

For international students expecting to graduate/complete their studies in Academic Year 2021 Fall Semester

### **How to apply for a letter of recommendation from Ritsumeikan University needed to change to a “Designated Activities” status of residence**

Ritsumeikan University International Center

International students with a “Student” status of residence will lose this status of residence upon graduating or completing their studies, even if there is still time left until the expiration of the period of stay, which means that it is not legally permitted to continue job hunting activities without changing the status of residence. After graduating, international students must either promptly return to their home country or acquire a new status of residence if they will remain in Japan.

For students who have been searching for a job but have not yet been successful and who wish to continue job hunting activities after graduating/completing studies, it is possible to change to a “Designated Activities” status of residence (valid for 6 months) if certain requirements are met. When applying to change to a “Designated Activities” status of residence at the Immigration Bureau, a letter of recommendation issued by the university is required.

Ritsumeikan University holds two application periods per year – one in spring semester and one in fall semester – for the issuance of letters of recommendation. International students from whom the International Center receives an application for a letter of recommendation will undergo a strict evaluation of their studies, lifestyle condition, job hunting activities up to the time of application, and likelihood of obtaining a job in the future. A letter of recommendation will be issued to students for whom it is deemed appropriate. (Letters of recommendation will not be issued outside of the designated timeline for each application period and to students who have already graduated.)

The application guidelines for students who are expecting to graduate or complete their studies in March 2022 to apply for a letter of recommendation in order to apply for a “Designated Activities” status of residence, are listed below.

#### 1. Eligibility:

Applicants must fulfill all of the below conditions and can be expected to be able to fulfill all the necessary obligations if a letter of recommendation is issued. Applications from students who do not fulfill all of the application criteria will not be accepted.

- ① Must have received permission to (OR expect to) graduate/complete studies at the time of application.
- ② Must have registered for the Career Office’s job-hunting system (*shinro kibou toroku*).  
\*PhD students who are seeking research positions are not required to register for the Career Office’s job-hunting system.
- ③ Must have completed the following three conditions AND be able to submit records of interactions with companies as proof (e-mails or contact/notifications on webpages).  
•Must have officially applied to 5 or more companies (for spring semester graduates) or 10 or more companies (for fall semester graduates) with the submission of an entry sheet  
•Must have passed the first interview stage of at least one company, AND  
•Must be at the selection stage (Waiting for results of the application screening or the results of the first interview) with at least one company at the time of application (pre-entry applications and attendance at information sessions only cannot be included).  
\*PhD students who are seeking research positions must be in the selection stage (have an interview scheduled, etc.) at the time of application.
- ④ Must not be subject to disciplinary action under the Ritsumeikan University Student Disciplinary Regulations at the time of application.
- ⑤ Must have sufficient funds to cover living expenses while staying in Japan (approximately 100,000 yen per month for 6 months).
- ⑥ Must be in Japan at the time of application.
- ⑦ Must have submitted all “International Student Attendance Confirmations” conducted monthly by the International Center (Submission is required for all months (October, November, December, January) during the semester of graduation)  
Must have attended the ‘letter of recommendation from Ritsumeikan University needed to change to a “Designated Activities” status of residence application’ Information Session OR have read through the information session materials.
- ⑧ Must have had a consultation with the Career Center by the time of application.

#### 2. Application Period for Academic Year 2021 Fall Semester

Monday, February 21 – Tuesday, March 1, 2022, 5:00 pm

### 3. How to Apply and Required Documents:

Please send the following documents to the International Center (ru-inter@st.ritsumei.ac.jp)

E-mail title must be [Campus name] student ID number 'Application for "Designated Activities"' and all files must be submitted as PDFs. Documents cannot be edited, resubmitted, or added once your documentation has been submitted. If you do not submit all the necessary documents by the deadline, you cannot proceed to the interview.

- ① Application Form for the Issuance of a Letter of Recommendation (Designated Form 1)
- ② Job-Hunting Status Notification Sheet (Designated Form 2)
- ③ Proof that satisfies "Eligibility" item ③ above.  
\*Screenshots of job-hunting support websites, e-mail exchanges with hiring recruitment staff, etc.
- ④ Photocopy of bankbook or a money transfer certificate ("Eligibility" item ⑤, documents that prove your financial ability to support yourself for half a year)  
\*The photocopy of your bankbook must display information updated within one week of the day you submit your application.
- ⑤ Copy of your residence card (both sides)

### 4. Screening Process

- Decisions for the issuance of letters of recommendation will be made based on document review and an interview.
- Concerning the results of the document screening, we will contact those that will be given an interview by Friday, March 4 with the date and time of the interview.
- Interviews are planned for Tuesday, March 8 – Friday, March 11, 2022. The International Center will designate an interview time, so please keep your schedule open during the above period.
- The interview is conducted mainly in Japanese.

### 5. Obligations for Students who Receive a Letter of Recommendation

- ① Must apply to extend your access to manaba+R by 6 months, and receive support for graduates at the Career Office.
- ② Must report to one of the Ritsumeikan campuses at Kinugasa, BKC, OIC, Tokyo, or Umeda to consult about your job-hunting activities (this includes online consultations) at least once a month.
- ③ If leaving Japan temporarily, must submit a Notification of Temporarily Leaving Japan (for students with "Designated Activities" status of residence) to the International Center via e-mail

### 6. Important Points

- If you do not comply with 5. Obligations for Students who Receive a Letter of Recommendation, and we are not able to make any contact with you for 3 months or more, the university will report your status as "whereabouts unknown" to the Immigration Bureau. Depending on the situation, your "Designated Activities" status of residence may be revoked.
- Letters of recommendation will be issued once only. Students should complete the application procedures to change status of residence at the Immigration Bureau within 14 days of receiving a letter of recommendation. The university will not provide support for a status of residence after the expiration of the period of stay, so students who cannot find a job within the designated period (6 months) must leave Japan immediately.
- Ritsumeikan University does not permit students to work part-time while they have the "Designated Activities" status of residence.
- If recipients of a letter of recommendation become subject to disciplinary action under the Ritsumeikan University Student Disciplinary Regulations, issuance of said letter of recommendation will be revoked.
- Applicants may be asked to submit additional documents for screening purposes.
- Even if there is still time left in your period of stay, the "Student" status of residence is no longer valid after you graduate or complete your studies. If you continue job hunting after graduation under the mistaken assumption that your "Student" status is still valid, there is a possibility that even if you do successfully find a job, you will not receive permission to change to a status of residence necessary to be able to work. Please do not judge the situation yourself, and if you are unclear about the job-hunting process and your status of residence, please consult with the Immigration Bureau or the International Center at the campus to which you are affiliated.

### 7. Questionnaire

This questionnaire is for the purpose of confirming whether or not the applicant has completed the application requirement of having attended the information session on applying for the issuance of a letter of recommendation to change to a "Designated Activities" status of residence OR has thoroughly read through the information session materials. Those that have attended the information session, or those who were absent from the information session BUT read the materials should fill out the questionnaire. Those who do not answer this questionnaire are not eligible to apply for the letter of recommendation.

<https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20220119093312736843551>

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