

Chapter 3

Visas and Work Permits for International Students

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Status of Residence (Visas)

International students have a status of residence (or visa) that permits them to live in Japan on the condition that they study at university. While in Japan international students are required to have their residence card with them at all times, and must complete all procedures required by the Immigration Control and Refugee Recognition Act.

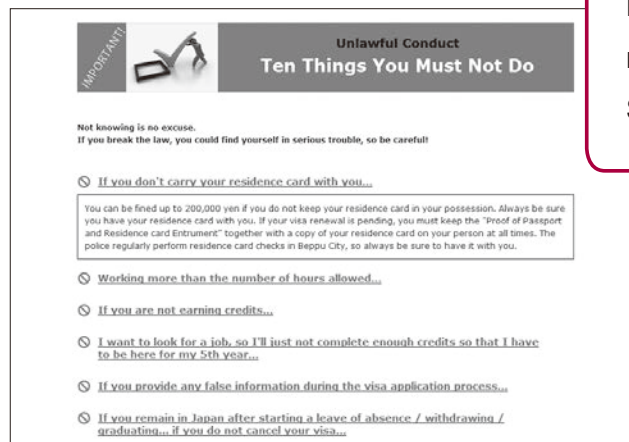
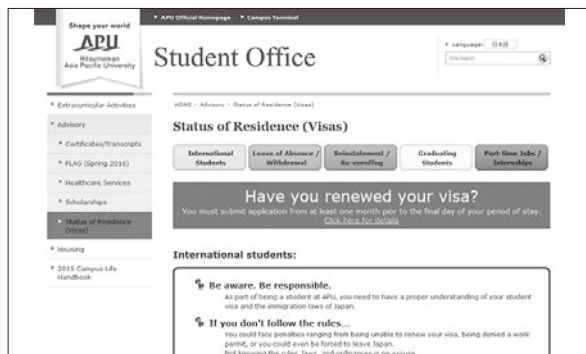
The residence card is an official government document. Do not write anything on this card. Writing anything on your residence card will make the card invalid.

Understanding Immigration Laws and Your Visa

If you fail to follow the rules you may not be able to renew your visa or apply for a work permit, and you could even be forced to leave Japan. As part of being an international student at APU, you need to have a proper understanding of your student visa and the immigration laws of Japan.

Refer to the Student Office homepage for information about your visa and other related procedures.

<https://en.apu.ac.jp/studentsupport/page/content0280.html/>



Make sure you get the right information from the Student Office homepage!

The Student Office may contact you by phone, email, or through Campus Terminal when they have important information regarding your visa. Check these regularly, and respond quickly to any messages!

Visa Renewal and Completed Credits

The purpose of the student visa is to allow you to be in Japan for educational purposes. The Ministry of Education, Culture, Sports, Science and Technology (MEXT) also requires that the University deal very strictly with students who do not show satisfactory academic progress.

When renewing your student visa, the Immigration Bureau will review the total number of credits you have completed. It is extremely important that you show progress by properly completing credits every semester. **If you do not have enough credits, you will not be able to renew your visa and you will not be able to continue your studies at APU, resulting in withdrawal from the University.** You should aim to have completed at least 70% of the maximum obtainable credits when applying to renew your visa.

Maintaining your Visa**〈Renewing your visa〉**

The application to renew your visa must be submitted through the Student Office. You are not allowed to individually or directly visit the Immigration Bureau (hereinafter referred to as “Nyukan”) or to undertake relevant procedures. When your visa application deadline draws near, we will send you instructions on how to apply via an ‘Action Required’ message on Campus Terminal. Please make sure you submit your application via manaba before the deadline. It can take time to collect some of the information you will need to provide, so start early to give yourself plenty of time.

If you do not submit your renewal application before your visa expires, you will no longer be in Japan legally and will face forced deportation and a five year prohibition on entering Japan.

If you would like to obtain a visa for designated activities for job hunting after graduation, you will need to apply for such visa based on guidance from the Career Office.

〈If you lose your residence card〉

Take your passport to the nearest police station to report the loss of your card and receive a certificate of report of loss. Take this certificate, your passport, and one ID photograph (3cm wide by 4cm tall, taken within three months with no eyeglasses) to the Immigration Bureau and apply for reissue of your residence card. Once you have received your replace residence card you must bring it to the Student Office.

