‘Changing Your Status of Residence’

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

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Categories of Companies

In order 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. The category that the company belongs to determines what documents need to be prepared.

Category 1	※ Companies which fall under any of the following (1) ~ (9) 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*[1] (9) Small and Medium sized Enterprises fulfilling specific conditions (Youth Yell Certified Corporations*[2])
Category 2	・Corporations or organizations for which 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」for the previous year shows their payment of withholding tax of, or exceeding, 10 million yen, with respect to remunerations for their employees. ・Individuals applying for a change of status of residence from "Student" who fall under any of the following categories: a. Persons who have graduated or are expected to graduate from a graduate school or university in Japan b. Persons who have graduated from a highly ranked overseas university (ranked within the top 300 in at least two of the three major global university rankings) c. Persons who have changed their status of residence from "Student" to a work-related status, engaged in employment, and subsequently renewed their period of stay at the same organization, and who will continue to be employed by the organization currently accepting them
Category 3	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」for the previous year with respect to remunerations for their employees (except Category 2 corporations or organizations)

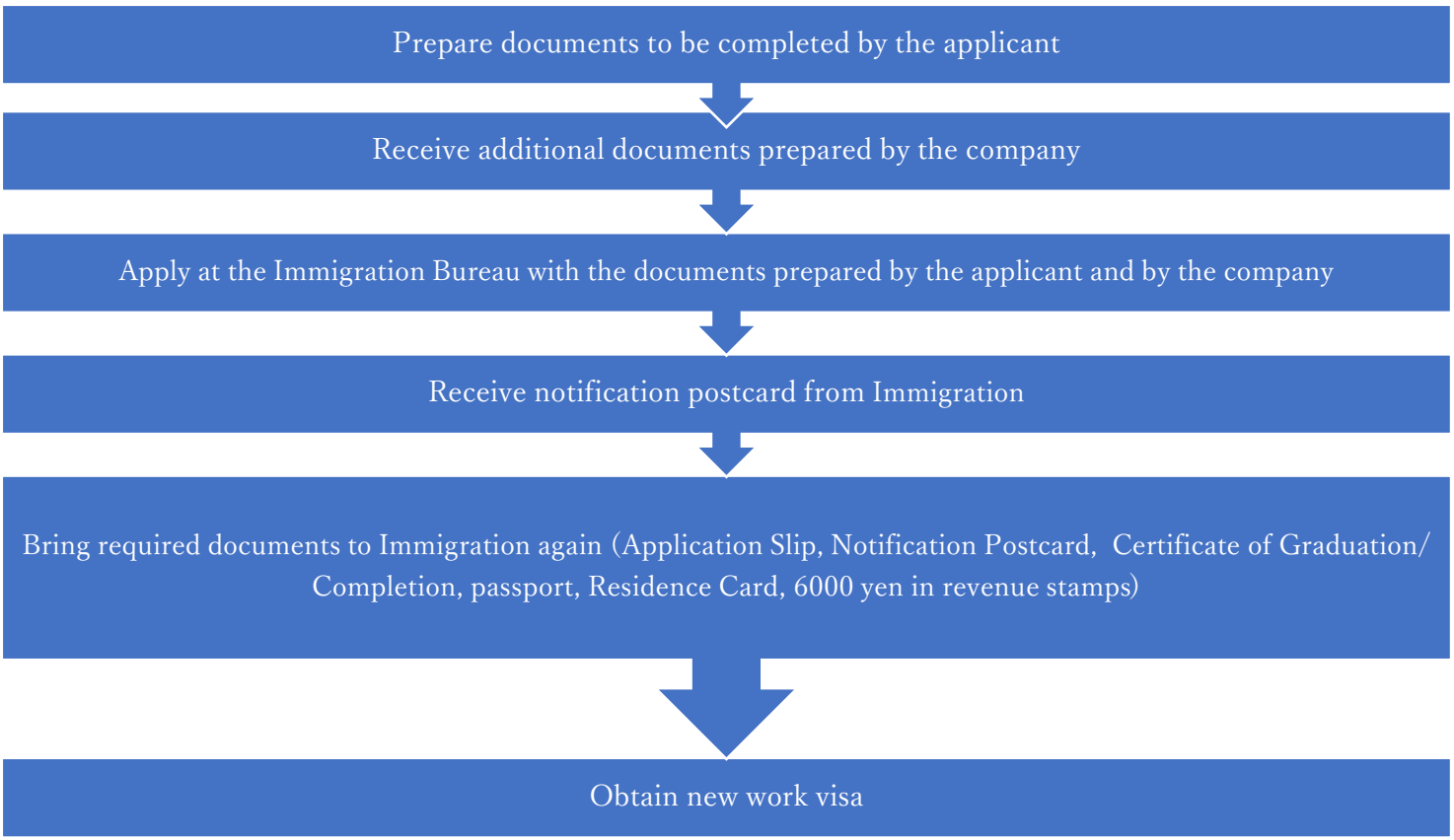
Category 4	Corporations and organizations that do not fall under any of the other categories on the above

*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

Application Process

The student must apply in person to the Oita Branch Office 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 Residence 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 during the three months leading to your expected graduation. 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.

