



ABOUT VISA EXTENSION
APPLICATION

**STUDENTS WHO
CONTINUE STUDY
BEYOND THE
EXPECTED LENGTH
FOR GRADUATION**

NOTICE :

- ① Visa extension is accepted from 3 months before the expiration only. *Do not use Erasable Ballpoint Pen and Correcting Liquid Pen
- ② We recommend you to apply for the part-time work permit (Permission to Engage in Activity) together with the visa extension application.
- ③ Copies of documents should be in A4 sized paper and in either Japanese or English. (Documents in other languages besides Japanese and English should be translated into Japanese or English)
- ④ Applying through International Affairs Office: Once a month (deadline for the application documents: 3rd Friday of every month)

Application procedure will take about two months, counting from the deadline.

We do not accept applications from those whose visa expires within a month from the deadline. Please apply by yourself if your visa expires within a month.



STEP FOR VISA EXTENSION APPLICATION

~ Apply by University ~

STEP
1

Please check your date of expiration
(visa extension is accepted from 3 months before the
expiration only)

STEP
2

- Prepare all the documents needed
- Copied of documents should be in A4 sized
- All the documents must be in Japanese or English

STEP
3

- Check the required documents at International Affairs office before you go to the immigration office

STEP
4

Submit all the documents to the International Affairs Office.

STEP
5

International Affairs Office will inform you by email when the new residence card is done

STEP
6

Collect your new residence card at immigration office

DONE ! !



STEP FOR VISA EXTENSION APPLICATION

~ Apply by yourself ~

STEP
1

Please check your date of expiration
(visa extension is accepted from 3 months before the
expiration only)

STEP
2

- Prepare all the documents needed
- Copied of documents should be in A4 sized
- All the documents must be in Japanese or English

STEP
3

- Check the required documents at International Affairs office before you go to the immigration office
 - Receive “For organization” form (2 pages)

STEP
4

Submit all the documents to the
immigration office

STEP
5

Processing

STEP
6

Receive postcard from Immigration office

STEP
7

Collect your new residence card at
immigration office



STEP
8

Submit the copy of residence card (both
sides) and copy of passport (photo page
& visa sticker page)

DONE ! !

APPLICATION DOCUMENTS

Application for Extension of Period of Stay (3pages)

- Fill-in using the sample Application form
- Your signature on 3rd page
- Photo (different from recent residence card)

Permission to Engage in Activity other than that Permitted (part-time work permit)

- Don't forget to write your signature

Passport & Residence card

- Original

Proof of Payment of Academic Fee

- Apply at Accounting Department (Honbuto 4F)
- 3 days to proceed

Certificate of Enrollment

- Certificate of Registration in which you are currently enrolled in.
- Papyrus Mate(Global Square 1F)

Payment Form (with JPY4000 revenue stamp)

- Don't forget to glue the revenue stamp on the payment form before submission
- Available at the Student Hall/Post Office

Certificate of Scholarship

- Apply at International Affairs Office
- 3 days to proceed

Recommendation Letter written by your teacher

- Request your teacher to write the letter
- Receive the format paper at International Affairs Office

Financial Eligibility : Self support

- Contract of part-time job
- Tax-income certificate of part-time job
- Part-time job payment statement (12 months)
- Copy of bank book (salary page & balance page)

Financial Eligibility : Guarantor

- Certificate of deposit balance from guarantor (Newest or within 3 months)
- Certificate of employment from guarantor
- Certificate of annual income from guarantor
- Document that prove your relationship with the guarantor (ex. proof of family register)
- Copy of remittance letter

