

## Research Student

### REQUIREMENT LIST FOR VISA EXTENSION

All students must collect the STANDARD REQUIREMENTS. You may need the ADDITIONAL DOCUMENTS depending on your situation.

- You belonged to a Japanese language school or another university in Japan just before you became a research student of University of Tsukuba: STANDARD REQUIREMENTS + See A.
- You have already passed the entrance exam of the graduate school of UT and will enter within 3 months: STANDARD REQUIREMENTS + See B.

#### STANDARD REQUIREMENTS

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*” 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. Statement on Student**  
Request your academic supervisor to write. The form is attached on the website and also available at building 1A Office 101. 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, s/he can write the reason why s/he decided to accept you instead.
- 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 such as: a certificate of the scholarship, 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 (You need to present the original.)

## 9. Research Certificate

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.

# 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 also need to get the following documents from the previous school.

## 10. Certificate of Completion

## 11. Transcript

## 12. Attendance Record (Japanese language school)

## B. Will you enter a master's or doctoral program as a full-time degree student 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 month 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.

## 13. Two copies of Letter of Acceptance

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

## 14. Certificate of Intention to Enter University

Available at Graduate School Admission Section, Division of Admission, Department of Educational Promotion, 2<sup>nd</sup> Floor of Administration Center. Note that a certificate cannot be issued on the day of application.