

## Full-Time Degree Program Student

### REQUIREMENT LIST FOR VISA EXTENSION

All students must collect the **STANDARD REQUIREMENTS**. You may need the **ADDITIONAL DOCUMENTS** depending on your situation A to D as below.

- You belonged to a Japanese language school or another university in Japan just before you became a student of the current program: **STANDARD REQUIREMENTS** + **A**.  
You were a research student, an undergraduate student or a master course student of UT just before you became a student of the current program: **STANDARD REQUIREMENTS** + **A**.
- You have already passed the entrance exam of the graduate school of UT and will enter within 3 months: **STANDARD REQUIREMENTS** + **B**.
- You will need an extra extension beyond the standard enrollment period: **STANDARD REQUIREMENTS** + **C**.
- You are an undergraduate student and there was a year you did not gain 25 credits: **STANDARD REQUIREMENTS** + **D**.

### STANDARD REQUIREMENTS

The application forms to extend your stay in Japan consist 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*” Use the file “Application for extension of period of stay.”
2. **Application Form (University Part)** “*Application for Extension of Period of Stay-For organization*”  
The division of student exchange will issue it. Please use the word file: “REQUEST FOR THE NECESSARY DOCUMENT FOR VISA EXTENSION”. You fill in yellow part first. Then, ask your supervisor to fill in blue part and email the file to the division of student exchange.
3. **Certificate of Enrollment**  
Available from the certificate machine.  
The machine is at your academic service office and student plaza (2nd floor).
4. **Transcript**  
Available from the certificate machine. The machine is at your academic support office and student plaza (2nd floor).  
Note: If you were a research student in the last semester and the transcript is not yet available, ask your supervisor at that time to write “Statement on Student”. The format is attached in the website.
5. **Proof document(s) of financial resource(s)**  
**MEXT Scholarship Recipient**  
Certificate of Scholarship (Available from the certificate machine which is at your academic service office and student plaza (2nd floor).

### Self-Financing Students or Recipient of Other Scholarship

Collect proof depending on your financial situations as follows: a certificate of the scholarship (some types of scholarship certificates are available from the certificate machine. For other types, contact the foundation.), 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. Note that if you have brought cash from your country and have no official proof, write your situation on a sheet of paper. (A4-size paper, free format)

6. **Revenue Stamp of 4,000 yen** You will need it when you receive the new card. You can buy one at post office, convenience store or, the Immigration Bureau. Put it on the form.
7. **Passport** (The original valid passport to present at the Immigration Bureau)
8. **Residence Card** (The original to present at the Immigration Bureau)  
Make sure your current address is officially written on the card.

## ADDITIONAL DOCUMENTS

### A. 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 need to get the following documents from the previous school depending on which school you graduated previously.

#### 9. Certificate of Graduation/Completion (Certificate of Completion of Research for former research students)

- Students who graduated the undergraduate school of UT just before entering the current program:  
Get a Certificate of Graduation from Division of Educational Promotion  
(<http://www.tsukuba.ac.jp/en/alumni/request-certificates/u-application>)
- Students who completed a master's course of UT just before entering the current doctoral course:  
Get a Certificate of Completion from the Academic Service Office of the master's program you belonged to.  
(<http://www.tsukuba.ac.jp/en/alumni/request-certificates/g-application>)
- Students who were a research student of UT just before entering the current graduate program:  
Get Certificate of Completion for Former Research Student from Division of Student Exchange. Please submit "Certificate Order Form" at Building 1A Office 101 or email the form to [researchstudent@un.tsukuba.ac.jp](mailto:researchstudent@un.tsukuba.ac.jp).  
Note that it may take 1-3 weeks to issue the certificate. The order form is attached on the website and also available at division of student exchange.
- Students who graduated another university or a Japanese language school in Japan  
Contact the school you graduated to get a graduation/completion certificate. Consider mail delivery time.

#### 10. Transcript

##### -Graduates of University of Tsukuba

If you graduated an undergraduate school, contact Division of Educational Promotion. If you completed a master's course, contact the Academic Service Office of the school you belonged to. (Visit the links above in Section 9).

##### -Former Research Students of University of Tsukuba

If you were a research student just before entering the current school, ask your supervisor to write a "Statement on Student". The form is attached on the website and also available at building 1A Office 101.

#### 11. Attendance Record (Japanese language school only)

## **B. Are you going to enter a master's/doctoral program within three months?**

If yes, get the following documents. If you still have enough time to apply for extension after the entrance to the program, see **the A. section** above.

\*If you complete entrance fee payment, you can apply visa extension three months before your entrance. If not, you can apply visa extension when you finish your payment or please apply visa extension just before or after your entrance.

### **12. Two copies of Letter of Acceptance**

One copy should be submitted to Building 1A Office 101 or emailed to: [visa-shien@un.tsukuba.ac.jp] when applying the required document 2, and the other copy to the Immigration Bureau.

### **13. Certificate of Intension to Enter University**

Available at Graduate School Admission Section, Division of Admission, Department of Educational Promotion, 2<sup>nd</sup> Floor of Administration Building. It takes several days to issue it.

### **14. Certificate of Expected Graduation**

Available from the certificate machine which is at your academic service office and student plaza (2nd floor).

## **C. Do you need to stay longer than the standard period of enrollment?**

### **15. Letter of Reason for an Extra Extension**

Basically you can apply to extend your visa only to the month of the graduation. If you need to postpone graduation and need to extend the period of your stay in Japan, a letter of reason written by your academic supervisor is required by the Immigration Bureau. The letter should include the reason why you need an extra extension beyond the original graduation date, the current study progress, the expected progress and the graduation schedule. If you have already passed the original graduation date or you will clearly need an extra extension beyond the original graduation date, please refer to the sample and prepare Letter of Reason.

**IMPORTANT** If you are an undergraduate school student and need an extra extension beyond the original graduation date, be sure to notify Division of Student Exchange in advance.

The screening by the Immigration Bureau for undergraduate students' extra extension beyond the originally set graduation date has become extremely strict recently. **Some applications have been rejected.** Since detailed documents explaining your study progress so far and future study plan are necessary, consult with Division of Student Exchange (Building 1A Office 101) as early as possible.

## **D. Was there a year you did not gain more than 25 credits? (Undergraduate students)**

### **16. Letter of Reason to explain why your total number of the annual credits was 25 or less**

If you are an undergraduate student and there was a year that you could not gain more than 25 credits, a letter of reason written by your academic supervisor or the classroom teacher is required by the immigration bureau. Submit a copy to Division of Student Exchange and submit the original to the Immigration Bureau.