‘Changing Your Status of Residence’

For students graduating in September and working from April

Table of Contents

Overview 2
Categories of Companies 2
For those who wish to remain in Japan from graduation (completion) in September until commencing employment in April 3
In cases where applicants return to their home country after graduating (completing their program) in September and later return to Japan to commence employment in April) 5
Documents Needed to Obtain a Certificate of Eligibility (COE) 6
Category 1 Company 6
Category 2 Company 6
Category 3 Company 7
Category 4 Company 8
In cases where students who graduate (complete their program) in September and are scheduled to commence employment in April will have their period of stay expire before the job offer ceremony 10
Document Submission Chart (Certificate of Eligibility) 11

Overview

As a rule, APU requires that students leave Japan 1 month after graduation. However, for September graduates who have job offers but will only start working from April, there are two options:

1. Stay in Japan on a designated activities visa for graduates who have received job offers
2. Return to home country and receive the work visa via COE (Certificate of Eligibility)

In either case, be sure to discuss your plans with the company, as they will be the ones supporting your visa application

To work in Japan after graduation, you must change your visa (also known as 'status of residence') from a '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. First, you must determine the category in which the company you will be working at belongs to.

Categories of Companies

Category 1	※ Companies which fall under any of the types below. 1. Companies listed on the Japan's Stock Market 2. Mutual companies in the insurance business 3. National and local public bodies/agencies inside and outside Japan. 4. Independent administrative Institutions 5. Government-affiliated or authorized corporations 6. Public-interest corporations authorized by national and local public bodies 7. Public corporations listed in the Appendix 1 of Corporation Law Act 8. Corporations generating innovation 9. Small and Medium sized Enterprises fulfilling specific conditions (Youth Yell Certified Corporations)
Category 2	Organizations or individuals whose total amount of withholding tax, as stated in the "Summary Table of Withholding Tax Certificates for Salary Income" included in the "Summary Table of Statutory Records 『 給与所得の源泉徴収票合計表』 (previous year)," is JPY 10 million or more

Category 3	Organizations or individuals that have submitted the “Summary Table of Statutory Records (previous year), including Withholding Tax Certificates for Employees’ Salary Income” 『 給与所得の源泉徴収票合計表』(excluding those classified under Category 2)
Category 4	Organizations or individuals that do not fall under any of the above categories

*[1] Corporations generating innovation are enterprises receiving support as part of Innovation Promotion Support Program, a governmental measure.

*[2] Youth Yell Corporations are enterprises who are putting much effort in hiring and training young people and whose employment management of young people is outstanding

“Designated Activities” Visa for Students with Job Offers

For those who wish to remain in Japan from graduation (completion) in September until commencing employment in April

If certain conditions are met, a status of residence under “Designated Activities” may be granted, allowing applicants to continue residing in Japan.

*Please note that, as documents required for a work visa must also be submitted, the screening for the work visa will be conducted simultaneously.

<Documents Needed to Apply>

1. ‘Application for Change of Status of Residence’ form ‘For applicant 1-4’

   Documents to be Provided by the Company: ‘For organization parts 1,2’

   Photo: L4 cm x W3 cm, (taken within last 6 months)

2. Passport and Residence Card

3. Documents certifying the applicant’s financial capacity to cover expenses during the period of stay in Japan

   *If the expenses will be borne by a person other than the applicant, documents demonstrating that person’s financial capacity must be submitted, along with documents clarifying the circumstances leading to such arrangement.

4. Documents required for the application for permission to change status of residence after commencing employment (For further details, please refer to the website of the Immigration Services Agency of Japan: Immigration Services Agency Homepage)
5. Notice of job offer (or other document showing the date when the job offer was made)
6. Pledge

   * A document where you and your hiring company pledge that both parties will be regularly in contact with each other, and that in case of a rescission of your employment offer, the company will inform the Immigration Bureau of that effect.
7. Documents showing training or activities you will be involved in until your start date
8. Application Form for Permission to Engage in Activity Other Than That Permitted under the Status of Residence

