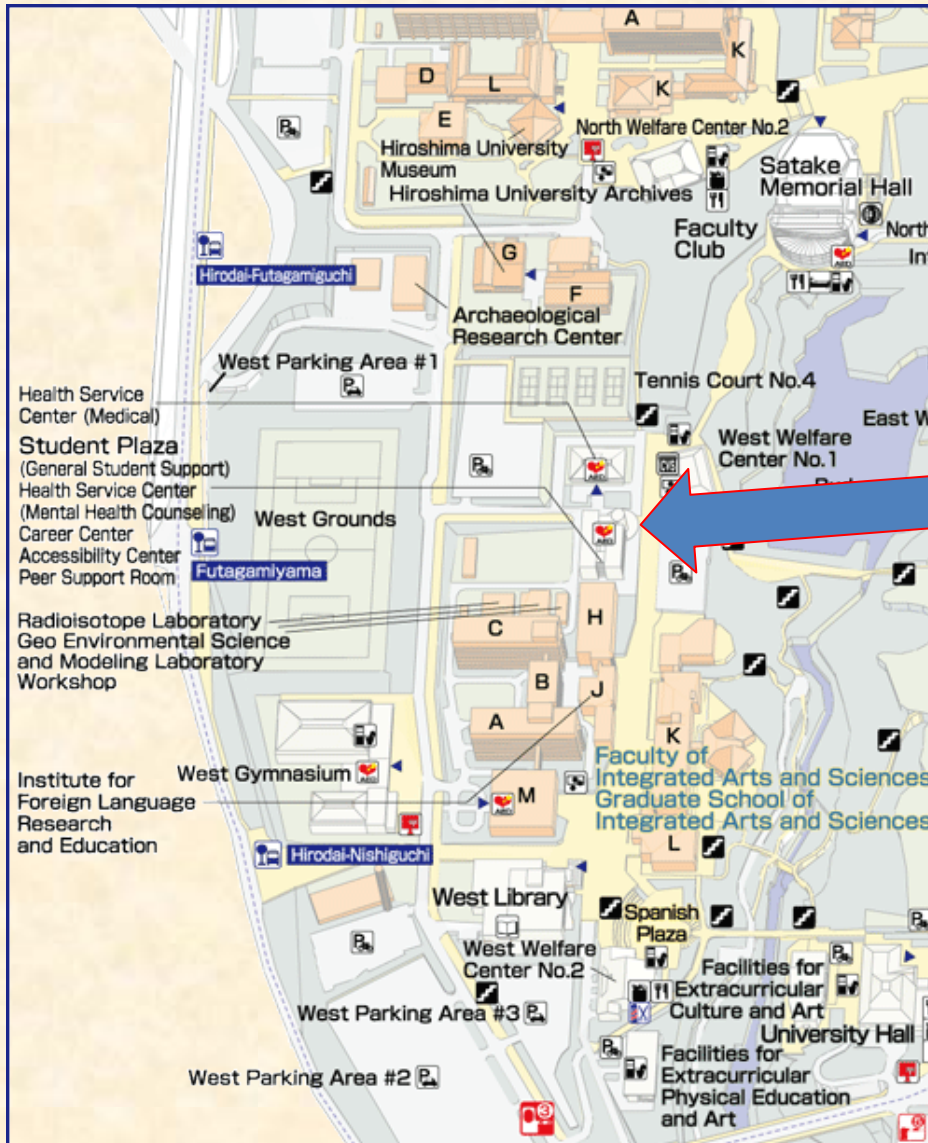


Immigration Procedures

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



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Global Initiatives Group

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kokusai-sien@office.hiroshima-u.ac.jp

①Residence Card, Notification of Address

- 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.



- 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)”

- If you want to continue studying in Japan even after the period of your stay comes to an end, you must **apply for an extension of your visa** before it expires.

☆Applications accepted at the Hiroshima Regional Immigration Bureau.

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

- If you are going to continue job-hunting or secure employment after you finish your study, you need to apply for “**Change of status of residence**”.

- You can check the expiration date of your visa on either your residence card or your passport.

