

在留資格「特定活動」への変更のための 推薦状発行申請方法について

2023 年度9月卒業・修了予定の外国人留学生の皆さんへ

2023.7

1

How to Apply for a Letter of Recommendation to Change to a “Designated Activities” Status of Residence

For international students expecting to graduate/complete
their studies in September 2023

July 2023

2

卒業/修了後も日本で就職活動するためには？ How Do I Continue Job-hunting in Japan After Graduating/Completing my Studies?

- ▶ 卒業/修了後は、在留資格「留学」の在留期間が残っていたとしても、在留資格「留学」は失効となるため、卒業後に、在留資格を変更しないまま就職活動を継続することは法律上許されていません。卒業後は速やかに帰国するか、日本に残る場合は、新たな在留資格を取得する必要があります。
- ▶ 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.

3

卒業/修了後も日本で就職活動するためには？ How Do I Continue Job-hunting in Japan After Graduating/Completing my Studies?

- ▶ 就職活動を行っていたにもかかわらず、卒業・修了までに就職先が決まらず、卒業・修了後も就職活動の継続を希望する場合、一定の条件を満たせば、在留資格「特定活動」（6ヶ月間）への変更が認められます。入国管理局に在留資格「特定活動」への変更を申請する際には、大学が発行する推薦状が必要となります。
- ▶ 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.

4

卒業/修了後も日本で就職活動するためには？ How Do I Continue Job-hunting in Japan After Graduating/Completing my Studies?

- ▶ 本学では、春学期と秋学期の年2回推薦状発行申請期間を設け、申請を受理した留学生について、学修や生活状況、これまでの就職活動実態、今後の見込みを厳格に審査した上で、適当と認められた人に推薦状を発行します（随時発行や卒業生への発行はしません）。
- ▶ 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.)

5

1. 申請条件／Applying

以下の全てを満たす者で、かつ、推薦状の発行を受けた者に課される義務が果たせる見込みの者。

申請条件を満たさない場合は受理しない。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 申請時に卒業・修了判定に合格している（もしくは、卒業・修了見込みがある）こと
- ① Must have received permission to (OR expect to) graduate/complete studies at the time of application.
- ② 「進路希望登録」（学内エントリー）を行っていること

※博士課程/博士後期課程の研究職志望の院生には、キャリアセンターでの「進路希望登録」を求めない。

- 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.

6

1. 申請条件／Applying

- ③ 以下3つの活動実績があり、かつ、そのことを証明できる企業とのやりとりの履歴（メールやWEBページでの連絡/通知等）を提出できること

- ◆ 9月卒業の場合5社以上（3月卒業の場合10社以上）にエントリーシート提出による本エントリーをしていること
- ◆ 一次面接を通過した実績があること
- ◆ 申請段階で選考中（書類選考結果待ち、1次面接結果待ち等）の企業があること（プレエントリー、説明会のみは数に含まない）

※研究職志望の大学院生の場合は、上記3点の活動実績は求めないが、公募先において選考中（面接予定等）であることを条件とする。

7

1. 申請条件／Applying

- 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 students graduating in September) or 10 or more companies (for students graduating in March) 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).

*Graduate students who are seeking research positions will not be required to submit proof of the above three, BUT must be in the selection stage (have an interview scheduled, etc.) at the time of application.

8

1. 申請条件／Applying

- ④ 申請時に立命館大学学生懲戒規程による懲戒処分を受けていないこと
- ④ Must not be subject to disciplinary action under the Ritsumeikan University Student Disciplinary Regulations at the time of application.
- ⑤ 滞在予定期間の経費支弁能力があること (最低60万円以上)
- ⑤ Must have sufficient funds to cover living expenses while staying in Japan (minimum 600,000 yen).
- ⑥ 申請時に有効な在留カードを所持していること
- ⑥ Must hold a valid residence card at the time of application.

9

1. 申請条件／Applying

- ⑦ 「特定活動」に変更のための推薦状発行申請ガイダンスに出席、もしくはガイダンス資料を確認していること
- ⑦ 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.

10

1. 申請条件／Applying

- ⑧ 申請書類提出までに、キャリアセンターの個別相談を受けていること
※ 研究職志望の大学院生の場合は、要件としない。
- ⑧ Must have had an Individual Career Counseling session with the Career Center by the time of application.
- *graduate students looking for research positions are not required to do so.

11

2. 申請受付期日

8月23日 (水) 17:00締切

3. 申請方法および提出資料

以下の提出書類を、国際教育センター (ru-inter@st.ritsumeik.ac.jp) に提出してください。

メールのタイトルは、**【キャンパス】学生証番号「特定活動」申請**とし、提出ファイルは、全てPDF化してください。期日内に全ての書類が揃わなければ、面接に進むことはできません。

<提出資料>

- ▶ 推薦状発行申請書 (所定用紙1)
- ▶ 就職活動状況報告シート (所定用紙2)
- ▶ 「申請対象者③(就職活動実績)」を満たすことが証明できるもの
※就職支援サイトのスクリーンショット、採用担当者とのメールのやりとり等
- ▶ 預金通帳写しまたは送金証明書 (「申請対象者⑤」、半年間の経費支弁能力を証する書類として)
※最低60万円以上が必須
- ※預金通帳写しは、申請日より一週間以内に記帳したものを提出すること
- ▶ 在留カードのコピー (両面)

QRコード：所定用紙①・②
(国際教育センター→留学生からよくある質問>卒業/修了生へ)



12

2. Application Deadline

Wednesday, August 23, 5:00 pm

3. How to Apply and Required Documents

Please send the following documents to the International Center (ru-inter@st.ritsumeai.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.