〈Change of address〉

If you move, you must go to city hall to report your change of address.

※Do NOT write anything on your residence card, including your address. You must go to city hall to complete the appropriate procedures.

〈Change of personal information (other than address)〉

Please visit the Immigration Bureau to complete the appropriate procedures. After receiving your updated residence card, bring it to the Student Office to update your changes with the University.

Re-entry Permission (temporarily departing Japan)

It is essential to state your intention to re-enter Japan at the airport when departing from Japan. Please be sure to place a check against one of the following on the Embarkation Card for Re-Entrants available at the airport or immigration counter.

[If you wish to re-enter Japan:]

1. I am leaving Japan temporarily and will return

[If you have a valid Re-Entry Permit but have no plans to re-enter Japan during its validity period:]

2. I do not plan to re-enter Japan while my re-entry permit is valid

Sample of Embarkation / Disembarkation card:

The image shows a sample of the '新様式の再入国出入国記録' (New Style Re-entry/Departure Record) card. It is divided into two main sections: '外国人用 (再入国) 再入国記録 (ARRIVAL)' and '再入国出国記録 (DEPARTURE)'. Both sections require personal information such as name, date of birth, and flight details. The arrival section includes a declaration of intent to re-enter. The departure section has two checkboxes: '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) and '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). A callout box points to these checkboxes with the text '出国予定期間のいずれかに必ず☑して下さい。' (Please check either one of the boxes below). Below the card, a dashed box contains instructions: '次の方は、必ずいずれかに☑して下さい。' (For the following, please check either one of the boxes below). It lists two categories: '●再入国を希望する方は、' (For those who wish to re-enter) with checkbox 1 checked, and '●有効な「再入国許可」をお持ちの方で、有効期間内に再入国の予定がない方は、' (For those with a valid re-entry permit who do not plan to re-enter) with checkbox 2 checked.

Quotation: Immigration Bureau of Japan website (<http://www.immi-moj.go.jp/re-ed/>)

※Please note that if you do not check the correct item on the card, your “Student Visa” will be cancelled and you will not be permitted to re-enter Japan.

※You cannot retain your Student Visa while on leave of absence or after withdrawing from APU. If you depart from Japan upon taking leave of absence or withdrawal, do NOT check the item “I am leaving Japan temporarily and will return”. Please tell the immigration officer that you wish your Student Visa to be cancelled, and allow them to punch a hole in your residence card. You will be able to apply for a new visa when you resume your studies.

(When re-entering Japan...)

You must show the Embarkation Card you received when exiting Japan to the immigration officer when re-entering Japan. If you renewed your passport, you must present your old and new passports and your residence card to the immigration officer when going through Immigration.

Applying for a Work Permit

All international students have permission to be in Japan (a visa) for the purpose of studying at a university. If an international student wants to work at a part-time job (including TAs and other paid on-campus jobs), an internship, participate in a local exchange program that includes remuneration, or engage in any other paid activities, they must first get permission from the Immigration Bureau to engage in activities not included in their visa, and can only work in authorized jobs.

If you work or engage in other activities for pay without first obtaining a work permit (officially called a "Permit to Engage in Activity Other than that Permitted by the Status of Residence Previously Granted"), you could be arrested for working illegally and deported from Japan. You can apply for a work permit before you have found a job or an internship, so be absolutely sure to get a work permit before you start working!

〈How to apply〉

Download the application form from the On-Campus Student Job Center homepage, fill out the necessary information, and submit the application to the Student Office.

※It is not possible for you to undertake the procedures yourself at the Immigration Bureau.

※Students in their 5th year and beyond are not able to apply for a work permit, in order to help them to focus on their studies and graduate as soon as possible.

〈Application processing〉

It usually takes 3-4 weeks to process a work permit application.

※Your passport and residence card cannot be returned to you while your application is being processed.

If you will need your passport to leave Japan to return home or travel abroad, please check your schedule and be sure to apply well in advance.

〈Things to remember when applying〉

While your application is being processed, you must keep a copy of your residence card together with a proof of passport & residence card entrustment form from the Student Office with you at all times to use in place of your residence card.

See page 104 for the number of work hours allowed under a work permit.

Students are prohibited from working at any adult entertainment-related businesses. Working at any business like this is punishable by imprisonment, fine, and deportation.