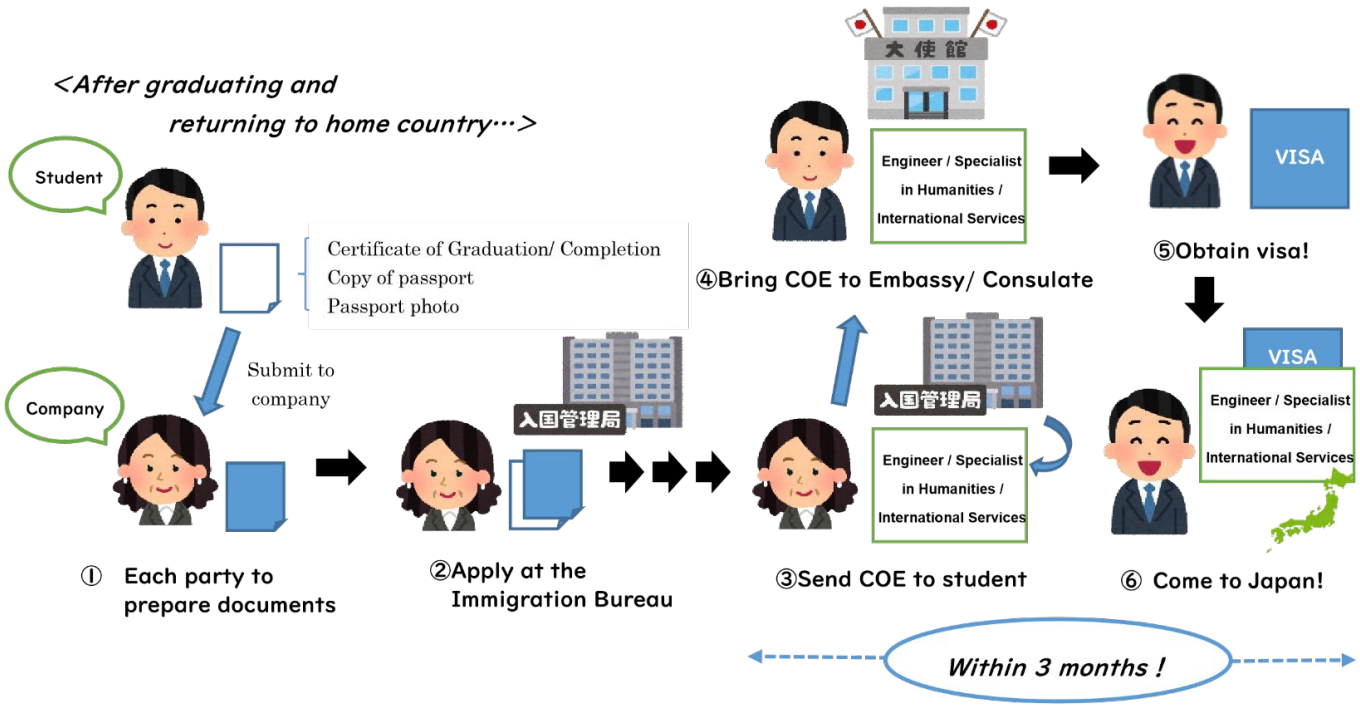
   (Applicable to those who wish to engage in part-time work (up to 28 hours per week) or internships, etc.)
9. A document specifying the details of the activity, including the content, period, hours, location, and remuneration

   (Applicable when requesting permission to engage in activities exceeding 28 hours per week, such as internships at the prospective employer. To be prepared by the company.)

In cases where applicants return to their home country after graduating (completing their program) in September and later return to Japan to commence employment in April

Instead of the applicant, the accepting institution (such as a company) will apply for the issuance of the "Certificate of Eligibility" (COE). The accepting institution (company, etc.) submits the application for the Certificate of Eligibility at the regional Immigration Services Bureau that has jurisdiction over its location. After the Certificate of Eligibility is issued, the representative of the accepting institution will receive it and send it to the applicant. The applicant must then take the Certificate of Eligibility to the Japanese embassy or consulate in their home country to apply for a visa. After obtaining the visa, the applicant will enter Japan by presenting both the visa and the Certificate of Eligibility. The Certificate of Eligibility is valid for three months. Therefore, the applicant must enter Japan within three months of issuance; otherwise, the certificate will become invalid.

