

Immigration Procedures

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



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HIROSHIMA UNIVERSITY

① Residence 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 to your local town office (City Hall) after you move to another location.



- Those who enroll in Hiroshima University from another school or university.
 - ⇒ Please submit the "Notification of the accepting organization" after you have enrolled within 14 days.

Online:

• Please access the URL below and choose your language. Please be careful of the restrictions regarding the use of half-width or full-width characters.

<https://www.ens-immi.moj.go.jp/NA01/NAA01S/NAA01STransfer>

• How to submit a notification online :

<https://www.moj.go.jp/isa/content/001351302.pdf>

(By post: Please refer to the website of “[MOMIJI](#)” for details.)



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..)
(Please refer to the website of “[MOMIJI](#)” for more details.)
- 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 NAME	TURNER ELIZABETH	
生年月日 DATE OF BIRTH	1985年12月31日 Y M D	性別 女 F. 国籍・地域 米国 SEX 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	
	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	
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..)

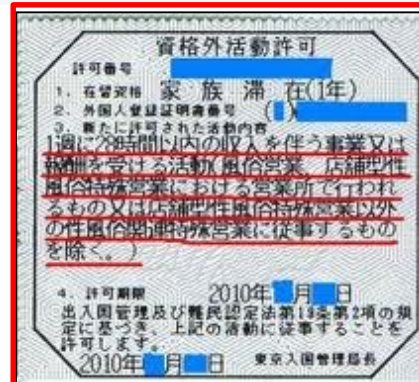
(Please refer to the website of "[MOMIJI](#)" for more details.)

Permission obtained by the online application

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



測記第二十九号様式(第十九条関係) 日本国政府法務省
Ministry of Justice, Japanese Government

資格外活動許可書
PERMIT TO ENGAGE IN ACTIVITY OTHER THAN THAT PERMITTED BY THE STATUS OF RESIDENCE PREVIOUSLY GRANTED

許可番号 東京-000001 号
No.

1 国籍・地域 オーストラリア 氏名 TURNER ELIZABETH
Nationality / Region Name

3 性別 男・♂ 4 生年月日 1985年 12月 31日
Sex Male/Female Date of Birth Year Month Day

5 住居地 省略
Address

6 旅券番号 省略
Passport Number

7 上陸(在留)許可年月日 省略
Date of Entry (Residence) Permit Year Month Day

8 現在有する在留資格 在留期間 在留期間満了日
Status of Residence Period of Stay 4年3月 Date of Expiration 2028年 02月 02日

9 在留カード番号
Residence Card No. AB12345678CD

10 現在の在留活動の内容(記入欄欄がある場合にはその名称)
Present Activity 省略

11 新たに許可された活動の内容
Other activity to be engaged in
風俗営業及び雑居認定法第19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、前記1項の条件に拘り、本人が風俗営業に従事する場合は、(第2)条第4項で定められる条件に準じて、同時に従事する。

12 許可の期限
Valid Until 2028年 02月 02日 まで
Year Month Day

出入国管理及び難民認定法第19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。ただし、上記の活動に従事する場合は、本許可書を携帯しなければなりません。
Under the provision of Article 19, Paragraph 2, of the Immigration Control and Refugee-Recognition Act, permission to engage in activity other than that permitted by the status of residence previously granted is hereby given as prescribed above. Carry this permit when engaging in the activity prescribed above.

2023年 11月 02日
東京 出入国在留管理局長
Director General of the Tokyo Regional Immigration Services Bureau

(附2-29)

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. It is called “**Special re-entry permission**”.

When you intend to depart from Japan with special re-entry permission,

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			主な渡航先国名 Destination
	Given Names			
生年月日 Date of Birth	Day日	Month月	Year年	主な渡航先国名 Destination
航空機機名・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 one of the

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ません。
I do not plan to re-enter Japan while your re-entry permit is valid.

(地方入国管理官署で「再入国許可」を受けており、その有効期間内です。
(Check the box if you do not plan to re-enter Japan while your re-entry permit, which 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."



- Persons who will be re-entering Japan after 1 year are required to apply for a re-entry permit at the Immigration Bureau before your departure.
(The validity period is within the scope of the current period of stay.)
- Please refer to the website of Immigration Bureau for more details.
<https://www.moj.go.jp/isa/applications/procedures/16-5.html>

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

Please refer to the website of “[MOMIJI](#)” for further information.



The screenshot shows the MOMIJI website interface. At the top, there are login fields for Hirodai ID and Password, with links for 'Login to My Momiji (Faculty and Staff)' and 'Login to My MOMIJI (Students)'. A navigation menu includes 'HOME', 'Academic S...', and 'International Student Support'. A blue box highlights 'International Student Support' in the menu, with a red arrow pointing to a red-bordered sidebar menu. This sidebar menu contains the following items: 'International Student Support', 'Advising/Counseling', 'Life Guide', 'Student Insurance Information', 'Immigration Procedures' (highlighted with a red box), '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)', and 'Housing for International Students'. Below the navigation, there is an 'Event&News' section with a list of recent notifications, and a 'Campus Activities' section with various event posters, including one for 'JAZZ研究会' and another for '定期演奏会'.



International Student Support



Immigration Procedures

* When we use the word "visa", it can also 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 contents of the following list carefully to make yourself aware of procedures and matters concerning your stay in Japan.

- [When the period of your "student" visa is coming to an end...](#)
- [If you are considering working part-time...](#)
- [AY2024 Application schedule for extension of period of stay and part-time work permit from the university](#)
- [When you leave Japan temporarily...](#)
- [Regarding University Attendance](#)
- [Regarding the "Notification of the accepting organization" to the Immigration Bureau](#)
(Those who enroll in another university/school from Hiroshima University etc.)
- [When bringing family members to Japan from your home country to live...](#)
- [If you have lost your residence card...](#)
- [Notification from Immigration Services Agency](#)
- [Hiroshima Regional Immigration Bureau Address](#)

[Contact information]

Global Initiatives Group, Hiroshima University
(Higashi-Hiroshima Campus, Student Plaza, 3F)
Email: kokusai-sien(at) office.hiroshima-u.ac.jp

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>