記入例 Example

在留期間更新許可申請書 APPLICATION FOR EXTENSION OF PERIOD OF STAY

To the Director General of Regional Immigration Bureau

出入国管理及び難民認定法第21条第2項の規定に基づき、次のとおり在留期間更新を申請いたします。

在留カードの写真と違う Different from residence card photo

写真 Photo

1 国籍・地域 Nationality/Region 2 生年月日 Date of birth 3 氏名 Name 4 性別 Sex 5 出生地 Place of birth 6 配偶者の有無 Marital status 7 職業 Occupation 8 本国における居住地 Home town/city 9 住居地 Address in Japan 10 旅券(1)番号 Passport Number (2)有効期限 Date of expiration 11 現に有する在留資格 Status of residence 12 在留カード番号 Residence card number 13 希望する在留期間 Desired length of extension 14 更新の理由 Reason for extension 15 犯罪を理由とする処分を受けたことの有無 Criminal record 16 在日親族 Family in Japan

在留カードを参照！ Refer to your Residence Card!

創価大学で勉強(研究)を続けるため To continue studying at Soka University

日本にいる家族及び同居している人のみ記入 Fill in ONLY if you have family members

Table with 7 columns: 続柄, 氏名, 生年月日, 国籍・地域, 同居, 勤務先・通学先, 在留カード番号. Includes a row with 'なし None' and a blue callout box.

※ 16については、記載欄が不足する場合は別紙に記入して添付すること。なお、「研修」、「技能実習」に係る申請の場合は記載不要です。

17 通学先 Place of study

(1) 名称 Name of school _____
(2) 所在地 Address _____ (3) 電話番号 Telephone No. _____

(18及び19は在留資格変更許可申請又は進学若しくは転学の場合に記入)
(Fill in 18 and 19 in case of applying for a change of status, going to a higher school or changing your school)

18 修学年数 (小学校～最終学歴) Total period of education (from elementary school to last institution of education) _____ 年 Years

19 最終学歴 (又は在学中の学校) Education (last school or institution) or present school
(1) 在籍状況 Registered enrollment status
 大学院 (博士課程) Doctor (Ph.D. program) _____ (Technology)
 高等学校 Senior high school _____ (Junior high school, Elementary school, Others)

18,19 は進学の場合のみ記入(1年生、編入生) For 18 and 19, fill in only if you are applying for higher education. (First year students or transfer students)

(2) 学校名 Name of the school _____ (3) 卒業又は卒業見込み年月 Date of graduation or expected graduation _____ 年 Year _____ 月 Month

20 日本語能力 (専修学校又は各種学校において日本語教育以外の教育を受ける場合に記入)
Japanese language ability (Fill in the followings when you study at advanced vocational school or vocational school (except Japanese language))

試験による証明 Proof based on a Japanese Language Test
(試験名) Name of the test _____ (2) 級又は点数 Attained level or score _____

記入する場合は必ず能力試験の結果も提出する。
Must submit the proof of result if you fill in.

日本語教育機関名 Organization _____ (Advanced vocational school or vocational school)

期間: 年 Year _____ 月 Month _____ から to _____ 年 Year _____ 月 Month _____ まで

その他 Others _____

21 日本語学習歴 (高等学校において教育を受ける場合に記入)

Japanese education history (Fill in the following when you study in high school)
日本語の教育又は日本語による教育を受けた教育機関及び期間
language education / received education by Japanese language

20は記入不要 For 20, no need to fill in.

期間: 年 Year _____ 月 Month _____ から to _____ 年 Year _____ 月 Month _____ まで

22 滞在費の支弁方法等 Method of support to pay for expenses while in Japan

(1) 支弁方法及び月平均支弁額 Method of support and an amount of support per month (average)

本人負担 Yen _____ 在外経費支弁者負担 Yen _____
 在日経費負担 Yen _____ 奨学金 Yen _____

22は裏付書類を必ず提出すること For 22, must submit a proof for informations below.

