

## Application process for changing to (1st)/ extension (2nd) of 【Status of residence “Designated Activities” for job search】

To change your status of residence to “Designated Activities for job-hunting”, please send your application via **the prescribed web form**. Upon checking your application, we will inform you of the subsequent procedures via email or phone. Please prepare all the following documents (1)–(8) beforehand.

### ■Required documents■

(1)	<p><b>Documents to certify that you have the capacity to defray your living expenses while you are in Japan for the job hunting</b></p> <p>●In case the applicant is supplying the funds him/herself Document or bank book prove that you have more than 600.000JPY in your bank account (※It should show at least 600.000JPY to cover living expenses for six months )</p> <p>●In case a relative of the applicant supplies the expenses 1.Statement of Financial Support (prescribed form*) ※It should be filled out by financial supporter. 2.Official bank statement of the financial supporter 3.Certificate of Annual Income of the financial supporter Note) Documents related to funding should be in Japanese or English only. If the documents are issued in another language, please attach Japanese or English translation with the original document. (Self-translation is acceptable) Please note that you may be required to submit Japanese translation later in case you submit English translation. <b>*Prescribed form:</b> <a href="https://ois.doshisha.ac.jp/en/visa/graduation.html">https://ois.doshisha.ac.jp/en/visa/graduation.html</a></p>
(2)	<p><b>Certificate of Graduation or Certificate of Completion</b> ※If you apply before graduation date, please send us the photo or PDF data via e-mail once you get it.</p>
(3)	<p><b>Documents to prove that you have been continuously doing job-hunting</b> -e.g. <b>Copies of the emails exchanged between the companies and you (the date of exchanging emails should be shown), documents that indicate the outcome of interview, etc.</b> ※We cannot accept your application if you only have the documents showing participation of job fair or just sending nominations. If you just have these kinds of documents, we regard that you haven't continued the job hunting activities before graduation. ※If you are <b>a graduate student AND</b> are unable to fully engage in job hunting while attending school because you need to concentrate on research activities, etc. please consult with the Office of International Students.</p>
(4)	<p><b>A front-and-back copy of your residence card</b></p>
(5)	<p><b>A copy of your passport *the page(s) with your photo, name, nationality, and date of birth</b></p>
(6)	<p><b>1 photograph (4cm H x 3 cm W) for application form</b> Please take a picture of the photograph for attaching the application form with your camera and send the image data to us. The photograph should be taken within 3 months prior to application, full front face without hat, plain background.</p>
(7)	<p><b>Application form for Change of status</b> *You can download it on the web site of Immigration Services Agency in Japan. * 『Web site of Immigration Services Agency 在留資格変更許可申請書』 <a href="https://www.isa.go.jp/en/applications/procedures/16-2-1.html">https://www.isa.go.jp/en/applications/procedures/16-2-1.html</a> Please download the document “ 「17 Status of residence/purpose of entry besides those above」 ” which is the one written “(U) その他” on the top of the document.</p>
(8)	<p><b>Application form for Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted</b> You are allowed to work part-time for maximum 28 hours per week with this permission. You can download the application document on the web site of Immigration Services Agency in Japan. * 『Immigration Services Agency in Japan Web site 資格外活動許可申請』 <a href="https://www.isa.go.jp/en/applications/procedures/16-8.html">https://www.isa.go.jp/en/applications/procedures/16-8.html</a></p>

### ■Procedure■

1. 【You】 Fill in required information on the web form for application and submit it.
2. 【OIS】 We will send you an email after we confirm your application.

3. 【You】 Send all required documents via email once you get our confirmation email.
4. 【OIS】 We will send you a letter of recommendation for your supervising professor via email when we confirm that all documents you submitted us are appropriate for the application.
5. 【You】 Present the letter of recommendation to your supervising professor and ask her/him to sign the letter. Please be sure to explain that you wish to continue a job-hunting activities in Japan after graduation and how you work on that. Also, ask her/him to send the original recommendation letter to OIS via internal postal service (学内便 Gakunaibin) directly.  
※If you don't have a supervising professor, please consult to the office of your faculty or graduate school.
6. 【OIS and You】 Once we have received the recommendation letter from your supervising professor, we will make a recommendation letter for Immigration Bureau. We will ask you to come to our office and receive it.
7. 【You】 Go to Immigration Bureau by yourself and submit all required documents. The Immigration Bureau only receives your documents at that point, and will inform you of the result at a later date.
8. 【You】 Once your application for change of status is permitted, you must submit a copy of both sides of your renewed Residence Card to us via email.

