

Visa Information Session

Student Office

Be aware. Be responsible.

- ▶ Have proper understanding of your student visa.
- ▶ Know Japanese immigration laws.
- ▶ Be aware that there are restrictions on the years you can stay at APU as well as hours you can work in a part time job.
- ▶ No visa, no fun.

If you don't follow the rules, you will be ...

- ▶ Unable to apply for an extension of period of stay.
- ▶ Unable to receive a work permit.
- ▶ Forced to leave Japan.



1. Residence Card



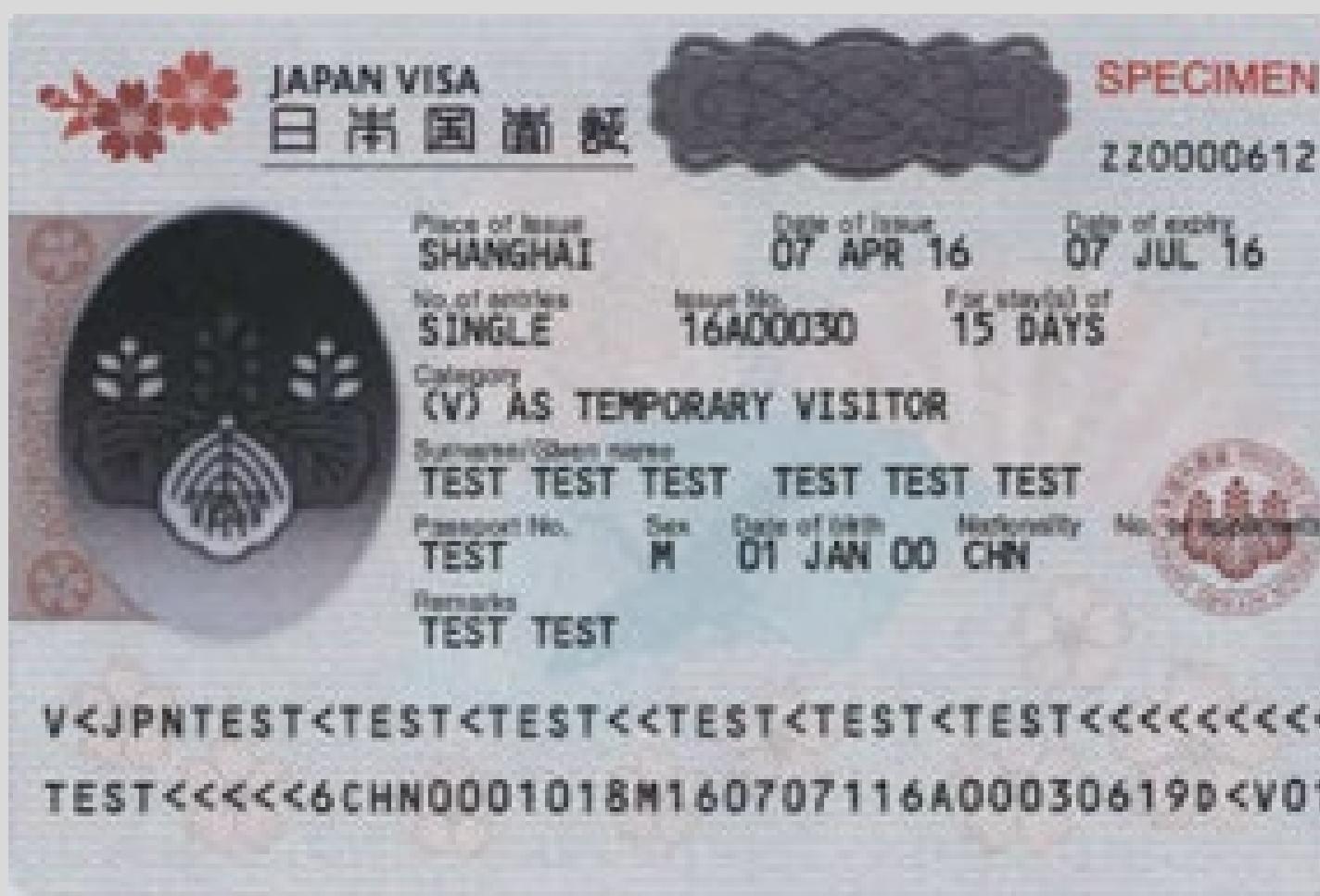
Immigration Service of Japan

https://www.moj.go.jp/isa/applications/procedures/whatzairyu_00001.html

Always keep your residence card with you!