(2) 携行者 Name of the individual carrying cash _____ 携行時期 Date and time of carrying cash _____ その他 Others _____ Yen _____

(3) 経費支弁者 Supporter
① 氏名 Name _____

② 住所 Address _____ 電話番号 Telephone No. _____

③ 職業 (勤務先の名称) Occupation (place of employment) _____ 電話番号 Telephone No. _____

④ 年収 Annual income _____ Yen _____

- (4)申請人との関係 (上記(1)で在外経費支弁者負担又は在日経費支弁者負担を選択した場合に記入)
Relationship with the applicant (Check one of the followings when your answer to the question 22(1) is supporter living abroad or Japan)
- 夫 妻 父 母 祖父 祖母 養父 養母
Husband Wife Father Mother Grandfather Grandmother Foster father Foster mother
- 兄弟姉妹 叔父(伯父)・叔母(伯母) 受入教育機関 友人・知人
Brother / Sister Uncle / Aunt Educational institution Friend / acquaintance
- 友人・知人の親族 取引関係者・現地企業等職員
Relative of friend / acquaintance Business connection / Personnel of local enterprise
- 取引関係者・現地企業等職員の親族 その他
Relative of business connection / personnel of local enterprise Others

資格外活動許可をもっている場合はアルバイトをしているかどうかにかかわらず「有」に○をつける In case you have a work-permit, circle "Yes", despite your working situation.

2枚目の22(1)「本人負担」の金額と照合する
Fill in the same amount as Item 22(1)

- (5)奨学金支給機関 (上記(1)で奨学金を選択した場合に記入)
Scholarship paying organization (Check one of the followings when your answer to the question 22(1) is scholarship)
- 公益財団法人 任意の法人 その他 ()
Public interest incorporated association / Others
- 公益財団法人 任意の法人 その他 ()
Public interest incorporated foundation Others

23 資格外活動の有無 有・無 Yes / No
Are you engaging in activities other than those permitted under the status of residence previously granted?
有の場合は、(1)から(4)までの各欄を記入(複数ある場合は全て記入すること)
Fill in (1) to (4) when your answer is "Yes". (Give the information for all of the companies if the applicant works for multiple companies)

- (1)内容 Type of work _____
- (2)勤務先名称 電話番号 Place of employment Telephone No. _____
- (3)週間稼働時間 時間 (4)報酬 円 (月額 日額)
Work time per week Hour(s) Salary Yen Monthly Daily

- 24 卒業後の予定 Plan after graduation
- 帰国 日本での進学
Return to home country Enter a school of higher education in Japan
- 日本での就職 その他 ()
Find work in Japan Others

- 25 本邦における申請人の監護人(通学生が中学校又は小学校の場合に記入)
Acquaintance to study at a junior high school or elementary school
- (1)氏名 (2)本人との関係
Name Relationship with the applicant _____
- (3)住所
Address _____
- 電話番号 携帯電話番号
Telephone No. Cellular Phone No. _____

25と26記入不要 For 25 and 26, No need to fill in.

- 26 代理人(法定代理人による申請の場合に記入) Legal representative (in case of legal representative)
- (1)氏名 (2)本人との関係
Name Relationship with the applicant _____
- (3)住所
Address _____
- 電話番号
Telephone No. _____

サインと日付を忘れずに! Don't forget to sign and fill in the dates!

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 correct.
申請人(法定代理人)の署名/申請書作成日 Signature of the applicant (legal representative) / Date of filling in this form

年 月 日
Year Month Day

注意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(法定代理人)が変更箇所を訂正し、署名すること。
Attention In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (legal representative) must correct the part concerned and sign their name.

- ※ 取次者 Agent or other authorized person
- (1)氏名 (2)住所 東京都八王子市丹木町1-236
Name Address
- (3)所属機関等(親族等については、本人との関係) 電話番号
Organization to which the agent belongs (in case of a relative, relationship with the applicant) Telephone No.
- 創価大学 042-691-8230

別記第三十号の二様式(第二十一条関係)

申請人等作成用 1

For applicant, part 1

日本国政府法務省

Ministry of Justice, Government of Japan

在留期間更新許可申請書
APPLICATION FOR EXTENSION OF PERIOD OF STAY

To the Director General of
Regional Immigration Bureau

出入国管理及び難民認定法第21条第2項の規定に基づき、次のとおり在留期間の更新を申請します。
Pursuant to the provisions of Paragraph 2 of Article 21 of the Immigration Control and Refugee Recognition Act,
I hereby apply for extension of period of stay.



