

# ‘Changing the Status of Residence’ Guidance Session

In order to work in Japan after graduation, you must change your visa (also known as ‘status of residence’) from a ‘College Student’ visa to a work visa in the category appropriate for the type of job you will be doing. For most students this will be a work visa under the category of ‘**Engineer / Specialist in Humanities / International Services**’ (技術・人文知識・国際業務). Please use the information here to assist you in changing your visa.

<b>Category 1</b>	<p>※ Companies fall under any of the following (1) ~ (8) below.</p> <p>(1) Companies listed on the Japan’s Stock Market</p> <p>(2) Mutual companies in the insurance business</p> <p>(3) National and local public bodies/agencies inside and outside Japan.</p> <p>(4) Independent administrative Institutions</p> <p>(5) Government-affiliated corporations</p> <p>(6) Specially authorized corporations</p> <p>(7) Public-interest corporations authorized by national and local Public bodies</p> <p>(8) Specific public-service corporations</p>
<b>Category 2</b>	<p>Corporations or organizations whose the annual Certification of Income and Local Tax withheld from Regular Pay「給与所得の源泉徴収票等の法定調書合計表」 きゅうよしよとく げんせんちょうしゅうひょうとう ほうていちょうしよごうけいひょう for the previous year shows their payment of withholding tax of, or exceeding 15 million yen, with respect to remunerations for their employees.</p>
<b>Category 3</b>	<p>Corporations or organizations who submitted the annual Certification of Income and Local Tax withheld from Regular Pay「給与所得の源泉徴収票等の法定調書合計表」 きゅうよしよとく げんせんちょうしゅうひょうとう ほうていちょうしよごうけいひょう for the previous year with respect to remunerations for their employees (except Category 2 corporations or organizations)</p>
<b>Category 4</b>	<p>Corporations and organizations that do not fall under any of the other categories on the above</p>

## For September graduates starting work in October & March graduates starting work in April

The student must apply in person to the Oita Branch of the Fukuoka Regional Immigration Bureau. If you have officially changed your address and are now living outside of Oita prefecture (i.e. the address on your alien registration card is not listed as Oita prefecture) you must apply to the Immigration Bureau closest to where your new address is. You can apply anytime before your current visa expires. However, as the processing of an application normally takes between one to two months, you should submit your application well before your current visa expires.

### < Documents Needed to Apply >

#### ① For companies corresponding to the **Category 1**

##### ◇ Documents to be Prepared by the Applicant (YOU)

1. Completed 'Application for Change of Status of Residence' form (attach photo: L4 cm x W3 cm, taken within last 3 months)
2. Graduation Certificate (As this is not available until your graduation ceremony, please show your 'prospective graduation certificate' when you first go to the bureau to apply for a work visa. However, you must show your actual graduation certificate when you later go to the bureau to receive permission for status change.)
3. Passport & Alien Registration Card
4. A copy of the relevant pages of the Quarterly Journal or a certificate/statement letter showing that the company is listed in the stock market (copy).

##### ◆ Documents to be Provided by the company

1. Completing the form of "For Organization Part 1 & 2" of the Application for Change of Status of Residence

② For company corresponding to the **Category 2**

◇Documents to be Prepared by the Applicant (YOU)

1. Completed 'Application for Change of Status of Residence' form (attach photo: L4 cm x W3 cm, taken within last 3 months)
2. Graduation Certificate (As this is not available until your graduation ceremony, please show your 'prospective graduation certificate' when you first go to the bureau to apply for a work visa. However, you must show your actual graduation certificate when you later go to the bureau to receive permission for status change.)
3. Passport & Alien Registration Card

◆Documents to be Provided by the company

1. Completing the form of "For Organization Part 1 & 2" of the Application for Change of Status of Residence
2. The Certification of Income and Local Tax withheld from Regular Pay 「きゅうよしょとく げんせん給与所得の源泉  
ちょうしゅうひょうとう ほうていちょうしょごうけいひょう徴収票等の法定調書合計表」for the previous year, showing withholding tax payment regarding remunerations for the company`s employees.(a photocopy of a receipt-stamped form, or a receipt-notice if it's been filed online)

③ For company corresponding to the **Category 3**

◇Documents to be Prepared by the Applicant (YOU)

1. Completed 'Application for Change of Status of Residence' form (attach photo: L4 cm x W3 cm, taken within last 3 months)
2. Graduation Certificate (As this is not available until your graduation ceremony, please show your 'prospective graduation certificate' when you first go to the bureau to apply for a work visa. However, you must show your actual graduation certificate when you later go to the bureau to receive permission for status change.)
3. Passport & Alien Registration Card

