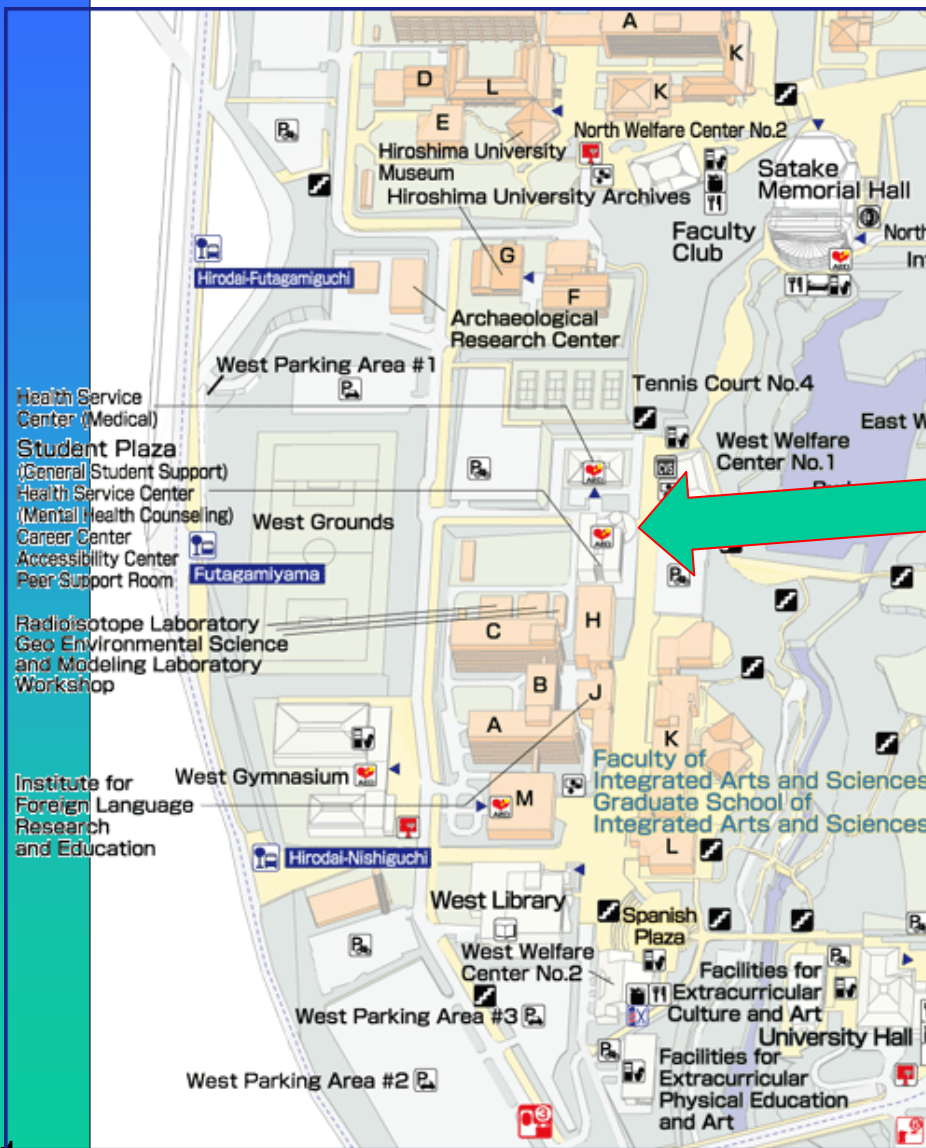


# Immigration Procedures



Student Plaza 3F (8:30-17:15)



Yoko MARUKAWA  
International Exchange Group

E-mail:  
[kokusai-ryugaku@office.hiroshima-u.ac.jp](mailto:kokusai-ryugaku@office.hiroshima-u.ac.jp)

## ① Regarding the Residence Card, Notification of Address

- As of July 9, 2012, the “Residence Card” has been issued for the people who will stay in Japan more than 3 months.

- Please keep your residence card in your possession at all times.

日本国政府 GOVERNMENT OF JAPAN	在留カード RESIDENCE CARD	番号 AB12345678CD No.
氏名 TURNER ELIZABETH NAME		
生年月日 1985年12月31日 性別 女 F. 国籍・地域 米国 DATE OF BIRTH Y M D SEX NATIONALITY/REGION		
住居地 東京都千代田区霞が関1丁目1番1号霞が関ハイツ202号 ADDRESS		
在留資格 留学 STATUS Student		
就労制限の有無 就労不可		
在留期間(満了日) 4年3月(2018年10月20日) PERIOD OF STAY (DATE OF EXPIRATION) Y M D		
許可の種類 在留期間更新許可(東京入国管理局長)	MOJ	見本・SAMPLE
許可年月日 2014年06月10日 交付年月日 2014年06月10日		
このカードは 2018年10月20日まで有効 です。 PERIOD OF VALIDITY OF THIS CARD	法務大臣 法務大臣之印	

- Please go to your local town office(City Hall) with your passport (and residence card) to submit a **notification of moving in** when you decided your address.
- You must also submit a notification after you move to another location.