1 国籍・地域 Nationality/Region _____
Family name _____

2 生年月日 Date of birth _____
Year _____ Month _____ Day _____

3 氏名 Name _____
Given name _____

4 性別 Sex 男・女 Male / Female

5 出生地 Place of birth _____

6 配偶者の有無 Marital status 有・無 Married / Single

7 職業 Occupation _____

8 本国における居住地 Home town/city _____

9 住居地 Address in Japan _____
Telephone No. _____ Cellular phone No. _____

10 旅券 (1) 番号 Passport Number _____
(2) 有効期限 Date of expiration _____
Year _____ Month _____ Day _____

11 現に有する在留資格 Status of residence _____
在留期間の満了日 Date of expiration _____
Year _____ Month _____ Day _____

12 在留カード番号 Residence card number _____

13 希望する在留期間 Desired length of extension _____
(審査の結果によって希望の期間とならない場合があります。)
(It may not be as desired after examination.)

14 更新の理由 Reason for extension _____

15 犯罪を理由とする処分を受けたことの有無 (日本国外におけるものを含む。) Criminal record (in Japan / overseas)
有 (具体的内容) _____) ・ 無
Yes (Detail: _____) / No

16 在日親族(父・母・配偶者・子・兄弟姉妹など)及び同居者
Family in Japan(Father, Mother, Spouse, Son, Daughter, Brother, Sister or others) or co-residents

続柄	氏名	生年月日	国籍・地域	同居	勤務先・通学先	在留カード番号 特別永住者証明書番号
Relationship	Name	Date of birth	Nationality/Region	Residing with applicant or not	Place of employment/ school	Residence card number Special Permanent Resident Certificate number
				はい・いいえ Yes / No		
				はい・いいえ Yes / No		
				はい・いいえ Yes / No		
				はい・いいえ Yes / No		
				はい・いいえ Yes / No		
				はい・いいえ Yes / No		

※ 16については、記載欄が不足する場合は別紙に記入して添付すること。なお、「研修」、「技能実習」に係る申請の場合は記載不要です。
Regarding item 16, if there is not enough space in the given columns to write in all of your family in Japan, fill in and attach a separate sheet.
In addition, take note that you are not required to fill in item 16 for applications pertaining to "Trainee" or "Technical Intern Training".

(注) 裏面参照の上、申請に必要な書類を作成して下さい。 Note : Please fill in forms required for application. (See notes on reverse side.)

17 通学先 Place of study

(1) 名称

Name of school _____

(2) 所在地

Address _____

(3) 電話番号

Telephone No. _____

(18及び19は在留資格変更許可申請又は進学若しくは転学の場合に記入)

(Fill in 18 and 19 in case of applying for a change of status, going to a higher school or changing your school)

18 修学年数 (小学校～最終学歴)

Total period of education (from elementary school to last institution of education) _____

年

Years

19 最終学歴 (又は在学习中の学校) Education (last school or institution) or present school

(1) 在籍状況

卒業

在学习中

休学中

中退

Registered enrollment

Graduated

In school

Temporary absence

Withdrawal

大学院 (博士)

大学院 (修士)

大学

短期大学

専門学校

Doctor

Master

Bachelor

Junior college

College of technology

高等学校

中学校

小学校

その他 ()

Senior high school

Junior high school

Elementary school

Others

(2) 学校名

Name of the school _____

(3) 卒業又は卒業見込み年月

Date of graduation or expected graduation _____

年

Year

月

Month

20 日本語能力 (専修学校又は各種学校において日本語教育以外の教育を受ける場合に記入)

Japanese language ability (Fill in the followings when you study at advanced vocational school or vocational school (except Japanese language))

試験による証明 Proof based on a Japanese Language Test

(1) 試験名 Name of the test _____

(2) 級又は点数

Attained level or score _____

日本語教育を受けた教育機関及び期間 Organization and period to have received Japanese language education