**This visa on your passport is valid only
once when you enter Japan**



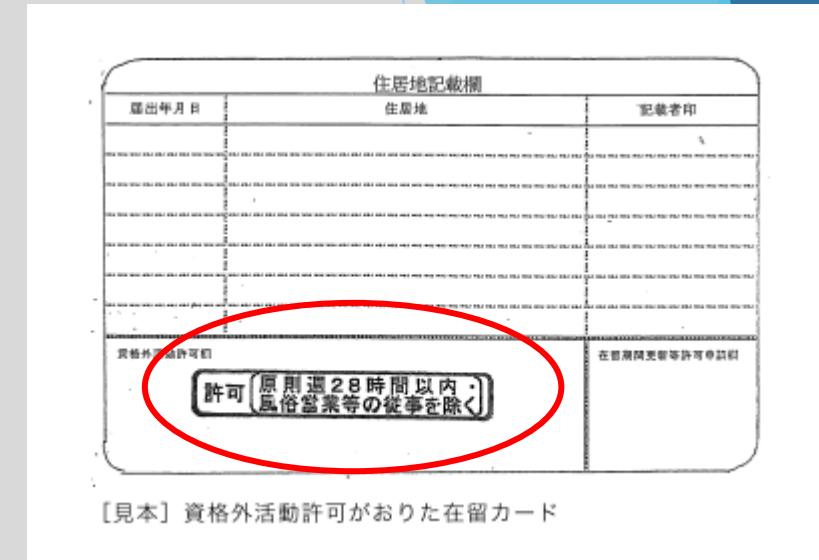
2. Passport

- ▶ No need to carry it if you have your residence card with you. Keep it in a safe place.
- ▶ Contact your country's embassy or consulate in Japan to renew your passport.
- ▶ Make sure to renew your passport before your extension of period of stay.
- ▶ If student visa and your passport validity dates are close, contact the Student Office.

3. Work Permit

In order to work, you must:

- 1 . Have a work permit.
- 2 . Be a current student at APU
(withdrawals or leave of absence periods
are not included).



3-1. Applying for a Work Permit

1. Download the application documents from On Campus Student Job Center website.
2. Submit them to the Student Office.
3. Procedures will take about 3 weeks.
4. Work permit and visa expiry dates are the same.
5. If you work on campus, see On Campus Student Job Center website for details.

3-2. Hours allowed to work under a work permit

- ▶ When classes are in session (including quarter breaks):
No more than **8 hours per day** and
no more than **28 hours per week**.
- ▶ When classes are not in session (during long breaks):
No more than **8 hours per day** and
no more than **40 hours per week**.

3-3. Prohibited Jobs and Businesses

- Adult entertainment businesses
(e.g. adult bathhouses like soapland or "soap", massage parlors, or strip clubs).
- Businesses that mainly serve alcohol, (e.g. bars, pubs), or directly serving food or drink to customers in business like cabarets, bars, "snacks" or "snack bars", host clubs, or hostess clubs.
- Mahjong parlors, pachinko parlors, or game centers.
- Acting as a proxy in selling or reselling goods or merchandise
- Working in multilevel sales.

!Working in above businesses in jobs such as cleaning or washing dishes is prohibited as well.

Following will result in deportation and refused entry to Japan for a period of 5 years under the Immigration Control and Refugee Recognition Act;

Violation of any of the restrictions in (1) - (4) below;

- (1) Working without a valid work permit.
- (2) Working while not holding a current student status at APU (leave of absence, withdrawal).
- (3) Working for more than the hours allowed by your work permit.
- (4) Working in jobs prohibited by your work permit.

3-4. “My Number” System

- “My Number” system is the social security and tax number system with a 12-digit number given to everyone living in Japan.
- Without “My Number”, you will be unable to
 - 1) work part-time
 - 2) send and receive money from overseas
 - 3) apply for an extension of period of stay
- “My Number” notification will be sent to your registered address 1 month after your address registration.

