

Information displayed on this homepage is strictly meant only for the students of The Graduate School of Agricultural & Life Sciences/Faculty of Agriculture, The University of Tokyo, and should not be used or copied in any manner by anyone other than the intended recipient.

## Extension of Period of Stay - “Student” status

Those wishing to proceed to a higher level or continue studying in Japan must apply for an extension. Applications are accepted three months before the expiration of your period of your stay by the Immigration Bureau. Complete the following formalities 1~3 by the expiration date as noted on your Residence Card and submit the copy of your new card (both sides) to the International Student Section. Don't forget to submit the renewed card to the International Student Section after the extension is granted.

### 1. Prepare the following documents and submit them to the International Student Section and obtain the Forms “For organization part 1 and part 2” of the application.

✓	Required Documents <b><u>*Every Document Should Be A4-Sized and Single-Side Printed.</u></b>
	Application for Extension of Period of Stay (downloadable from the link below) <a href="https://www.moj.go.jp/isa/content/930004106.pdf">https://www.moj.go.jp/isa/content/930004106.pdf</a> *ID photo (4cm by 3cm, taken within 3 months before the submission date must be attached to the application form)
	Copy of Passport (the pages of the personal details/facial photograph(1 <sup>st</sup> page), of landing permission, and of the your JAPAN VISA)
	Copy of Residence Card (Both sides)
	Copy of Student ID Card
	Certificate of Enrollment
	Transcript
	Documents certifying financial support to stay/study in Japan (certificate of scholarship, copy of bank book, or bank balance certificate, etc.)
	Document Check List/ Additional Document for Japanese Language Skills (downloadable from the link below) <a href="https://www.moj.go.jp/isa/content/001403378.pdf">https://www.moj.go.jp/isa/content/001403378.pdf</a>

\*If applicable,

-Students Enrolled As a Research Student Firstly

✓	Required Documents
	Certificate for research period and subject/name of supervisor

-Students Entered UTokyo From Another University or Japanese-Language School etc.

✓	Required Documents
	Graduation certificate and transcript from the previous university or school

-Students Having Enrolled Beyond the Standard Course Duration

✓	Required Documents
	Copy of Notification of Extension of Enrollment Period Letter of Reason of Intent explaining why an extension is desired and Letter of Recommendation (written by supervising professor)

## **[Issue of Certificates]**

### **□Certificate of Enrollment/Transcript/Course Registration Certificate**

- ♦ Regular students can obtain them from the Certificate-Issuing-Machine in the Students Service Center.
- ♦ Doctoral course students can apply/obtain course registration certificates and copies of Notification of Extension of Enrollment period /Request for Leave of Absence at the counter in the Student Service Center.
- ♦ Research students can apply/obtain certificates at the counter in the Student Service Center.

### **□Scholarship Certificate**

- ♦ Honors Scholarship/UTokyo Fellowship/UTokyo Foundation Scholarship, apply/obtain at the counter in the Students Service Center.
- ♦ MONBUKAGAKUSHO Scholarship certificate:

[https://www.a.u-tokyo.ac.jp/english/oicehp-e/deadline\\_sig.html](https://www.a.u-tokyo.ac.jp/english/oicehp-e/deadline_sig.html)

\*Depending on the certificate it may take 1 ~ 10 days to be issued.

## **2. Receive the documents at the International Student Section.**

International Student Section will check your documents and issue the Forms “For organization part 1 and part 2”. Please note that this process may take a few days.

## **3. Apply to the Immigration Bureau.**

Submit all the documents (received at the International Student Section), along with the fee 6,000 JPY.

\*The Immigration Bureau may request other documentations.

## **4. Submit a copy of Residence Card (both sides) to the International Student Section when your period of stay is successfully extended.**

## **[Important note]**

- ♦ You will be considered an illegal immigrant if you overstay your period of stay by even just one day, so be sure to pay attention to your period of stay and apply for an extension as early as possible.
- ♦ The Immigration offices tend to be crowded around the start of the academic year and during long breaks, such as the summer break, so it is advisable to apply as soon as possible.
- ♦ The maximum length a research students can stay on a residence status of “Student” is 2 years including any period spent as a research student at any other universities.

### **<Leave of Absence>**

- ♦ The Immigration Bureau decides whether or not you can remain in Japan during the leave of absence. Also, activities such as part time work won't be permitted during your leave. Please consult with us before taking a leave of absence.

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International Student Section, Academic Affairs,  
Graduate School of Agricultural and Life Sciences,  
The University of Tokyo  
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Note:

All students are expected to check the information displayed on the OICE homepage and notice boards.