## **②Apply for the “EXTENSION OF PERIOD OF STAY (VISA EXTENSION)”**

- When the period of your stay has come to an end, you must apply for an extension of your visa before it expires in order to stay and study longer.
- You can check the expiry date of your visa on either your residence card or in your passport.

☆Applications accepted at the Hiroshima Regional Immigration Bureau.

(You can apply through the university in Apr., Jun., Oct., and Nov..)

- If you do receive employment after you finish your study, you need to apply for “Change of status of residence”.

# Residence card

日本国政府 GOVERNMENT OF JAPAN		在留カード RESIDENCE CARD		番号 AB12345678CD No.
氏名 TURNER ELIZABETH NAME				
生年月日 DATE OF BIRTH	1985年12月31日 Y M D	性別 女 F. SEX	国籍・地域 米国 NATIONALITY/REGION	
住居地 ADDRESS	東京都千代田区霞が関1丁目1番1号霞が関ハイツ202号			
在留資格 STATUS	留学 Student			
就労制限の有無		就労不可		
在留期間(満了日) PERIOD OF STAY (DATE OF EXPIRATION)	4年3月 Y M	2018年10月20日 Y M D		
許可の種類	在留期間更新許可(東京入国管理局長)		MOJ	
許可年月日	2014年06月10日	交付年月日	2014年06月10日	
このカードは	2018年10月20日まで有効 PERIOD OF VALIDITY OF THIS CARD			です。
				法務大臣 法務大臣之印

# Seal on the passport

JAPAN IMMIGRATION INSPECTOR	
上陸許可 LANDING PERMISSION	
許可年月日 Date of issue:	-1 JUN 2010
在留期限 Until:	30 AUG 2010
在留資格 Status:	短期滞在 Temporary Visitor
在留期間 Duration:	90days
NARITA(2)	
0000000000	
XT 0000033	



### **③ Apply for the “Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted (PART-TIME WORK PERMIT)”**

- International students are not allowed to work for a living. However, you may receive permission from the Immigration Bureau and do a part-time job for a limited time of degree that it does not disturb your study or research.
- **You are not permitted to work in any kind of entertainment and amusement industries that are deemed to be immoral.**
- Bars, Cabaret, Night clubs, Mahjong Clubs, Pachinko, Industries with Game machines, Special Bathing Industries, Strip clubs, Love hotels, Private room massage, Bars(“Snack”) with hostesses who attend customers, Pubs, Special shop(non-shop) based immoral industries, Special audio-visual transmission(internet etc.)immoral industries, Shop(Non-shop) based telephone introductory industries, etc. (including cleaning and washing dishes) is not permitted.

### ③ (PART-TIME WORK PERMIT)

**Should you receive any salary or payments for work done without permission, you may be subject to fines of up to 2million yen.**

☆ Permission Hours ··· **up to 28 hours per week**

(up to 8 hours per day during the long vacations.)

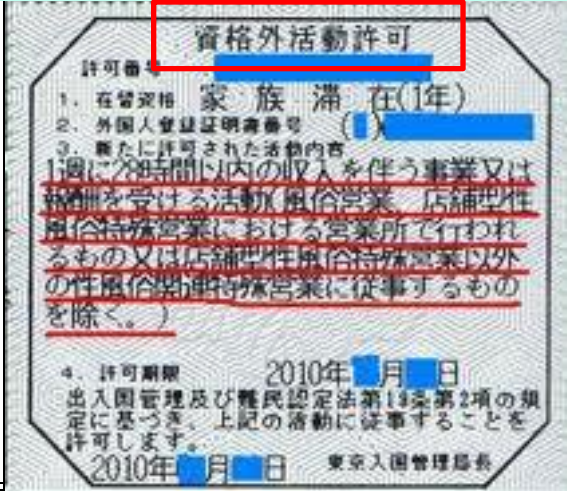
(You don't need this permission if you work as a TA or a RA within HU.)

☆ Applications accepted at the Hiroshima Regional Immigration Bureau. (You can apply through the university in Apr., Jun., Oct., and Nov.)

Reverse side of the residence card

住居地記載欄		
届出年月日	住居地	記載者印
2014年12月1日	東京都港区港南5丁目5番30号	東京都港区長
資格外活動許可欄		
許可: 原則週 28 時間以内・風俗営業等の従事を除く		
在留期間更新等許可申請欄		在留資格変更許可申請中

Seal on the passport



資格外活動許可

許可番号

- 在留資格 家族滞在(1年)
- 外国人登録証明書番号 (1)
- 新たに許可された活動内容  
1週に28時間以内の収入を伴う事業又は報酬を受ける活動(風俗営業、店舗型住居付風俗営業における営業所で行われるもの又は店舗型住居付風俗営業以外の住居付風俗営業に従事するものを除く。)
- 許可期限 2010年 月 日  
出入国管理及び難民認定法第13条第2項の規定に基づき、上記の活動に従事することを許可します。  
2010年 月 日 東京入国管理局長

## ④ Regarding the “RE-ENTRY PERMIT”

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- Please submit “Temporary Homebound / Traveling Abroad Report” to the Student Support Office in your School / Graduate School before you leave. It is available at the Student Support Office.
- Persons who will be re-entering Japan within 1year are not required to apply for a re-entry permit.
- Be sure to present your residence card with your passport at departure.