<Required Documents>

- ▶ Application Form for the Issuance of a Letter of Recommendation (Designated Form 1)
- ▶ Job-Hunting Status Notification Sheet (Designated Form 2)
- ▶ Proof that satisfies "Eligibility" item ③.
 - *Screenshots of job-hunting support websites, e-mail exchanges with hiring recruitment staff, etc.
- ▶ Photocopy of bankbook or a money transfer certificate ("Eligibility" item ⑤, documents that prove your financial ability to support yourself for half a year)
 - *600,000 yen minimum
 - *The photocopy of your bankbook must display information updated within one week of the day you submit your application.
- ▶ Copy of your residence card (both sides)

QR Code - Designated Form ①・②
(International Center > Frequently Asked Questions from
International Students > For Alumni/Graduated
students.)



13

4. 審査方法

▶ 書類審査

- ・申請者資格や条件を満たしているか？
- ・提出書類に不備はないか？
- ・書類審査に合格した者のみ面接審査へ
- ・書類審査の結果、面接を行う方には**9月1日(金)までに**面接日時をメール連絡します。

▶ 面接審査

- ・**2023年9月4日(月)～9月8日(金)**を予定
- ・上記日程の予定は空けておくこと
- ・申請書類の記載に沿った質問内容
- ・面接は日本語または英語です。希望言語は所定用紙1に言語を選択する項目があるので、記載してください。
- ・面接は、Zoomで実施します。

14

4. Screening Process

▶ Document Review

- ・ Does the applicant fulfill all the eligibility requirements?
- ・ Are there any materials missing from the submitted documents?
- ・ ONLY Applicants that successfully make it through the document screening will have an interview
- ・ Concerning the results of the document screening, we will contact those that will be given an interview **by Friday, September 1** with the date and time of the interview.

▶ Interview

- ・ Planned for **Monday, September 4 – Friday, September 8, 2023**
- ・ Please leave schedule open for the above dates
- ・ Interview is based on information provided in application documents
- ・ Interview will be conducted in Japanese or English. Please fill in your preferred language in the language selection category in Designated Form 1.
- ・ * The interview will be conducted via Zoom.

15

5. 推薦状発行後

推薦状の発行を受けた者の義務について

- ▶ キャリアセンターあるいはキャリアセンターが提供する卒業生支援サービスを1ヶ月に1回以上利用すること
- ▶ (大学在籍中の) 所属キャンパスのキャリアセンターへ、1ヶ月に1回以上状況報告を行うこと。
- ▶ 一時帰国の際には、国際教育センターに「留学生一時出国届」(在留資格「特定活動」用)をメールで提出すること
- ▶ 推薦状発行連絡を受けてから14日以内に自身で入国管理局に行って在留資格変更申請を完了すること。

16

5. Obligations for Students who Receive a Letter of Recommendation

Obligations for Students who Receive a Letter of Recommendation

- ▶ Must use the Career Office or the post-graduate support service offered by the Career Office at least once per month.
- ▶ Must report to the Career Office on the campus to which you belonged (when you were a student) at least once per month.
- ▶ 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.
- ▶ Must complete the application procedures to change status of residence at the Immigration Bureau within 14 days of receiving notification of issuance of the letter of recommendation.

17

6. 注意事項／Important Points

- ▶ <推薦状の発行を受けた者の義務について>に記載された義務を果たさず、連絡が3ヶ月以上取れない場合は、大学より出入国在留管理局に「所在不明」として報告します。場合によっては在留資格「特定活動」が取り消されることがあります。
- ▶ 推薦状の発行は一度限りです。期限以降の在留資格の支援は行いませんので、期限（6ヶ月間）内に就職先が決定しない場合は、直ちに帰国しなければなりません。
- ▶ 推薦状発行後に立命館大学学生懲戒規程による懲戒処分を受けた場合は、その発行を取り消します。
- ▶ If you do not comply with “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. 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.
- ▶ 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.

18

6. 注意事項／Important Points

- ▶ 審査の参考として、申請書類の他に追加書類を求められることがあります。
- ▶ 卒業/修了後は、在留資格「留学」の在留期間が残っていたとしても、在留資格「留学」は失効となります。在留資格「留学」がまだ有効だと誤解して、そのまま日本で就職活動を行った場合、その後、日本での就職のために在留資格変更申請を行っても許可されない場合があります。くれぐれも自分勝手な判断は行わず、分からないことがあれば出入国在留管理局か、所属キャンパスの国際教育センターに相談してください。
- ▶ 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.

19