*Once you graduate, you should take the Application Slip issued by the Immigration Bureau on the day of your application, then Notification Postcard sent to you from the Immigration Bureau, your Certificate of Graduation/ Completion, your Passport, your Residence Card and a revenue stamp of 6000 yen (purchasable at Immigration Bureau 2nd Floor or any local post offices) to the Immigration Bureau to pick up your work visa.



Documents Needed to Apply

Category 1 Company

◇Documents to be Prepared by the Applicant (Student)

1. 'Application for Change of Status of Residence' form (Complete 'For applicant part 1-2' of the form; attach a photo: L4 cm x W3 cm, taken within last 6 months)
2. Certificate of Graduation/ Completion (As this is not available until your graduation ceremony, please show your 'Certificate of Prospective Graduation/Completion' 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 & Residence Card
4. 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).

◆Documents to be Provided by the Company

1. Completed 'For Organization Parts 1,2' of the Application for Change of Status of Residence

Category 2 Company

◇Documents to be Prepared by the Applicant (Student)

1. 'Application for Change of Status of Residence' form (Complete 'For applicant part 1-2' of the form, attach a photo: L4 cm x W3 cm, taken within last 6 months)
2. Certificate of Graduation/ Completion (As this is not available until your graduation ceremony, please show your 'Certificate of Prospective Graduation/Completion' 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 & Residence Card

◆Documents to be Provided by the company

1. Completed 'For Organization Parts 1,2' of the Application for Change of Status of Residence
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. Statement of Explanation for Omission of Required Documents
   (To be submitted only when applying under Category 2 as a person who falls under any of the conditions applicable to a change of status of residence from "Student")
   *Note: This includes a Certificate of Graduation prepared by the applicant.

Category 3 Company

◇Documents to be Prepared by the Applicant (Student)

1. 'Application for Change of Status of Residence' form (Complete 'For applicant part 1-2' of the form, attach a photo: L4 cm x W3 cm, taken within last 6 months)
2. Certificate of Graduation/ Completion (As this is not available until your graduation ceremony, please show your 'Certificate of Prospective Graduation/Completion' 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 & Residence Card
4. *Rirekisho* in Japanese
5. 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. Completed 'For Organization Parts 1,2' of the Application for Change of Status of Residence
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
7. Declaration Concerning the Representative of the Affiliated Organization

Category 4 Company

◇Documents to be Prepared by the Applicant (Student)

1. 'Application for Change of Status of Residence' form (Complete 'For applicant part 1-2' of the form, attach a photo: L4 cm x W3 cm, taken within last 6 months)
2. Certificate of Graduation/ Completion (As this is not available until your graduation ceremony, please show your 'Certificate of Prospective Graduation/Completion' 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 & Residence Card
4. *Rirekisho* in Japanese

5. 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. Completed 'For Organization Parts 1,2' of the Application for Change of Status of Residence
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: 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

Document Submission Chart

September Graduation→Employment in October
March Graduation→Employment in April

- **Applicants must apply in person at the Immigration Bureau.**
- **To receive the new Residence Card, please bring:**

① **Application Slip (from Immigration Bureau)**
② **Notification Postcard (sent from Immigration Bureau)**
③ **Certificate of Graduation/Completion from APU**
④ **Passport** ⑤**Residence Card** ⑥**Fee of JPY 6,000 (revenue stamps required)**

		Category 1	Category 2	Category 3	Category 4
Student to Prepare	Application for Change of Status of Residence "For Applicant Part 1-2"	○	○	○	○
	Certificate of Graduation/Completion	○	○	○	○
	Passport	○	○	○	○
	Residence Card	○	○	○	○
	Copy of Quarterly Journal or a certificate/statement letter showing that the company is listed on the stock market	○	×	×	×
	Rirekisho Certificate Demonstrating Eligibility to Engage in Interpersonal Work Utilizing Language Proficiency (if applicable)	×	×	○	○
Company to Prepare	Application for Change of Status of Residence "For Organization Part 1-2"	○	○	○	○
	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』	×	○	○	＊1
	Copy of one of the following documents: Employment Contract, Appointment Letter, or Notice of Acceptance (The document must clearly indicate the employment period, workplace, job description, working hours, overtime, holidays, position, and remuneration.)			○	○
	Copy of the Company`s commercial/corporate registration			○	○
	Company Brochures or Written Documents with Business Description		×	○	○
	A copy of the most recent financial statements (in the case of a newly established business, a business plan for the next one year) Declaration Concerning the Representative of the Affiliated Organization			○	○

＊[1] Applicants must submit documents explaining the reason for being unable to provide the Summary Table of Statutory Records.