◆Documents to be Provided by the company

1. Completing the form of "For Organization Part 1 & 2" of the Application for Change of Status of Residence
2. The Certification of Income and Local Tax withheld from Regular Pay 「きゅうよしょとく げんせん給与所得の源泉  
ちょうしゅうひょうとう ほうていちょうしょごうけいひょう徴収票等の法定調書合計表」for the previous year, showing withholding tax payment regarding remunerations for the company`s employees.(a photocopy of a receipt-stamped form, or a receipt-notice if it's been filed online)
3. A copy of any ONE of the following documents: contract of employment / letter of

appointment / notice of acceptance. The documents MUST include details of work duties, period of employment, job level and salary.

4. Certified copy of the company`s commercial/corporate registration (issued within the last 3 months)
5. Company brochures or written documents with description of business
6. A copy of the most recent Income Statement

④ For company corresponding to the **Category 4**

◇ Documents to be Prepared by the Applicant (YOU)

1. Completed 'Application for Change of Status of Residence' form (attach photo: L4 cm x W3 cm, taken within last 3 months)
2. Graduation Certificate (As this is not available until your graduation ceremony, please show your 'prospective graduation certificate' when you first go to the bureau to apply for a work visa. However, you must show your actual graduation certificate when you later go to the bureau to receive permission for status change.)
3. Passport & Alien Registration Card

◆ Documents to be Provided by the company

1. Completing the form of "For Organization Part 1 & 2" of the Application for Change of Status of Residence
2. Any document explaining the reason of not being able to submit the Certification of Income and Local Tax withheld from Regular Pay 「給与所得の源泉徴収票等の法定調書合計表」  
for the previous year. (For a newly-established company, a copy of the Establishment of a Salary-paying Office 「給与支払事務所等の開設届書」)
3. A copy of any ONE of the following documents: contract of employment / letter of appointment / notice of acceptance. The documents MUST include details of work duties, period of employment, job level and salary.
4. Certified copy of the company`s commercial/corporate registration (issued within the last 3 months)
5. Company brochures or written documents with description of business
6. A copy of the most recent Income Statement (in the case of newly-established company, it is a copy of the annual business plan)

\* Picking up your New Status of Residence (i.e. Work Visa)

The Oita Branch of the Immigration Bureau does not contact applicants about the result of their application. At the time that you apply, they will probably tell you when to return to pick up your new status of residence (if they do not, we suggest that you ask). In general, you cannot get your new status of residence (work visa) until after your graduation when you can show them your actual graduation certificate. To pick up your work visa, take 4,000 yen in revenue stamps, your graduation certificate, passport, and alien registration card to the Immigration Bureau.

\*Revenue stamps can be purchased at the Immigration Bureau as well as any local post offices.

## For September graduates starting work in April

Students who are graduating in September but not starting employment until April of the following year have to return to their home country (i.e. leave Japan) after graduation when their student visa expires. Someone from the company should go to the local Immigration Bureau (in the area closest to their office) on your behalf to apply for 'authorization of resident eligibility'. The company should then post this to you overseas. You will then need to take this 'authorization of resident eligibility' and your passport to the Japanese Embassy or Consulate in your home country (or other country that you will be living in). You may be required to submit other documents depending on the regulations set down by the Japanese embassy in the country where you will be.

Note: The 'authorization of resident eligibility' is only valid for 3 months. If you do not enter Japan within 3 months of receiving your 'authorization of resident eligibility', it will become invalid.

### < Documents Needed to Obtain an 'Authorization of Resident Eligibility' >

#### ① For companies corresponding to the **Category 1**

##### ◇Documents to be Prepared by the Applicant (YOU) and send to the company:

1. Graduation Certificate
2. Copy of your passport – (including a page showing the しゅつこく 出国 [DEPARTED] stamp when you leave Japan)
3. A passport photos (L4 cm x W3 cm)

##### ◆Documents to be Provided by the company

1. Completed application form for 'Authorization of Resident Eligibility' AND the following:
2. A copy of the relevant pages of the Quarterly Journal or a certificate/statement letter showing that the company is listed in the stock market.
3. A self-addressed stamped (392 yen worth of postage stamps) envelope so that the Immigration Bureau can send the 'Authorization of Resident Eligibility' back to the company.