4. Leaving Japan temporarily (for vacation or going back home, etc)

**外国人用
(再入国)**

再入国入国記録 DISEMBARKATION CARD FOR REENTRANT ②
【 ARRIVAL 】

氏名 Name		Family Name Given Names	
生年月日 Date of Birth	Day	Month	Year
		航空機便名・船名 Last flight No./Vessel	

以下の質問について、該当するものに□を記入し、署名して下さい(特別永住者の方は署名のみ)。Please check the applicable items and put your signature. (For special permanent resident, please put your signature only.)

1. あなたは、日本国又は日本国外の国において、刑事件で有罪判決を受けたことがありますか？ Have you ever been found guilty in a criminal case in Japan or another country?

はい Yes いいえ No

2. あなたは、現在、麻薬、大麻、あへん若しくは覚せい剤等の規制薬物又は銃砲、刀剣類若しくは火薬類を所持していますか？ Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substance, swords, explosives or other such items?

はい Yes いいえ No

以上の記載内容は事実と相違ありません。
I hereby declare that the statement given above is true and accurate.

署名
Signature

官用欄
Official Use Only

●●● 請求書にて記入して下さい。黒色又は青色のペンで記入してください。
●●● カード②は再入国時に入国審査官へ提出するものです。
●●● Please type or print clearly. Write by using black or blue pen.
●●● CARD② is to be submitted to the Immigration Inspector

再入国出国記録 EMBARKATION CARD FOR REENTRANT ①
【 DEPARTURE 】

氏名 Name		Family Name Given Names	
生年月日 Date of Birth	Day	Month	Year
航空機便名・船名 Flight No./Vessel		主な渡航先国名 Destination	

以下の質問について、該当するものに□を記入し、署名して下さい(特別永住者の方は署名のみ)。Please check the applicable items and put your signature. (For special permanent resident, please put your signature only.)

1. 一時的な出国であり、再入国する予定です。
I am leaving Japan temporarily and will return.

2. 「再入国許可」の有効期間内に再入国の予定はありません。
I do not plan to re-enter Japan while my re-entry permit is valid.

(地方入国管理官署で「再入国許可」を受けており、その有効期間内に再入国予定のない方は、□をして下さい。)
(Check the box if you do not plan to re-enter Japan while your re-entry permit, which you have obtained at a regional immigration bureau, is valid)

署名
Signature

官用欄
Official Use Only

Please check either one of the boxes below without fail

● You wish to re-enter Japan.

→ 1. 一時的な出国であり、再入国する予定です。
I am leaving Japan temporarily and will return.

● You have been granted "re-entry permission" , which still has some time remaining on it, and do not plan to re-enter Japan within the valid period.

→ 2. 「再入国許可」の有効期間内に再入国の予定はありません。
I do not plan to re-enter Japan while my re-entry permit is valid.

(地方入国管理官署で「再入国許可」を受けており、その有効期間内に再入国予定のない方は、□をして下さい。)
(Check the box if you do not plan to re-enter Japan while your re-entry permit, which you have obtained at a regional immigration bureau, is valid)

Please check
 one of the
intended
periods out of
Japan without
fail.

5. Extension of period of stay

- ▶ You will be applying through the online application system of Immigration Services Agency by yourselves.
- ▶ In order to apply, “My Number Card” is necessary.

Your academic performance will be reviewed when applying for an extension of period of stay.

- ▶ If you do not earn enough credits, your extension of period of stay may be declined and you will not be able to continue your study at APU.
- ▶ Remember that you are here to study!

6. Enrollment Verification

- ▶ The Ministry of Education, Culture, Sports, Science and Technology (MEXT) requires universities to report monthly academic activities (enrollment verification) of international students.
- ▶ You are required to respond to the monthly "Enrollment Confirmation Survey" on Moodle.
- ▶ If you fail to respond to the survey for more than 3 months without special circumstances, you will not be able to extend their period of stay.
- ▶ Also, you will be reported as a "missing person" to MEXT and the Fukuoka Regional Immigration Services Bureau.

7. In closing

Reply promptly when contacted by the Student Office

Get the right information from the Student Office homepage!