

在留期間更新許可申請（留学生用）

書類の準備をする *更新期限の3ヶ月前から1ヶ月前までに手続きを済ませてください。

下記のウェブサイトへ行き、書類を準備する

http://www.tmd.ac.jp/english/international/center/useful_information/Forms/index.html

- ・在留期間更新許可申請書交付願
- ・在留期間更新許可申請書（申請者用1-3） *写真を必ず添付してください
- ・パスポート、在留カード、学生証のコピー

【国費・学習奨励費を受給されている方】

- ・国費受給証明書・学習奨励費受給証明書交付願に記入し、同時に申請してください。

学生受入係へメールで提出する *学生受入係で在留期間更新許可申請書（所属機関作成用1、2）を作成
*当係で書類を作成するのに1週間から10日ほど時間を要します。



入管へ提出する書類の準備

- ・在学証明書(5号館4階 自動発行機) [大学院研究生は学務企画課大学院教務第一係1号館1階]
- ・成績証明書(大学院生-学務企画課1号館1階) *新入生は前の学校の証明書(あれば語学学校の証明書)
- ・在学期間証明書 (大学院研究生継続者のみ-学務企画課大学院教務第一係1号館1階)
- ・経費支弁能力を証する文書-「奨学金支給証明書」「送金証明書」・銀行の通帳のコピー等
- ・資格外活動許可申請書-希望者のみ



学生受入係へ完成した申請書を取りに来る

上記書類の他に、パスポート・在留カード・手数料納付書を用意して下さい。(4,000円)



全ての提出書類を揃えて、移住地管轄の入国管理局へ申請に行く

*在留期間の満了する約3カ月前から可能



更新が許可される *外国人登録書の場合は、在留カードが交付される



更新した在留カードのコピーを2週間以内に学生受入係へ提出

*その他、詳しい情報は下記で確認して下さい。

<http://www.moj.go.jp/ONLINE/IMMIGRATION/16-3.html>

Extension of Period of Stay (For Students)

Prepare the documents

Please go through the procedure for it 1 month to 3 months before your visa is expired

Please go to the website below and prepare the documents by yourself.

http://www.tmd.ac.jp/english/international/center/useful_information/Forms/index.html

- Extension of Period of Stay Request Form
- Application for Extension of Period of Stay (For Applicant part1, 2, 3)
- Copies of your passport, residence card, student ID card

Please fill in correctly, otherwise it takes time the procedures

【If you get the MEXT scholarship/ HONORS scholarship,】

- Please submit the Certificate Request Form at the same time.



Submit the application forms to Foreign Student Support Unit via Email

* Foreign Student Support Office makes the applications (For Organization part1, 2)

In general, it takes 1 week to 10 days to prepare your documents.



Prepare the documents for submitting to Immigration Office

- Certificate of Enrollment (5th building 4F Vending Machine or Educational Planning Section)
[For Graduate Research Student –Educational Planning Section, Graduate School of Medical and Dental Sciences 1st Building 1st floor]
- Transcript (For Graduate Students —Educational Planning Section, Graduate School of Medical and Dental Sciences 1st Building 1st floor)
[* New students – previous school's (and language school's) transcript are needed.]
- Certificate of Past Enrollment
[For extending Graduate Research Students only —Educational Planning Section, Graduate School of Medical and Dental Sciences 1st Building 1st floor]
- Documentary certifying that the person concerned can defray all the expenses incurred during the stay in Japan – [Certificate of Scholarship], [Certificate of Remittance], Copy of Bank book, or etc.
- Application of Part-time job – only a person who wants to do

Come and pick up the completed applications to Foreign Student Support Unit



Go to your regional Immigration Office with all of necessary documents

* Apply about 3 months before your stay period expires



Get the permission from Immigration Office

* If you had an Alien Registration Card, you will get a Residence Card.

With the above documents, the passport, the Residence card and statement of commission (4.000Yen) are needed



Submit copy of both side of the Residence Card to Foreign Student Support Unit in 2 weeks

*Please get the information from the following website

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/03.html>