

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 need to go to the Immigration Bureau and apply for an extension of period of stay, which is accepted **3 months prior to the expiration date**.



You can also apply through Hiroshima University
【Submission Periods】April/June, October/November (3 day service available at Student Plaza 3F in each month)
 ※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 the above submission period.
 ※It takes a few days to issue Certificates (Academic Transcript, Certificate of Japanese Government Scholarship and so on.), so please prepare all the required documents in advance, and bring the documents directly to the above office.

1 Application form for Extension of Period of Stay

(3 pages created by an applicant, **2 pages created by the office that you belong to**)

※Please contact the Support Office of your undergraduate /graduate school to obtain the forms in advance.
【Paste your photo (40mm x 30mm), taken within the last 6 months.】 Write your name on the reverse side.

2 Passport, Residence Card: Please submit the original.

3 Transcript

<p>1. Regular Students</p>	<p>①For regular students in the last semester <u>Transcript</u> (obtainable from automatic issuing machines of certificates on campus: ※1) <u>Certificate of Enrollment</u> (same as ※1 above) *If your student status has changed from e.g., M→D, <u>Certificate of completion</u> (obtained at the Support Office you previously belong to: ※2)</p> <p>②For research students in the last semester <u>Certificate of Enrollment</u> (same as ※1 above) <u>Certificate of Research Student (Format5)</u> (same as ※2 above)</p> <p>③For students from a Japanese language school <u>Certificate of Enrollment</u> (same as ※1 above) <u>Transcript, Certificate of Attendance, and Certificate of Completion</u> (issued by the Japanese language school)</p> <p>④For students from another university (in Japan) <u>Certificate of Enrollment</u> (same as ※1 above) <u>Transcript and Certificate of Completion</u> (issued by the university you previously belonged to)</p> <p>⑤For 3+1 special auditing students→research students (undergraduate level) in the last semester <u>Certificate of Enrollment</u> (same as ※1 above) <u>Transcript (3+1)</u> and <u>Certificate of Research Student (Format5) (undergraduate level)</u> (same as ※2 above) ※If your research period exceeds the standard time frame for completion, "<u>Statement of Reasons</u>" (a letter explaining the reasons for extending the period) issued by your supervisor should also be submitted. (The form is available at the Support Office at your undergraduate/graduate school or the Global Exchange Group)</p>
<p>2. Research Students</p>	<p>⑥For research students in the last semester <u>Certificate of Research Student (Format5)</u> (obtained at the Support Office you currently belong to: ※3)</p> <p>⑦For students from a Japanese language school <u>Certificate of Research Student (Format5)</u> (same as ※3 above) <u>Transcript, Certificate of Attendance and Certificate of Completion</u> (issued by the Japanese language school)</p> <p>⑧For students from another university in Japan <u>Certificate of Research Student (Format5)</u> (same as ※3 above) <u>Transcript and Certificate of Completion</u> (issued by the university you previously belonged to)</p>



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

	<p>⑨For 3+1 special auditing students→research students (undergraduate level) in the last semester <u>Certificate of Research Student (Format5)</u> (obtained at the Support Office you currently belong to: ※3) <u>Transcript (3+1)</u> and <u>Certificate of Research Student (Format5) (undergraduate level)</u> (obtained at the Support Office you previously belong to: ※2)</p> <p>⑩For regular students in the last semester <u>Certificate of Research Student (Format5)</u> (same as ※3 above) <u>Transcript</u> and <u>Certificate of completion</u> (same as ※2 above)</p> <p>※If you will continue to be a research student for more than a year, the document “<u>Regarding Research Student</u>” from your supervisor should also be submitted. (The form is available at your Support Office.)</p> <p>※If you are going to continue your study at a higher level, submit <u>a copy of the Acceptance Letter</u> also.</p> <p>※If you are going to extend your research period, submit <u>a copy of the Certificate of Permission for Continuing Research</u> also.</p>
3. Special Auditing Students	<p>⑪For students from another university (in Japan) <u>Certificate of Enrollment</u> (same as ※3 above) <u>Transcript</u> and <u>Certificate of Completion</u> (issued from the university you previously belonged to)</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 transactions for the last one year. (A4 size, one-sided printing) Includes: bank/branch name, account number, account holder's name, and the transactions. In case of apps' record, submit the screenshot of the smartphone. ※Please update the transactions in bankbook(s) and make the photocopies. ※If you have received or will be receiving any scholarship, please submit <u>a 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” (issued by a Foundation, etc.). If the Foundation cannot issue one, submit the one issued by the university instead, with the copies of your bankbook attached.
	In the case of loan-type scholarships, a contract, etc. in the student's native language and Japanese is required.	
	If you have been receiving a scholarship from the previous application, submit the record related to the receipt 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 the copies of bankbook only.

<Reference> The minimum balance amount in bank account: 80,000 yen or more is desirable.

5 4,000-yen revenue stamp “shunyu inshi (収入印紙)”

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

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

●Application for Part-time Work Permit

You can leave blank the “Period of stay”, “Date of expiration of the residence card”, “Residence card No.”.

●Chinese character on residence card:

You can submit a request if your name in Chinese character needs to be shown on the residence card.

<Notes>

1. We do not 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 applying through Hiroshima 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.

For inquiries:

* Student Support Office of your undergraduate / graduate school

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