

There are three sheets in the Excel file.  
Fill in all three sheets referring to the sample.



The image displays three overlapping Excel spreadsheets, each containing a Japanese application form. The top sheet is titled '在留期間' (Residence Period) and includes fields for '在留資格' (Residence Status), '在留期限' (Residence Period), and '在留地' (Residence Address). The middle sheet is titled '申請人等件用紙 2 P (「留学生」)' (Applicant Form 2 P (Student)) and includes fields for '氏名' (Name), '性別' (Sex), '年齢' (Age), '学歴' (Education), and '日本語能力' (Japanese Language Ability). The bottom sheet is titled '申請人等件用紙 3 P (「留学生」)' (Applicant Form 3 P (Student)) and includes fields for '家族関係' (Family Relationship), '経済関係' (Economic Relationship), and '活動内容' (Activities). Red circles highlight the '在留資格' field in the first sheet, the '申請人等件用紙 2 P (「留学生」)' title in the second sheet, and the '申請人等件用紙 3 P (「留学生」)' title in the third sheet.

申請人等

To make corrections, cross off with a double line and sign your initials (DO NOT USE WHITEOUT).

For applicant, part I

Ministry of Justice, Government of Japan

SAMPLE

在留期間更新許可申請書

APPLICATION FOR EXTENSION OF PERIOD OF

写真

法務大臣殿  
To the Minister of Justice

出入国管理及び難  
Pursuant to the provisio  
I hereby apply for extens

3. Write your name in the Alphabet as written on your Residence Card. If your card also includes your name written in Kanji, please include your name in Kanji here as well.

Your photo must have been taken within the last 3 months and be 40mm x 30mm in size. Not necessary when submitting to Ritsumeikan (Must attach when submitting to the Immigration Office)

1 国籍・地域 Nationality/Region \_\_\_\_\_ 2 生年月日 Date of birth 2000 年 12 月 1 日 Year Month Day

3 氏名 Name EX: RITSUMEI TARO (立命 太郎)  
Family name → Given name

7. Enter your hometown in your home country.

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 Student 7 本国における居住地 Home town/city ○○ City, ○○Province, China

8 住居地 Address in Japan ROOM ○, ○○APARTMENTS, 1-2-3 ○TOWN, KITA-KU, KYOTO

9 電話番号 Telephone No. 番号 No. 090-1234-5678

4. 5. Move the circle to the appropriate option.

10 旅券 (1) 番号 Passport Number M123456 (2) 有効期限 Date of expiration 2028 年 1 月 1 日 Year Month Day

11 現に有する在留資格 Status of residence Student 在留期間 Period of stay 2 years  
在留期間の満了日 Date of expiration 2022 年 6 月 20 日 Year Month Day

12 在留カード番号 Residence card number ER12345678LF

13 希望する在留期間 Desired length of extension 4 years (審査の結果 (It may not be as desired after examination.)

14 更新の理由 Reason for extension EX: TO CONTINUE MY UNIVERSITY STUDIES

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 (s) 有 (具体的内容 Yes (Detail: \_\_\_\_\_) / 無 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 有 (「有」の場合は、以下の欄に在日親族及び同居者を記入してください。) / 無 No

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

16. Select either "Yes" or "No". Circle "Yes" if you have any co-resident or family member living in Japan, and fill in the details.

15. Select either "Yes" or "No".

11. You must apply within the 3 months prior to this date.

※ 3について、有効な旅券を所持する場合は、旅券の身分事項ページのとおりに記載してください。 Regarding item 3, if you possess your valid passport, please fill in your name as shown in the passport. 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、「在日親族」のみ記載してください。 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 only required to fill in your family members in Japan for applications pertaining to "Trainee" or "Technical Intern Training".