機関名

Organization _____

期間:

Period from _____

年

月

から

年

月

まで

Year

Month

to

Year

Month

その他

Others _____

21 日本語学習歴 (高等学校において教育を受ける場合に記入)

Japanese education history (Fill in the following when you study in high school)

日本語の教育又は日本語による教育を受けた教育機関及び期間

Organization and period to have received Japanese language education / received education by Japanese language

機関名

Organization _____

期間:

Period from _____

年

月

から

年

月

まで

Year

Month

to

Year

Month

22 滞在費の支弁方法等 Method of support to pay for expenses while in Japan

(1) 支弁方法及び月平均支弁額 Method of support and an amount of support per month (average)

本人負担

円

在外経費支弁者負担

円

Self

Yen

Supporter living abroad

Yen

在日経費支弁者負担

円

奨学金

円

Supporter in Japan

Yen

Scholarship

Yen

その他

円

Others _____

Yen

(2) 送金・携行等の別 Remittances from abroad or carrying cash

外国からの携行

円

外国からの送金

円

Carrying from abroad

Yen

Remittances from abroad

Yen

(携行者

携行時期

) その他

円

Name of the individual _____

Date and time of _____

Others _____

Yen

carrying cash

carrying cash

(3) 経費支弁者 Supporter

① 氏名

Name _____

② 住所

Address _____

電話番号

Telephone No. _____

③ 職業 (勤務先の名称)

Occupation (place of employment) _____

電話番号

Telephone No. _____

④ 年収

円

Annual income _____

Yen

- (4)申請人との関係 (上記(1)で在外経費支弁者負担又は在日経費支弁者負担を選択した場合に記入)
Relationship with the applicant (Check one of the followings when your answer to the question 22(1) is supporter living abroad or Japan)
- 夫 妻 父 母 祖父 祖母 養父 養母
Husband Wife Father Mother Grandfather Grandmother Foster father Foster mother
- 兄弟姉妹 叔父(伯父)・叔母(伯母) 受入教育機関 友人・知人
Brother / Sister Uncle / Aunt Educational institute Friend / Acquaintance
- 友人・知人の親族 取引関係者・現地企業等職員
Relative of friend / acquaintance Business connection / Personnel of local enterprise
- 取引関係者・現地企業等職員の親族 その他 ()
Relative of business connection / personnel of local enterprise Others

- (5)奨学金支給機関 (上記(1)で奨学金を選択した場合に記入)
Organization which provide scholarship (Check one of the following when the answer to the question 22(1) is scholarship)
- 外国政府 日本国政府 地方公共団体
Foreign government Japanese government Local government
- 公益社団法人又は公益財団法人 () その他 ()
Public interest incorporated association / Public interest incorporated foundation Others

23 資格外活動の有無 有・無
Are you engaging in activities other than those permitted under the status of residence previously granted? Yes / No
有の場合は、(1)から(4)までの各欄を記入(複数ある場合は全て記入すること)
Fill in (1) to (4) when your answer is "Yes". (Give the information for all of the companies if the applicant works for multiple companies)

- (1)内容
Type of work _____
- (2)勤務先名称 電話番号
Place of employment _____ Telephone No. _____
- (3)週間稼働時間 時間 (4)報酬 円 (月額 日額)
Work time per week _____ Hour(s) Salary _____ Yen Monthly Daily

- 24 卒業後の予定 Plan after graduation
- 帰国 日本での進学
Return to home country Enter a school of higher education in Japan
- 日本での就職 その他 ()
Find work in Japan Others

- 25 本邦における申請人の監護人(通学先が中学校又は小学校の場合に記入)
Actual guardian in Japan(Fill in the following if the applicant is to study at a junior high school or elementary school)
- (1)氏名 (2)本人との関係
Name _____ Relationship with the applicant _____
- (3)住所
Address _____
- 電話番号 携帯電話番号
Telephone No. _____ Cellular Phone No. _____

- 26 代理人(法定代理人による申請の場合に記入) Legal representative (in case of legal representative)
- (1)氏名 (2)本人との関係
Name _____ Relationship with the applicant _____
- (3)住所
Address _____
- 電話番号 携帯電話番号
Telephone No. _____ Cellular Phone 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 correct.
申請人(法定代理人)の署名/申請書作成年月日 Signature of the applicant (legal representative) / Date of filling in this form

年 月 日
Year Month Day

注意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(法定代理人)が変更箇所を訂正し、署名すること。
Attention In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (legal representative) must correct the part concerned and sign their name.

