have not submitted a scholarship certificate when applying for a Certificate of Eligibility or when applying for the previous extension of period of stay, please submit a “Notice of Scholarship Decision” (made by a foundation, etc.). If the foundation cannot issue one, submit the one issued by the university instead. Please submit copies of your bankbook too.
	In the case of loan-type scholarships, a contract, etc. written in the student's native language and Japanese is required.	
	If you have been receiving a scholarship from the previous application, submit a document related to the receipt record of scholarship.	You do not need to submit a “scholarship certificate” if you have already submitted it when applying for a Certificate of Eligibility or when applying for the previous application for extension of period of stay. Submit copies of bankbook only.

<Reference> A rough estimate of your expenses:

※It is desirable that you have 80,000 yen or more in bank account.

5 4,000-yen revenue stamp “shunyu inshi”

(Please purchase revenue stamps “shunyu inshi” at a post office.)

<You can also apply for the following along with your visa-extension>

●Application for Part-time Work Permit

※When you fill in the form, please leave the “Period of stay”, “Date of expiration of the residence card”, “Residence card No. ”, and “Signature date” blank.

<Notes>

1. We CANNOT accept applications if you have any plans to go back to your country or go on a trip abroad, because we will need to keep your passport and residence card for about one month when you apply through university.
2. Notification of acceptance of applications will be given to students by the Global Exchange Group via the “MOMIJI” notice board, etc.
3. Please note that you may be asked to submit additional documents (ex. Transcript from the previous institution) by the Immigration Bureau.

INQUIRIES

- * Student support office of your school/graduate school
- * Global Exchange Group, Hiroshima University (Student plaza 3F): kokusai-sien@office.hiroshima-u.ac.jp