17 通学先 Place of study  
(1)名称 立命館大学 衣笠キャンパス  
Name of school  
(2)所在地 京都市北区等持院北町56-1 (3)電話番号 075-465-8230  
Address Telephone No.  
(18及び19) (Fill in 18 and 19)  
18 修学年 Total period of education (from elementary school to last institution of education) \_\_\_\_\_ 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  在学中 In school  休学中 Temporary absence  中退 Withdrew  
 大学院 (修士) Doctorate  大学 Bachelor  短期大学 Junior college  専門学校 Senior high school  小学校 Elementary school  その他 (Others)  
(2)学校名 立命館大学 (3)卒業又は卒業見込み年月 2026 年 3 月  
Name of the school Date of graduation or expected graduation Year 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 \_\_\_\_\_ (2)級又は点数 \_\_\_\_\_  
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  
機関名 \_\_\_\_\_  
Organization  
期間: \_\_\_\_\_ 年 \_\_\_\_\_ 月 から \_\_\_\_\_ 年 \_\_\_\_\_ 月  
Period from Year Month to Year Month  
 その他 Others \_\_\_\_\_  
22 滞費の支弁方法等 (生活費, 学費及び家賃等全てについて記入すること。) ※複数選択可能  
Method of support to pay for expenses while in Japan (fill in with regard to living expenses, tuition and rent) \* multiple answers possible  
(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 Monthly amount of funding covered by the applicant 円 Yen  
 在外経費支弁者負担 Monthly amount of support provided from outside of Japan 円 Yen  
 在日経費支弁者負担 Supporter in Japan 円 Yen  
 奨学金 Amount of scholarship you receive (if any) 円 Yen  
 その他 Others 円 Yen  
(2)送金・携行等の別 Remittances from abroad or carrying cash  
 外国からの携行 If you/someone carried cash into the country for you 円 Yen  
 外国からの送金 Remittances from abroad Same Amount as in above "Supporter living abroad" 円 Yen  
(携行者 Name of the individual carrying cash Who? 携行時期 Date and time of carrying cash When? )  その他 Others 円 Yen  
(3)経費支弁者 (複数人いる場合は全てについて記入すること) Supporter (If there is more than one, give information on all of the supporters in the following format.)  
①氏名 Use Alphabet or Japanese Kanji  
Name  
②住所 Full address in English or Japanese, including room number  
Address Telephone No. Home/personal phone  
③職業 (勤務先の名称) EX: COMPANY EMPLOYEE (〇〇 CORPORATION)  
Occupation (place of employment) Telephone No. Work phone  
④年収 Yearly amount 円 Yen  
Annual income

18. & 19. Fill in if you are applying for the first time since enrolling at Ritsumeikan University.

19. Mark "In school" and your current programme level.

18. Do not include time studying at Japanese Language School.

20. Fill in if relevant to you.

22. Fill in the total amount of tuition fee and living expenses per month.  
【Example】  
-Tuition fee  
Yearly tuition fee 974,600 yen ⇒ approx. 81,000 yen per month  
- Living expenses  
Monthly living expenses 100,000 yen  
81,000 + 100,000 = 181,000 JPY (the amount to fill in)

21. You may leave this section blank.

22. (3) Fill if you entered something for "Supporter living abroad" or "Supporter in Japan" in section 22(1).

- (4) 申請人との関係 (記入) Relationship with the applicant (Check one of the following when your answer to the question 22(1) is supporter living abroad or Japan)
- 夫 Husband  妻 Wife  父 Father  母 Mother  祖父 Grandfather  祖母 Grandmother  養父 Foster father  養母 Foster mother
- 兄弟姉妹 Brother / Sister  叔父(伯父)・叔母(伯母) Uncle / Aunt  受入教育機関 Educational institute  友人・知人 Friend / Acquaintance
- 友人・知人の親族 Relative of friend / acquaintance  取引関係者・現地企業等職員 Business connection / person of business connection (Business or school connection)
- 取引関係者・現地企業等職員 Relative of business connection / person of business connection (Business or school connection)

Please mark off the description for your supporter.

Mark off if relevant to you. (Ex: JASSO Scholarship recipient, etc. ...)

- (5) 奨学金支給機関 (上記(1)で奨学金を受給した場合に記入) \*複数選択可 Organization which provides scholarship (Check one of the following when the answer to the question 22(1) is scholarship)\* multiple answers possible
- 外国政府 Foreign government  日本国政府 Japanese government  地方公共団体 Local government
- 公益社団法人又は公益財団法人 Public interest incorporated association / Public interest incorporated foundation

Are you currently working a part-time job?

23 資格外活動の有無 Are you engaging in activities other than those permitted under the status of residence previously granted? (有)・無 Yes / No

有の場合は、(1)から(4)までの各欄を任意の様式の別紙で記入してください。 (Give the details of the activities in (1) to (4) when your answer is "Yes". (Give the details of the activities on separate sheets of paper in any format.)

If you are, fill in the details here.

(1) 内容 Type of work Convenience store staff

(2) 勤務先名称 Place of employment oo convenience store 電話番号 Telephone No. 12345678

(3) 週間稼働時間 Work time per week 12 時間 Hour(s) (4) 報酬 Salary 48,000 円 Yen (  月額 Monthly  日額 Daily )

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

Mark off your future plan.

25 本邦における申請人の監護人 (記入) Actual guardian in Japan (Fill in the following (Name, address, telephone number, etc. of the guardian's residence school))

(1) 氏名 Name \_\_\_\_\_

(3) 住所 Address \_\_\_\_\_

電話番号 Telephone No. \_\_\_\_\_

Cellular Phone No. \_\_\_\_\_

You may leave this section blank.

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 Name \_\_\_\_\_

(3) 住所 Address \_\_\_\_\_

電話番号 Telephone No. \_\_\_\_\_

You may leave this section blank.

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

Do not sign when submitting to Ritsumeikan (Sign and date when submitting to immigration office).

日 \_\_\_\_\_ Day \_\_\_\_\_

注意 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 \_\_\_\_\_

(3) 所属機関等 (親族等について) Organization to which the agent belongs (in case of family members, etc.) \_\_\_\_\_

電話番号 Telephone No. \_\_\_\_\_

You may leave this section blank.