- ※ 取次者 Agent or other authorized person
- (1)氏名 (2)住所 東京都八王子市丹木町1-236
Name _____ Address _____
- (3)所属機関等(親族等については、本人との関係) 電話番号
Organization to which the agent belongs (in case of a relative, relationship with the applicant) Telephone No. _____
- 創価大学 042-691-8230

資格外活動許可申請書
APPLICATION FOR PERMISSION TO ENGAGE IN ACTIVITY OTHER THAN THAT
PERMITTED UNDER THE STATUS OF RESIDENCE PREVIOUSLY GRANTED

入国管理局長 殿

To the Director General of Regional Immigration Bureau

出入国管理及び難民認定法第19条第2項の規定に基づき、次のとおり資格外活動の許可を申請します。

Pursuant to the provisions of Paragraph 2 of Article 19-2 of the Immigration Control and Refugee Recognition Act, I hereby apply for permission to engage in activities other than those permitted under the status of residence previously granted.

- 1 国籍・地域 Nationality / Region _____ 2 生年月日 Date of birth _____ 年 Year _____ 月 Month _____ 日 Day _____
- 3 氏名 Name _____
- 4 性別 Sex 男・女 Male/Female 5 配偶者の有無 Marital status 有・無 Married / Single 6 職業 Occupation _____
- 7 住居地 Address in Japan _____
電話番号 Telephone No. _____ 携帯電話番号 Cellular Phone No. _____
- 8 旅券(1)番号 Passport Number _____ (2)有効期限 Date of expiration _____ 年 Year _____ 月 Month _____ 日 Day _____
- 9 現に有する在留資格 Status of residence _____ 在留期間 Period of stay _____
在留期間の満了日 Date of expiration _____ 年 Year _____ 月 Month _____ 日 Day _____ 10 在留カード番号 Residence card No. _____
- 11 現在の在留活動の内容(学生にあつては学校名及び週間授業時間) Present activity (for student: name of school, lesson hours per week) _____

- 12 他に従事しようとする活動の内容 Other activity to engage in
(1)職務の内容 Type of activity 翻訳・通訳 Translation / Interpretation 語学教師 Language teaching その他(Others)
(2)雇用契約期間 Term of employment contract _____ (3)週間稼働時間 Working hours per week _____
(4)報酬 Salary _____ 円(Yen 月額 Monthly 週額 Weekly 日額 Daily)

- 13 勤務先 Place of employment
(1)名称 Name _____
(2)所在地 Address _____ 電話番号 Telephone No. _____
(3)業種 Type of business 製造 Manufacturing 商業 Commerce 教育 Education その他 Others

- 14 法定代理人(法定代理人による申請の場合に記入) Legal representative (in case of legal representative)
(1)氏名 Name _____ (2)本人との関係 Relationship with the applicant _____
(3)住所 Address _____
電話番号 Telephone No. _____ 携帯電話番号 Cellular Phone 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 correct.
申請人(法定代理人)の署名/申請書作成年月日 Signature of the applicant (legal representative) / Date of filling in this form
年 Year _____ 月 Month _____ 日 Day _____

注意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(法定代理人)が変更箇所を訂正し、署名すること。
Attention In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (legal representative) must correct the part concerned and sign their name.

※ 取次者 Agent or other authorized person

- (1)氏名 Name _____ (2)住所 Address 東京都八王子市丹木町1-236
(3)所属機関等 Organization to which the agent belongs 創価大学 電話番号 Telephone No. 042-691-8230