

# How to Extend Your Stay in Japan

## When to Start the Procedure

From three months before your visa expires, you can apply for a visa extension. Collect all requirements listed below. Some of the documents need three weeks maximum to be issued and need your academic supervisor's comments and the signature. Therefore, we strongly advise you to start the procedure as early as possible. Avoid submitting the documents to the Immigration Office on the expiry date or just the day before.

### ⓪IMPORTANT⓪

#### COVID-19 PREVENTION MEASURE AT IMMIGRATION

Due to the COVID-19 prevention measure, the Immigration Bureau is extending the acceptance period for visa extension application. Check their website frequently.

<http://www.immi-moj.go.jp/english/index.html>

#### NATIONAL HEALTH INSURANCE

To renew the National Health Insurance Card, you need to go to the City Hall. After the expiration date of your current Residence Card, the NHI card also becomes invalid. Until you get a new card, you will be required to pay 100% of medical fees yourself but you can apply for 70% reimbursement at the City Hall when you get a new Residence Card. For details on NHI program, inquire at Tsukuba City Hall.

## Where to Submit the Documents

Submit all the requirements at the Immigration Bureau in Shinagawa (Tokyo) or Mito (Ibaraki). Generally, the waiting time is shorter in Mito branch than Shinagawa. You will receive a postal notice from them when a new card is ready to pick up.

## REQUIRED DOCUMENTS

### **BASIC DOCUMENTS FOR ALL STUDENTS**

The application forms to extend your stay in Japan consists of two parts. One is for the applicant (you) and the other one is for the organization (university) to fill out.

**1. Application Form (Applicant Part)** “Application for Extension of Period of Stay-For Applicant, part 1,2 and 3”

Download from <http://www.moj.go.jp/content/001290220.pdf>

(Use Page1,2 and 4)

**2. Application Form (University Part)** “Application for Extension of Period of Stay-For organization, part 1 and 2”

Division of Student Exchange will issue. Follow the instruction on the email message on how to apply it.

**3. Certificate of Enrollment**

Apply to Research Student Section ([isc@un.tsukuba.ac.jp](mailto:isc@un.tsukuba.ac.jp)) of Division of Student Exchange.

Give the following information upon application: 1. the current Student ID Number, 2. the student ID number when

you were a research student, and 3. the purpose of use.

#### 4. Statement on Student

Request your academic supervisor to write. Research students should submit this letter to the immigration office. In case you need to apply visa extension just after entering the University, and your supervisor cannot give comments on your attendance at school, he/she can write the reason why he/she decided to accept you instead.

#### 5. Proof document(s) of financial resource(s)

Example:

Copies of the bankbook (the past one year's records to the day of application, the front page and the page with the account number is printed are required.), a remittance certificate (request your bank to issue one.), a written oath by financial your supporter etc.

If you have brought cash from your country and have no official proof, write your situation on a sheet of paper.

#### 6. Revenue Stamp of 4,000 yen

You can buy one at post office, convenience store or the Immigration Bureau (not available at Mito Office). Put it on the form.

**7. Passport** You need to present the original which is valid upon application.

**8. Residence Card** You need to present the original.

#### 9. Research Certificate

Apply to Research Student Section ([isc@un.tsukuba.ac.jp](mailto:isc@un.tsukuba.ac.jp)) of Division of Student Exchange.

Give the following information upon application: 1. the current Student ID Number, 2. the student ID number when you were a research student, and 3. the purpose of use.

### **OTHER DOCUMENTS**

**Were you a student of a Japanese language school or a university/college in Japan (including University of Tsukuba) before you entered the current program?**

If so, you also need to get the following documents from the previous school.

**-Certificate of Completion**

**-Transcript**

**-Attendance Record** (Japanese language school)

**Will you enter a master's or doctoral program as a full-time degree student within three months?**

If you have already passed the entrance examination and will enter the graduate degree program within three months as a full-time degree student, you can include the standard period of study for the graduate program to extend your visa by adding the following documents.

**-Letter of Acceptance** (Submit a copy to Division of Student Exchange when you apply for the document #2)

**-Certificate of Intention to Enter University**

(Available at Division of Education Promotion, 2<sup>nd</sup> Floor of Administration Center)

Note that a certificate cannot be issued on the day of application.