Note: If you have returned to your home country (or are residing in a third country) and no longer hold a "Student" status of residence, you will need to obtain a work visa through a Certificate of Eligibility (COE), rather than applying for a change of status of residence.



Documents Needed to Obtain a Certificate of Eligibility (COE)

*No application fee is required, regardless of the company category.

Category 1 Company

◇Documents to be Prepared by the Applicant (YOU) and Sent to the Company:

1. Certificate of Graduation/ Completion
2. Copy of your passport (page showing your photo and passport number)
3. 1 passport photos (L4 cm x W3 cm)

◆Documents to be Prepared by the company

1. 'For applicant 1-2' and 'For organization parts 1,2' of Application form for 'Certificate of Eligibility' (you may be asked to fill the 'For applicant, parts 1-2')
2. A copy of the relevant pages of the Quarterly Journal or a certificate/statement letter showing that the company is listed on the stock market (copy).
3. A self-addressed return envelope with a 460 JPY stamp affixed (for simplified registered mail), or a red-Letter Pack

Category 2 Company

◇Documents to be Prepared by the Applicant (YOU) and Sent to the Company

1. Certificate of Graduation/ Completion
2. Copy of your passport (page showing your photo and passport number)
3. 1 passport photos (L4 cm x W3 cm)

◆Documents to be Prepared by the Company

1. 'For applicant parts 1-2' and 'For organization parts 1,2' of Application form for 'Certificate of Eligibility' (you may be asked to fill the 'For applicant, parts 1-2')
2. Summary Table of Statutory Records, including Withholding Tax Certificates for Employees' Salary Income (previous year)『給与所得の源泉徴収票等の法定調書合計表』
3. A self-addressed return envelope with a 460 JPY stamp affixed (for simplified registered mail), or a red-Letter Pack

Category 3 Company

◇Documents to be Prepared by the Applicant (YOU) and Sent to the Company

1. Certificate of Graduation/ Completion
2. Copy of your passport (page showing your photo and passport number)
3. 1 passport photos (L4 cm X W3 cm)
4. Signed contract of employment
5. *Rirekisho*
6. In cases where the applicant will engage in interpersonal work utilizing language proficiency (e.g., positions such as translation/interpretation or customer service roles such as hotel front desk operations), one of the following documents is required:
   - Certificate demonstrating a Japanese Language Proficiency Test (JLPT) level of N2 or higher
   - Certificate demonstrating a score of 400 or above on the Business Japanese Proficiency Test (BJT)
   - Certificate demonstrating continuous residence in Japan for 20 years or more as a mid- to long-term resident
   - Certificate of Graduation from a university where courses were conducted in Japanese

◆Documents to be Prepared by the Company

1. 'For applicant parts 1-2' and 'For organization parts1,2' of Application form for 'Certificate of Eligibility' (you may be asked to fill the 'For applicant, parts 1-2')
2. Summary Table of Statutory Records, including Withholding Tax Certificates for Employees' Salary Income (previous year)『給与所得の源泉徴収票等の法定調書合計表』
3. A copy of any ONE of the following documents: contract of employment / letter of appointment / notice of acceptance. The documents MUST include period of employment, location of workplace, details of work duties, hours of starting and ending work including overtime and holidays, job level, salary as well as information related to retirement.
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 (For a newly-established company, a copy of the annual business plan)
7. Declaration Concerning the Representative of the Affiliated Organization