#### ② For companies corresponding to the **Category 2**

##### ◇Documents to be Prepared by the Applicant (YOU)

1. Graduation Certificate

2. Copy of your passport – (including a page showing the <sup>しゅつこく</sup> 出国 [DEPARTED] stamp when you leave Japan)
3. A passport photos (L4 cm x W3 cm)

◆Documents to be Provided by the company

1. Completed application form for 'Authorization of Resident Eligibility' AND the following:
2. The Certification of Income and Local Tax withheld from Regular Pay 「<sup>きゅうよしょとく げんせん</sup> 給与所得の源泉  
<sup>ちょうしゅうひょうとう ほうていちょうしょごうけいひょう</sup> 徴収票等の法定調書合計表」 for the previous year, showing withholding tax payment regarding remunerations for the company`s employees.(a photocopy of a receipt-stamped form or a receipt-notice if it`s been filed online)
3. A self-addressed stamped (392 yen worth of stamps) envelope so that the Immigration Bureau can send the 'Authorization of Resident Eligibility' back to the company.

③ For companies corresponding to the **Category 3**

◇Documents to be Prepared by the Applicant (YOU)

1. Graduation Certificate
2. Copy of your passport – (including the page showing the <sup>しゅつこく</sup> 出国 [DEPARTED] stamp when you leave Japan)
3. A passport photos (L4 cm X W3 cm)

◆Documents to be Provided by the company

1. Completed application form for 'Authorization of Resident Eligibility' AND the following:
2. The Certification of Income and Local Tax withheld from Regular Pay 「<sup>きゅうよしょとく げんせん</sup> 給与所得の源泉  
<sup>ちょうしゅうひょうとう ほうていちょうしょごうけいひょう</sup> 徴収票等の法定調書合計表」 for the previous year, showing withholding tax payment regarding remunerations for the company`s employees.(a photocopy of a receipt-stamped form, or a receipt-notice if it`s been filed online.)
3. A copy of any ONE of the following documents: contract of employment / letter of appointment / notice of acceptance. The documents MUST include details of work duties, period of employment, job level and salary.
4. Certified copy of the company`s commercial/corporate registration (issued within the last 3 months)
5. Company brochures or written documents with description of business
6. A copy of the most recent Income Statement (in the case of newly-established company, it is a copy of the annual business plan)
7. A self-addressed stamped (392 yen worth of stamps) envelope so that the Immigration Bureau can send the 'Authorization of Resident Eligibility' back to the company.

④ For companies corresponding to the **Category 4**

◇Documents to be Prepared by the Applicant (YOU)

1. Graduation Certificate
2. Copy of your passport – (including a page showing the 出国 [DEPARTED] stamp when you leave Japan)
3. A passport photos (L4 cm X W3 cm)

◆Documents to be Provided by the company

1. Completed application form for 'Authorization of Resident Eligibility' AND the following:
2. Any document explaining the reason of not being able to submit the Certification of Income and Local Tax withheld from Regular Pay 「給与所得の源泉徴収票等の法定調書合計表」  
for the previous year. (For a newly-established company, a copy of the Establishment of a Salary-paying Office 「給与支払事務所等の開設届書」)
3. A copy of any ONE of the following documents: employment contract / letter of appointment / notice of acceptance. The documents MUST include details of work duties, period of employment, job level and salary.
4. Certified copy of the company`s commercial/corporate registration (issued within the last 3 months)
5. Company brochures or written documents with description of business
6. A copy of the most recent Income Statement (in the case of newly-established company, it is a copy of the annual business plan)
7. A self-addressed stamped (392 yen worth of stamps) envelope so that the Immigration Bureau can send the 'Authorization of Resident Eligibility' back to the company.

Note: NO charge is incurred for application

**For September graduates starting work in April but  
have to attend the 'naitei-shiki(内定式)' while the current  
student visa will be expired before the event**

In case you have to attend the 'naitei-shiki', but your current student visa will be expired before the event, you will need to apply for a temporary stay visa. To apply, please submit the following documents to the Immigration Bureau:

- a. Application for Change of Status of Residence form
- b. Passport & Certificate of Alien Registration
- c. A proof of flight reservation
- d. Graduation Certificate
- e. Any document showing your financial capability (a copy of bank book, etc.)

Please write 「<sup>ないていしきしゅつせき</sup>内定式出席のため」 as the reason for applying for the temporary stay visa. You will be granted with a three-month temporary stay visa; therefore, make sure the 'naitei-shiki' will be held during your period of stay. The Immigration Bureau may also ask you to submit any document indicating the content of 'naitei-shiki'. If your application documents are completed, it will take approximately 1 week to get the visa. To pick up your temporary stay visa, take 4,000 yen in revenue stamp.



