

## Status of Residence for the Purpose of Job Hunting after Graduation

For students who wish to continue with their job hunt after graduation

There is a system in place making it possible for international students to apply to the Immigration Bureau for a change in visa status to stay in Japan after graduation for the purpose of job hunting. APU students wanting to apply for a change in visa status for this purpose must first be issued a 'Recommendation Letter' by the university. In order for APU to issue this letter the student must meet the criteria set down below.

### 1. System Outline

The university will only issue a 'Recommendation Letter' to those students who meet the following criteria and whom the university deems as suitable to receive this letter for the purpose of job hunting after graduation. Students who have been issued with a 'Recommendation Letter' may then apply to the Immigration Bureau to change their current 'college student' status of residence to that of 'designated activity visa'. The new status of residence will allow successful applicants to stay in Japan for maximum 6 months.

### 2. Student Criteria

- ① Student who has a design for career in Japan (Student who has a record for job hunting in Japan)
- ② Student must have set specific job hunting schedule now onwards.
- ③ Student has not received any disciplinary punishment, been suspended or reprimanded for misconduct during his/her time at APU
- ④ Student has no outstanding debts with the university at the time of application
- ⑤ Student has sufficient funds to cover all expenses during his/her period of stay (roughly 600,000 yen)

### 3. Required Documents for 'Recommendation Letter' Application

- ① Completed 'Recommendation Letter' Application Form (1),(2),(3),(4) (Written in Japanese)
- ② Hereafter Job Hunting Schedule (Written in Japanese)
- ③ Any proof of job hunting activities (e.g. print out of emails from the company)
- ④ A copy of the ririkisho / Entry Sheet which you've submitted to the company (more than one copy required)
- ⑤ Transcript of Academic Records
- ⑥ Graduation Certificate (Certificate of Prospective Graduation will be accepted at time of application)
- ⑦ Copy of current bank account balance or verification of money transfer (required once you have passed the application screening)

### 4. Application Process

- ① Submit 'Recommendation Letter' application form and necessary documents to the Career Office  
→ **(Deadline: by 16:00 Tuesday 2<sup>nd</sup> July, 2019)**  
(Applications will only be accepted in person. In principle, applications will not be accepted by phone, email, fax or post).
- ② Screening of documents and verification of details pertaining to what the student did during his/her time at APU. Applications made by students who have received disciplinary punishment or warnings for actions taken during their time at APU (driving without a license, theft, cheating, damage or loss of university property etc.) will not be approved.
- ③ Interview with the Dean of Careers **(during day 10<sup>th</sup> to Friday 19<sup>th</sup> July)**  
\*Document screening results will be sent to you **by Friday 5<sup>th</sup> July**. Please note that the interviews with Career Office will be held at office premises, hence require applicants to be in Beppu.
- ④ Final results of the overall screening process will be announced **on Wednesday 4<sup>th</sup> September**.  
Please receive your recommendation letter at the Career Office.

### 5. Application Deadline

Students who plan to apply for the 'Recommendation Letter' MUST submit all required documents to APU Career Office **by 16:00, Tuesday, 2<sup>nd</sup> July, 2019**. Please be aware that **submission after the deadline will not be accepted under any circumstances!**

### 6. Other

The university will issue one letter per student only. Students who receive a 'Recommendation Letter' from the university, and who are successfully granted a 'designated activity visa' by the Immigration Bureau, must report any job offers to the Career Office as soon as possible. Application for a change in visa status to 'designated activity visa' must be made to the Immigration Bureau before the current 'college student' visa expires.

**\*Students must apply for their change in status of residence in person at the Immigration Bureau. The issuance by the university of a 'Recommendation Letter' DOES NOT automatically lead to the applicant being granted a 'designated activity visa' status of residence by the Immigration Bureau.**