8. A self-addressed return envelope with a 460 JPY stamp affixed (for simplified registered mail), or a red-Letter Pack

Category 4 Company

◇Documents to be Prepared by the Applicant (YOU) and Sent to the Company

1. Certificate of Graduation/ Completion
2. Copy of your passport (page showing your photo and passport number)
3. 1 passport photos (L4 cm X W3 cm)
4. Signed contract of employment
5. Rirekisho
6. In cases where the applicant will engage in interpersonal work utilizing language proficiency (e.g., positions such as translation/interpretation or customer service roles such as hotel front desk operations), one of the following documents is required:
   - Certificate demonstrating a Japanese Language Proficiency Test (JLPT) level of N2 or higher
   - Certificate demonstrating a score of 400 or above on the Business Japanese Proficiency Test (BJT)
   - Certificate demonstrating continuous residence in Japan for 20 years or more as a mid- to long-term resident
   - Certificate of Graduation from a university where courses were conducted in Japanese

◆Documents to be Provided by the Company

1. 'For applicant 1-2' and 'For organization part 1,2' of Application form for 'Certificate of Eligibility' (you may be asked to fill the 'For applicant, part 1-2)
2. Any document explaining the reason for being unable to submit the Summary Table of Statutory Records, including Withholding Tax Certificates for Employees' Salary Income (previous year).

   (For a newly established company, a copy of the Notification of the Establishment of a Salary-Paying Office)
3. A copy of any ONE of the following documents: employment contract / letter of appointment / notice of acceptance. The documents MUST include period of employment, location of workplace, details of work duties, hours of starting and ending work including overtime and holidays, job level, salary as well as information related to retirement.
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 (For a newly-established company, a copy of the annual business plan)
7. Declaration Concerning the Representative of the Affiliated Organization
8. A self-addressed return envelope with a 460 JPY stamp affixed (for simplified registered mail), or a red-Letter Pack

In cases where students who graduate (complete their program) in September and are scheduled to commence employment in April will have their period of stay expire before the job offer ceremony

To enable the applicant to remain in Japan until attending the job offer ceremony, their status of residence will be changed to a Short-Term Stay visa.

<Required Documents for Change of Status to a Short-Term Stay Visa>

1. Application for Change of Status of Residence form
   (Forms for Applicant, pages 1 and 2)
2. Passport & Residence Card
3. Proof of flight reservation
4. Certificate of Graduation/ Completion
5. Documents Demonstrating Financial Capacity to Cover Expenses
   (a copy of bank book, etc.)
6. Invitation to the Job Offer Ceremony

*Reason for visa application: Please state “to attend the job offer ceremony.”
『内定式出席(ないていしきしゅっせき)のため』

*Period of stay: Up to three months, covering the date of the job offer ceremony.

*If no issues arise, permission is generally granted within approximately one week after submission of the application. A fee of JPY 6,000 is required
(revenue stamps can be purchased at the Immigration Bureau or at a post office).

Document Submission Chart

September Graduation → Employment in April

- The hiring company applies at a local Immigration Bureau.
- Once you receive your COE, complete the process at a Japanese embassy (or consulate) near you.
- No processing fees are incurred.

		Category 1	Category 2	Category 3	Category 4
Student prepares (send to company after leaving Japan)	Certificate of Graduation/Comp	○			

	letion	
	Copy of passport	
	1 passport ph	

	otos (4x3 cm)				
	Rirekisho	×	×	○	○
	Certificate Demonstrating Eligibility to Engage in Interpersonal Work Utilizing Language Proficiency (if applicable)				
Company prepares	Application for Certificate of Eligibility 'For Applicant part 1-2*,' 'For Organization 1-2'	○			
	A self-addressed return envelope with a 460 JPY stamp affixed	○			
	Copy of Quarterly Journal or a certificate/statement letter showing that the company is listed on the stock market	○	×	×	×
	Certification of Income and Local Tax Withheld from Regular Pay	×	○	○	○**
	Contract of employment, letter of appointment or notice of acceptance (period of employment, location of workplace, details of work duties, hours of starting and ending work including overtime and holidays, job level and salary)		×		○

	Copy of the company's commercial/corporate registration				
	Company brochures or written documents with business description				
	Copy of the most recent Income Statement (For a newly-established company, a copy of the annual business plan)				
	Declaration Concerning the Representative of the Affiliated Organization				

* Students may be asked to complete this themselves. ** Submission of documents explaining the reason for being unable to submit the Summary Table of Statutory Records