

## Checklist before engaging in part-time work/internships

If your status of residence is "Student," you are not allowed to work. However, if you wish to work part-time to supplement your tuition and living expenses, you may do so by obtaining a "work permit": permission to engage in an activity other than that permitted under your status of residence. This work permit must be obtained from the Immigration Services Bureau that has jurisdiction over your place of residence.

Please understand the following points and be sure to observe all precautions when engaging in part-time work/internships.

- You are not allowed to work part-time before obtaining a work permit.
- Part-time work must be limited to the extent that it does not interfere with your studies.
- Working hours must not exceed 28 hours per week. During long vacations defined by the university (spring, summer, winter, and end-of-the-school-year vacations), you may work up to 8 hours per day within a 40-hour week.
- It is prohibited to work in entertainment and sex-related businesses. Even if a student works as a dishwasher or cleaner, they are not allowed to work in such places.  
Examples of places where you cannot work: game arcades, pachinko parlors, bars, cabarets, nightclubs, mahjong parlors, strip clubs, love hotels, snack bars with hostesses who entertain customers, pubs, massage parlors, adult video mail order businesses, etc.
- The expiration date of your work permit is the same as the expiration date of your residence card. When renewing your residence card, you will need to reapply for a work permit.
- Please note that even if the expiration date of your work permit is the same as the expiration date of your residence card, you are allowed to work part-time only during the period you are enrolled at the university.
- If you are engaged solely in activities that support education and research on campus, such as a TA and an RA, and receive remuneration based on a contract with Hiroshima University, you do not need to obtain a work permit. However, even on campus, if you plan to engage in activities other than assisting in teaching or research and receive remuneration, you must obtain a work permit.
- Students on leave of absence are prohibited from engaging in part-time work and activities outside their status of residence.
- If you wish to engage in an internship for the purpose of work experience exceeding 28 hours per week during the school term (in the event of earning a salary), you need to apply for and obtain "Permission to engage in activities more than 28 hours per week" separately from the current (comprehensive) permission.
- If a student engages in an activity with income or remuneration without obtaining a work permit, or engages in part-time work beyond the scope of the permitted occupation or time limit, they may be imprisoned for up to one year or fined up to 2,000,000 yen. There is also a possibility that the student may be deported or denied permission to extend their period of stay in Japan.
- Please note that work permits for students with "Cultural Activities" status will be issued on a case-by-case basis, unlike the above.
- Please be aware that some scholarships do not allow students to obtain work permits according to their regulations.