

April,2023

International Student Section

### Application for Extension of Period of Stay

In order to renew your period of stay, please go to the Tokyo Regional Immigration Bureau from 3 months before the expiration date to the day before the expiration date. It will take 3 business days to prepare the documents issued by the university, so make sure to apply to the university with plenty of time. Please note that the Tokyo Regional Immigration Bureau is closed on Saturdays, Sundays, and holidays.

**1. Submit following documents to International Student Section (Shinagawa) or Student Support Section (Etchujima).**

① [Application for Certificate](#)

② [Application for Extension of Period of Stay\(For applicant part 1.2.3\)](#)

\*Please provide a recent photo with your name on the back.

③ Copy of Passport Page of the portrait and Page of the period of stay

④ Copy of certificate of Resident Card Front side and Back side

⑤ Copy of Student ID card(Front side)

\*Students who are planning to enroll and have not issued their student card should submit the “Admission Letter” instead of ⑤.

**2. Please come to International Student Section or Student Support Section in the 3 business days after your submission.** We will return the document ②~⑤ and “⑥For organization,part1-2”.

**3. Please go to the Tokyo Regional Immigration Bureau for submitting the following documents. Certificates need to be issued within the last three (3) months.** The documents ②~⑥ and ,

⑦ Certificate of Enrollment at TUMSAT

⑧ Academic transcript(If you are a research student, ”Certificate of your research activities”)

⑨ Recommend to bring the evidence paper which show your income(For example copy of bankbook)

(You may be required to submit additional document of certifying the cost incurred during the stay in Japan.)

\*For students who have changed their status during the period of their current residence cards

(1) Students who were formerly research students are also required to submit ”Certificate of your research activities.”

(2) Students who were formerly Master’s students are also required to submit ”Certificate of Completion of Master’s degree.”

\* New students who were previously enrolled in a Japanese high school, University, Japanese language school, etc. are also required to submit a Graduation Certificate and Transcript from the previous school.

\* Students who continue to graduate school in our university and need to prepare certificate after graduation, please apply for online from the following web page and pay by credit card.

(1) explanation

<https://www.kaiyodai.ac.jp/graduate/certificate/>

(2) application

<http://www.g2.kaiyodai.ac.jp/certificate/>

4. **Once the renewal is completed, you will receive a postcard from the Tokyo Regional Immigration Bureau, so please go and get your residence card.**

\*You are required to pay 4,000 yen when you receive the new card.

5. **After receiving the new card, please promptly submit a copy of both sides to the email address of the International Student Section (ks-ryuu@o.kaiyodai.ac.jp).**