再入国出国記録 EMBARKATION CARD FOR REENTRANT ①  
【 DEPARTURE 】

氏名 Name	Family Name			主な渡航先国名 Destination
	Given Names			
生年月日 Date of Birth	Day日	Month月	Year年	
航空機便名・船名 Flight No./Vessel	出国予定期間 intended period out of Japan			<input checked="" type="checkbox"/> 1年以内 within one year
<input type="checkbox"/> 1年超2年以内 Over one year but within two years				
<input type="checkbox"/> 2年超 Over two years				
次のいずれかに☑を記入してください。 Please check either of the boxes below.				
<input checked="" type="checkbox"/> 1. 一時的な出国であり、再入国する予定です。 I am leaving Japan temporarily and will return.				
<input type="checkbox"/> 2. 「再入国許可」の有効期間内に再入国の予定はありません I do not plan to re-enter Japan while my re-entry permit is valid.				
(地方入国管理官署で再入国許可を申請し、その有効期間内に再入国予定のない方は、☑して下さい。) (Check the box if you do not plan to re-enter Japan while your re-entry permit, which you have obtained at a regional immigration bureau, is valid.)				
署名 Signature				
官用欄 Official Use Only				

Please check the box of "Within one year".

Please check the box of "I am leaving Japan temporarily and will return.".



## ⑤ About NON-ATTENDANCE of SCHOOL

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- If you do not have an acceptable reason for not attending university for 3 or more months your “student” visa will be revoked, and you will be forced to return to your home country.
- International students with “student” visas who take a temporarily leave from university for the reason of lack of finance cannot stay in Japan as a general rule and are not allowed to do any part-time job also.

## ⑥ Regarding the Notification board of “MOMIJI”



The screenshot shows the MOMIJI website interface. At the top, there is a header with the MOMIJI logo and navigation tabs: HOME, Academic Support, Campus Life Information, Career Support, and International Student Support. The International Student Support tab is highlighted with a red box and a red arrow pointing to it. Below the navigation, there is a section for 'Event & News' with a list of recent news items. A red box highlights the 'Immigration Procedures' link in the International Student Support menu. Another red box highlights the 'International Student Support' text in a light blue box. A third red box highlights the 'Immigration Procedures' text in a light blue box. The main content area shows a 'Campus Activities' section with a post about disaster relief funds.

**International Student Support**

- Advising/Counseling
- Life Guide
- Student Insurance Information
- Tutor System for International Students
- Immigration Procedures**
- Scholarship Information
- Study Abroad Follow-up Support
- Learning Japanese
- International Student Organizations

**Immigration Procedures**

**International Student Support**

**Immigration Procedures**

**Event & News**  
イベント&ニュース

- 2014/9/16 [国際センター留学生サポーター募集！Call for Supporters for International Students...](#)
- 2014/9/11 [\(急募9/17㍻\)HUSAプログラム留学生サポーター募集 / Supporters for International ...](#)
- 2014/9/9 [【霞キャンパス発着】広島市被災者支援ボランティア募集|について / 【Kasumi campus, De...](#)
- 2014/9/9 [9/26\(金\)HUSA交換留学生ウェルカム](#)
- 2014/9/1 [東広島地区停電復旧について / Powe](#)

**Campus Activities**  
課外活動

Click to post to this column

**広島**  
**ヒロガル×ツナガル募金**  
大雨災害義援金

**広島市大雨災害募金 協カスタッフ募集【広島ヒロガル募金実行委員会・広大運営スタッフ】**

平成26年8月19日からの大雨災害によって、広島市北部では多くの...  
れ、多くの方の心と体に大きな傷を残しました。不安定な天候や一...

## International Student Support



### Immigration Procedures

\* Here we use the word "visa" to include the meaning of "status of residence".

International students receive a "college student" visa from the Immigration Bureau, Ministry of Justice, which means that they are permitted to stay in Japan on the condition that they undertake study (research) at Hiroshima University.

As an international student, there are several visa procedures you need to keep in mind while you are living in Japan. Please read the following list carefully and be aware of the following while in Japan.

- [When the period of your "student" visa is coming to an end...](#)
  - [If you are considering working part-time...](#)
  - [When you leave Japan temporarily...](#)
  - [Regarding University Attendance](#)
  - [When bringing family members to Japan from your home country to live together](#)
  - [Regarding A New Residency Management System](#)
  - [Hiroshima Regional Immigration Bureau Address](#)
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## ● ***Hiroshima Regional Immigration Bureau***

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Address: 2-31 Kami-Hatchobori, Naka-ku, Hiroshima

(in the Hiroshima Legal Affairs Government Complex)

Telephone: Entry and Status Department 082-221-4412

1. Office Hours: from 9:00-16:00

Monday to Friday.(except national holidays)

2. The application form and the list of required documents are available from the Student Support Office in your School/ Graduate School or the International Exchange Group.

***Website of “Immigration Bureau of Japan”***

**<http://www.immi-moj.go.jp/english/index.html>**

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