■Application Web form■

<https://forms.office.com/r/j0e8H5rDbT>



## 「Conditions of Application for changing to / extension of 【Designated Activities Visa for job search】

### Conditions

#### 1. Conditions while you are studying at Doshisha University

- 1.1 Keep searching for a job for at least several months prior to your graduation. See below for the example of “Documents to prove that you have been continuously doing job-hunting”
  - Participated in or willing to participate some company information sessions within six months prior to graduation
  - Participated in Internship program
  - Participated in the screening process such as job interviews several times within a year prior to graduation and got an outcome from the company you applied

※If you are a graduate student AND are unable to fully engage in job hunting while attending school because you need to concentrate on research activities, etc. please consult with the Office of International Students.
- 1.2 Regarding to the type of job you apply, “Part-time job”, “Short-time work” are not admitted.

#### 2. Conditions for Application

##### 2.1 Applicant information

- 2.1.1 Report your latest personal information such as e-mail address, phone number, address and passport information after graduation to Office of International Students (hereafter OIS).
- 2.1.2 Respond if you get any contact from Doshisha University.
- 2.1.3 Inform us in case of any changes of your personal contact information without delay.

##### 2.2 Application

- 2.2.1 Submit all required documents for application.
- 2.2.2 Have a capacity to defray your living expenses for six months which should be more than 600.000JPY at the time of application and submit the documents showing the sufficient funds.
- 2.2.3 Report the application result notified by Immigration bureau and submit the information of a residence card to OIS.
- 2.2.4 Hold a “Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted”

## 2.3 Job seeking activities

- 2.3.1 Keep doing job-hunting continuously after graduation.
- 2.3.2 Participate in several company information sessions.
- 2.3.3 Take several job interviews or participate in several screening process for hiring and get an outcome from the company.
- 2.3.4 Specify a reasonable grounds if you reject a job offer.
- 2.3.5 Change/return your status of residence or leave Japan without delay if you stop job-hunting in Japan.
- 2.3.6 Change your status of residence to appropriate one when you get a job.
- 2.3.7 Regarding to the type of job you apply, “Part-time job”, “Short-time work” or registering “Temporarily employee” are not admitted.

## 2.4 Report of job seeking activities

- 2.4.1 Regarding the preceding paragraph; Report documents to prove that you have been continuously doing job-hunting to OIS by the end of month.
- 2.4.2 Submit a photocopy of job offer letter or employment agreement to OIS when you get a job.

## 2.5 Change of the status of residence

- 2.5.1 You need to change your status of residence to the appropriate one if you meet the conditions mentioned below.
  - 2.5.1.1 When you get a job
  - 2.5.1.2 When you have not been doing job-hunting over a months without any special occasions
  - 2.5.1.3 When you stop or quite doing job-hunting in Japan
  - 2.5.1.4 Other circumstances; When Doshisha University indicates you to do so

## 2.6 Leave Japan

- 2.6.1 Return your status of residence and leave Japan immediately if you meet the conditions mentioned above.
- 2.6.2 Report your flight information to OIS before departure.
- 2.6.3 Return your status of residence when you leave Japan at the airport.
- 2.6.4 Submit “Photocopy of your residence card punched a hole by Immigration Bureau” and “Flight ticket” or “Exit stamp on your passport” after leaving Japan.

## 3 **Conditions of extension**

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- 3.1 Comply with the preceding paragraph from the time when you get a status of residence “Designated Activities” to the time when you wish to extent.
- 3.2 Comply with the preceding paragraph as before after your status of residence is extended.
- 3.3 Submit the application result notified by Immigration bureau and submit the information of a residence card to OIS.
- 3.4 Report your final result at the time of the end of period of stay.