

Guideline for application procedures of Residence Period extension (Kinugasa Campus)

You may apply for a residence period extension beginning 3 months prior to the date of expiration listed on your Residence Card. If you exceed your authorized period of stay by even 1 day, you will be considered an illegal alien. Therefore, it is essential that you apply for an extension at the Immigration Bureau before the date of expiration. In order to apply for an extension at the Immigration Bureau, in addition to the forms filled in by yourself, you will need forms filled out by your affiliated school/organization (Ritsumeikan University). Please follow the following steps to have those forms issued.

STEP 1 < STEP1 must be completed by the student >

Apply to the university to have the forms issued

You can apply 3 months before your period of stay expires.

Please apply to the university via [this Online Support Desk](#).

STEP1

Choose “ 1. Extend a period of stay” within “Choose a procedure that you wish to proceed” and input the required information.

STEP2

In the “Explanation” box, input how you would like to receive the documents (Via post OR pick-up at the International Center). If you choose post, input the address (with the postcode) to which you wish to have the documents mailed.

STEP3

Submit the three following documents as “Attachments”.

- 1) Application for Extension of Period of Stay (3 Sheets)
*Download the form from [here](#). *You will find a sample [here](#).
- 2) Pictures of your residence card (both sides)
- 3) Pictures of your student ID card (both sides)

[QR code for application]



We will contact you via Online Support Desk if submitted forms are incomplete/incorrectly filled out.

STEP 2 < STEP2 will be completed by the university>

The university issues forms

The forms will be mailed or can be picked up at the International Center within approx. 2 weeks.

Once corrections have been made and your forms are complete, we will contact you.

Depending on your selection in step 1, forms listed below will be mailed or can be picked up at the International Center.

- Application for Extension of Period of Stay (For Organization)” forms
- Copy of “Credit acquisition report” or “Dissertation progress report and Research Advising plan for Completion” (only for students who exceeded their standard program duration)

Please be aware that it takes 3 to 4 weeks in the campus closing period such as summer holidays (in the middle of August) and winter holidays (end/beginning of the year).

You will receive forms from the university.

STEP 3 < STEP 3 must be completed by the student >

Apply for an extension of period of stay in person with all required documents

Prepare all the documents listed below and **apply for an extension of period of stay in person at the Immigration Bureau.**

Some documents other than document 1-7 listed below may also be requested by the Immigration Bureau if they consider them necessary to process your application (*1).

#	Required documents	Note
1	Application part "1", "2" and "3" which must be completed by you (the applicant)	The application form you filled out in STEP 1 (Print out the form on your own)
2	Application part "1" and "2" which must be completed by the university	The application form the university issued in STEP2 (*2)
3	Certificate of Enrollment	Available at the automated certificate-issuing machines on campus. Also, printable in a convenience store via WEB application (for the details, click here)
4	Certificate of Grades (*3)	
5	ID photograph	4.0cm×3.0cm, Must have taken within the past 3 months
6	Passport	No copies allowed. Bring the originals with you.
7	Current Residence Card	

*1 If you have taken a leave of absence in the past, you will need a "Certificate of Attendance (zaigaku kikan shoumeisho)". You can request this certificate at Manabi station (1st floor, GAKUJIKAN HALL). As it will be issued on the next business day at the earliest, be sure to request it well in advance.

** For students who exceeded their standard program duration, a copy of "Credit acquisition report" or "Dissertation progress report and Research Advising plan for Completion" will be issued. Please submit this report along with other required documents to the Immigration Bureau

*** For students applying for an extension for the first time since enrolling at Ritsumeikan University, who were previously enrolled at another school (i.e. Japanese language school, high school, university, etc.), please obtain a Certificate of Grades (and a Certificate of Class Attendance, if available) from the institution where you were previously enrolled. If you completed your previous degree at Ritsumeikan University, please obtain the certificate on campus or via [WEB application](#).

Wait for a notification from the Immigration Bureau (it takes approximately 1 month)

STEP 4 and 5 <STEP 4 and 5 must be completed by the student >

Pick up your new Residence Card

- Once receiving your notification (postcard) from the Immigration Bureau, go pick up your new Residence Card.
- At the time of in-person pick up, you need to pay using 4000 Yen revenue stamp. Revenue stamps (shunyu inshi) can be purchased at post offices and some convenience stores.
- If you are doing a part-time job, be sure to re-apply for "permission to engage in activity other than that permitted under the status of residence previously granted" at this time.

Submit your new Residence Card to the university

Immediately after receiving your new Residence Card, submit photos of both sides of the card via [Online Support Desk](#). Submission of your new Residence Card to the university is mandatory.* (Select "2. Submit a Residence Card" under "Choose a procedure that you wish to proceed")

*Without the most-updated information of your Residence Card, **the university will not be able to report that you are residing in Japan with a valid Resident Status** in case an administrative organ, such as the Ministry of Justice, inquires of the university your enrollment status.