

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

日本国政府 GOVERNMENT OF JAPAN		在留カード RESIDENCE CARD		ISA
氏名 NAME	MMIGU			
生年月日 DATE OF BIRTH	2019年 04月 01日 Y M D	性別 SEX	国籍・地域 NATIONALITY/REGION	
住居地 ADDRESS	東京都千代田区霞が関1丁目1番1号霞が関ハイツ202号			
就労制限の有無 WORK RESTRICTIONS		就労不可		
在留資格 STATUS	留学 Student			
在留期間満了日 THE EXPIRY DATE OF THE PERIOD OF STAY	2030年 09月 14日			
番号No.	A B 1 2 3 4 5 6 7 8 C D			
このカードは		2030年09月14日まで有効		
PERIOD OF VALIDITY OF THIS CARD		出入国在留管理庁長官の印		



Immigration Service of Japan

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

Always keep your residence card with you!



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).

住居地記載欄		
届出年月日	住居地	記載者印
資格外活動許可欄		在留期間更新等許可申請欄
許可 (原則週28時間以内) 風俗営業等の従事を除く		

〔見本〕 資格外活動許可がおりた在留カード

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.

Starting from July 1, 2026, all international students who work part-time in Japan are required to report any changes in their part-time employment to the university

YOU ARE REQUIRED TO ANSWER THE SURVEY WITHOUT DELAY WITHIN 1 WEEK FROM CHANGING YOUR PART TIME JOB. MAKE SURE TO RESPOND FROM THE MOODLE.

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	Family Name		
Name	Given Names		
生年月日	Day Month Year	航空機便名・船名	
Date of Birth		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、日本国又は日本国以外の国において、刑事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

再入国出国記録 EMBARKATION CARD FOR REENTRANT ①

【 DEPARTURE 】

氏名	Family Name		
Name	Given Names		
生年月日	Day Month Year	主な渡航先国名	
Date of Birth		Destination	

航空機便名・船名 出国予定期間
Flight No./Vessel intended period out of Japan

☐ 1年以内 ☐ 1年超2年以内 ☐ 2年超
Within one year Over one year but within two years Over two years

次のいずれかに☑を記入してください。Please check either one of the boxes below.

☐ 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、☑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 ☒ one of the intended periods out of Japan without fail.

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、☑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)

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.

- ▶ Note that your application for an extension of your period of stay (visa renewal) may be denied if you have poor academic performance, unsatisfactory attendance, a record of misconduct (such as disciplinary suspension), or fail to fulfill your tax obligations.
- ▶ **Comply with the laws of Japan and the regulations of the university at all times.** Remember that you came to Japan to pursue your studies, and make your academic goals your top priority.

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 1 month 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!