## — Frequently Asked Questions —

### 1. *Where should I apply?*

Apply at the Oita Branch of the Fukuoka Immigration Bureau. If the address on your Alien Registration card is not in Oita, then please apply at the immigration bureau closest to the address stated on your card.

List of jurisdictions (offices): <http://www.immi-moj.go.jp/soshiki/index.html>

### 2. *What kind of procedure is necessary?*

Please refer to the homepage of MOJ.

● Information about an application for change of status of residence

Japanese → <http://www.moj.go.jp/ONLINE/IMMIGRATION/16-2.html>

English → <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02.html>

■ Information about an application for certificate of eligibility

Japanese → <http://www.moj.go.jp/ONLINE/IMMIGRATION/16-1.html>

English → <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01.html>

### 3. *Where can I get a copy of the ‘Application for Change of Status of Residence’?*

You can get the application form from the Immigration Bureau, the APU Career Office or download it from the Ministry of Justice homepage –

● Application for Change of Status of Residence:

Japanese → <http://www.moj.go.jp/ONLINE/IMMIGRATION/16-2-1.html>

\*Format: open PDF #8 【研究】・【<sup>けんきゆう</sup>技術・<sup>ぎじゆつ</sup>人文知識・<sup>じんぶんちしき</sup>国際業務】・【<sup>こくさいぎやうむ</sup>技能】・【<sup>ぎのう</sup>特定活動】

English → <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02-format.html>

\*Format: open PDF in #7 [Activities of highly skilled professionals who engage in research, research guidance or education at colleges] [Activities to engage in research that provide income] [Activities of highly skilled professionals who engage in services which require knowledge pertinent to natural science fields or human science fields] [Activities to engage in services which require knowledge pertinent to natural science fields or human science fields or to engage in services which require specific ways of thinking or sensitivity acquired through experience with foreign culture] [Activities to engage in services which require skills belonging to special fields] [Activities to engage in services which require skills belonging to special fields]

Direct link to the application form → <http://www.moj.go.jp/content/001138354.pdf>

OR

■ Application for Certificate of Eligibility

Japanese → <http://www.moj.go.jp/ONLINE/IMMIGRATION/16-1-1.html>

\*Format: open PDF #7 【研究】・【<sup>けんきゆう</sup>技術・<sup>ぎじゆつ</sup>人文知識・<sup>じんぶんちしき</sup>国際業務】・【<sup>こくさいぎやうむ</sup>技能】・【<sup>ぎのう</sup>特定活動】

English → <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01-format.html>

\*Format: open PDF in #6 [Activities of highly skilled professionals who engage in research, research guidance or education at colleges] [Activities to engage in research that provide income] [Activities of highly skilled professionals who engage in services which require knowledge pertinent to natural science fields or human science fields] [Activities to engage in services which require knowledge pertinent to natural science fields or human science fields or to engage in services which require specific ways of thinking or sensitivity acquired through experience with foreign culture] [Activities to engage in services which require skills belonging to special fields] [Activities to engage in services which require skills belonging to special fields]

Direct link to the application form → <http://www.moj.go.jp/content/001130090.pdf>

**4. *When should I apply?***

Most Immigration Bureaus will accept applications from up to two months prior to the starting day of your job. However, because the Oita Immigration Bureau gets very busy at this time of year with applications from APU for new international students enrolling in Fall, they request that students graduating in September please wait until the start of August to submit their applications.

**5. *My current visa will expire before I get my new visa...***

Make sure you apply for your new visa before your current student visa is expired. It is okay if your current visa expires while your new visa is being processed.

**6. *Can I return to my home country while my new status of residence is being processed?***

YES – but you must return to Japan before your current visa expires. Please make sure you have a current re-entry permit. You must always carry your residence card with you. You will be asked to show your card upon receipt of your new visa.

**7. *While my application is being processed I am going back to my home country to renew my passport...***

When you go to the Immigration Bureau to get your new status of residence visa stamped into your passport make sure you take both your old and your new passports with you.

**[Attention]**

Every year, some students who are given job offers from companies suddenly abandon correspondences with their employers, and the Career Office receive many inquiries from such companies about these “missing students”. If you plan to return to your country or go on trips before your start date, please make sure that you are reachable at all time. Do inform your employer if you ever be unreachable and let them know how and when they contact you again.