

## <For future students>Extension / Change of Residence Status

In order to apply for the extension/change of period of stay to Immigration Bureau, you are required to submit all necessary documents to the Office of International Students (OIS) at first. The future students can start to submit them to OIS 3 months before the expiration date of the residence status once you receive the required documents (2) & (3). \* Depending on the expiry date of your residence status, we might advise you when you should apply for the extension / change of your residence status.

### ◎ Required Documents

#### (1) Application for Extension(a)/ Change(b) of Period of Stay 《forms are available on the following website》

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|---|---|
| (a) OIS website: Documents required for the application for extension of period of stay | <a href="https://ois.doshisha.ac.jp/ois/en/visa/current.html#koshin">https://ois.doshisha.ac.jp/ois/en/visa/current.html#koshin</a> |
| (b) OIS website: Documents required for changing the Status of Residence to "Student"   | <a href="https://ois.doshisha.ac.jp/ois/en/visa/before.html">https://ois.doshisha.ac.jp/ois/en/visa/before.html</a>                 |

\*Please note that forms are different on each campus.

#### (2) Copy of your Admission Certificate

If you will enroll at Doshisha University through other than the entrance examination for International Students and don't have the admission certificate, please submit "a **Copy of 合格通知書**" and "a **Copy of receipt clarifying that you paid the tuition**".

#### (3) Academic transcript, Certificate of Graduation, of the previous school attended

\*In case you change the status of residence from working visa: **Certificate of Resignation**

\*In case you attended a Japanese language school, please submit **Certificate of Attendance** (which shows the attendance rate) as well.

If you wish to apply before graduation date of your previous school attended or leaving the company you work for, please submit a copy of **Certificate of Expected Graduation/ Resignation**

#### (4) Passport

Image file of page(s) with your photo, name, nationality, and date of birth (format: JPEG, PDF, etc.)

#### (5) Residence Card

Image file of both the front and back sides (formats: JPEG, PDF, etc.)

#### (6) ID photo (4cm H×3cm W) \*Please write your full name on the back side.

Please take a picture of the photograph for attaching to the application form with your camera and send the digital data to us. The photograph should be taken within 3 months prior to application, full front face without hat, plain background.

#### (7) Application form for Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted (In case you wish to have a part-time job) 《forms are available on the following website》

【OIS Website: Documents required for application for Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted】 <https://ois.doshisha.ac.jp/ois/en/visa/current.html#shikakugai1>

#### (8) Fee of 4,000 yen (by revenue stamps)

※You need to pay the fee, when you receive a new residence card.

※Revenue stamps(Shunyu-inshi) are available at post offices or convenience stores.

Please send the following (1) ~ (6) and (7\* if necessary) to OIS located on your campus as attached image files (formats: JPEG, PDF, etc.) via email. The subject line of email should be as follows.

-Students at Imadegawa Campus: [ji-ois@mail.doshisha.ac.jp](mailto:ji-ois@mail.doshisha.ac.jp)

-Students at Kyotonabe Campus: [jt-ois@mail.doshisha.ac.jp](mailto:jt-ois@mail.doshisha.ac.jp)

【Subject line of email: [New] Your faculty/graduate school\_Name\_Extension/Change of residence status \*choose either one】  
e.g. [New] ILA\_Taro Doshisha\_Extension of residence status

After we check your documents, we will give you a document made by us which is also required to submit to Immigration Bureau. You must submit it along with (1) ~ (6) or (7) to your Regional Immigration Bureau by yourselves. Also, please submit a copy of both sides of your residence card to OIS at either Imadegawa or Kyotanabe campus after your period of stay is extended.

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**※ Depending on the situation of each applicant, additional documents such as proof of your capability of payment for daily expenses and tuition, study plan at Doshisha might be required. Please check with the OIS and/or your regional immigration services bureau what kind of documents you should enclose and apply well in advance.**

**-What kind of documents can prove your financial capacity to cover daily expenses and tuition?**

- (1) Self-supporting students  
A balance statement issued by bank or a certificate of scholarship etc.
- (2) Students receiving funds from home country (parents or other relatives etc.)  
Certificate of remittance or bankbook under the name of the sponsor with the record of remittance
- (3) Students receiving funds from a third person residing in Japan  
\* Guarantor’s Certificate of Employment, Certificate of Annual Income (Certificate of Tax Payment or Certificate of Tax Deducted) and Letter of Sponsorship etc.

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**【Important: Notification of the Accepting Organization】**

Students, who belonged to the other organizations (such as Japanese language school) and hold the status of residence of “Student” before enrollment, are required to submit “Notification of the accepting organization” to the Immigration Bureau.

You need to submit this form within 14 days after you enroll at Doshisha University.

Please see the following website for more details.

<Website of Immigration Services Agency>

[http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00014.html](http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html)

\*Only in Japanese

**Locations of Regional Immigration Services Bureaus for Kyoto residents**

**Osaka Regional Immigration Services Bureau, Kyoto Branch Office**

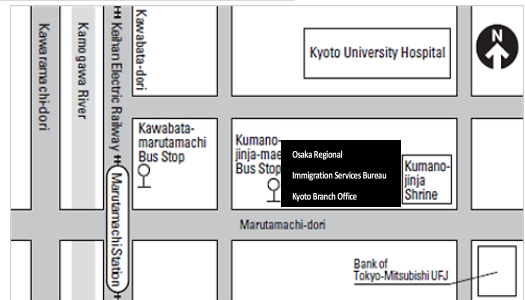
4F, Kyoto Second Local Joint Government Bldg., 34-12  
Higashi-Maruta-cho, Marutamachi Kawabata Higashi-iru,  
Sakyo-ku, Kyoto-shi, Kyoto-fu 606-8395

**TEL: 075-752-5997 / FAX:075-762-2121**

**Office Hours : 9:00~12:00 · 13:00~16:00 (Monday through Friday)**

**Access**

- 1. 500m east of Keihan Electric Railway: Jingu-Marutamachi Station
- 2. A few minutes’ walk from Kumano-jinja Shrine Bus stop (#206 line of Kyoto-shi bus from From Kyoto Station or Kitaoji Bus Terminal
- 3. A few minutes’ walk from Kumano-jinja Shrine Bus stop (#201 line of Kyoto-shi bus from Karasuma Imadegawa



**Osaka Regional Immigration Services Bureau**

1-29-53 Nanko-kita, Suminoe-ku, Osaka-shi 559-0034

**TEL : 06-4703-2100 / FAX : 06-4703-2262**

**Office Hours : 9:00~16:00 (Monday through Friday)**

※You can ask about immigration or other procedures at  
“General Information Center” located in the same building.

**TEL : 0570-01-3904**

**Access**

Brief walk from Cosmosquare Station, Subway Chuo Lin