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 (2018年10月20日) Y M 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			
		見本・SAMPLE 法務大臣 法務大臣之印		

Sticker in the passport

JAPAN IMMIGRATION INSPECTOR	
上陸許可 LANDING PERMISSION	
許可年月日 Date of permit:	-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	QR CODE
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 can receive permission from the Immigration Bureau to hold a part-time job to a degree which does not interfere with your study or research. Before you start working, you must apply for “Part-Time Work Permit”.
- Working at questionable establishments such as bars, clubs, hostess clubs, etc. (including cleaning and washing dishes) will not be permitted.
- 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 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		在留期間更新等許可申請欄
許可: 原則週 28 時間以内・風俗営業等の従事を除く		在留資格変更許可申請中

Sticker in the passport

資格外活動許可	
許可番号	
1. 在留資格	家族滞在(1年)
2. 外国人登録証明書番号	()
3. 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、店舗型性風俗特殊営業における営業所で行われるもの又は店舗型性風俗特殊営業以外の性風俗特殊営業に従事するものを除く。)
4. 許可期限	2010年 月 日
出入国管理及び難民認定法第14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 “RE-ENTRY PERMIT”

- 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 1 year are not required to apply for a re-entry permit.
- When you go abroad . . .
 1. Be sure to present your residence card with your passport at departure.

2. Please fill out the E/D card as indicated below at departure.

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

氏 名 Name	Family Name			
	Given Names			
生年月日 Date of Birth	Day日	Month月	Year年	主な渡航先国名 Destination
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 <input type="checkbox"/> 1年超2年以内 <input type="checkbox"/> 2年超 Within one year Over one year but within two years Over two years				

次のいずれかに☑を記入してください。 Please check one of the boxes below.

☒ 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.

☐ 2. 「再入国許可」の有効期間内に再入国の予定はあり
I do not plan to leave Japan while my re-entry permit is valid.
(地方入国管理官署で「再入国許可」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 leave 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 for “Within one year”.

Please check the box for “I am leaving Japan temporarily and will return.”.

⑤ Resident Status “Student”

- 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.
- **Research student and special auditing student are required to take/do more than 10 hours lecture/research activity per week by Immigration Control and Refugee Recognition Act.**

⑥ Leave of Absence from University

- As a general rule, any student-visa holder who takes a temporary leave of absence from the university on the grounds of a lack of funds cannot stay in Japan.
- Working a part-time job while on a leave of absence is not permitted.

⑦ Detailed information about Immigration Procedures

The screenshot shows the Hiroshima University MOMiji website. A blue box labeled "International Student Support" has a red arrow pointing to a red-bordered menu on the right. This menu lists various services, with "Immigration Procedures" highlighted by a red box. Below the menu, there are sections for "Event&News" and "Campus Activities".

Website Header:

- もみじ Hiroshima Univ. MOMiji
- Login to My MOMiji (Faculty and Staff)
- Login to My MOMiji (Students)
- My MOMiji FAQs
- Search Word Top3

Navigation Bar:

- HOME
- Academic S

Event&News (イベント&ニュース):

- 2019/12/27 【お知らせ/Notification】 第438・439回 IDECセミナーの開催について/ The 438・439th IDEC Seminar
- 2019/12/26 (12/26)もみじ及び証明書
- 2019/12/26 【国際交流イベント/International Exchange Event】
- 2019/12/26 【国際交流イベント/International Exchange Event】
- 2019/12/25 [HUSAショート] 慶北大学 KNU Global Summer 2020 派遣学生募集のお知らせ/ Cal

Immigration Procedures Menu (Red Box):

- International Student Support
- Advising/Counseling
- Life Guide
- Student Insurance Information
- Immigration Procedures**
- Scholarship System for Privately-Funded International Students
- Study Abroad Follow-up Support
- International Student Organizations
- Orientation for Newly Arrived International Students
- Hiroshima University Regulations (English Version)
- Housing for International Students

Campus Activities (課外活動):

- 1/15 ここいろhiroshima@広大
- 「性の多様性について知ろう!」
- ここいろhiroshimaとは?
- 広島大学 JAZZ研究会 第55回定期演奏会
- 2019年12月26日[木]
- 15:30 開場 16:00 開演
- 東広島芸術文化ホール (くらら小ホール)
- 入場無料
- 第1部 コンボステージ
- 第2部 ビッグバンド ステージ



Immigration Procedures

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

International students receive a "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...](#)
- [Acceptance schedule for applying Visa Extension and Part-time Work Permit from the univ...](#)
- [When you leave Japan temporarily...](#)
- [Regarding University Attendance](#)
- [When bringing family members to Japan from your home country to live...](#)
- [Regarding A New Residency Management Sytem](#)
- [Hiroshima Regional Immigration Bureau Address](#)

Hiroshima Regional Immigration Bureau

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

(in the Hiroshima Legal Affairs Government Complex) [Map](#)

Telephone : Business, Employment, and Permanent Residence

Inspection Department ⇒ 082-221-4412

Student and Trainee Inspection Department

⇒ 082-221-4468

1. Office Hours: from 9:00 AM to 4:00 PM

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 Global Initiatives Group.

Website of “Immigration Services Agency of Japan”

<https://www.isa.go.jp/en/index.html>