








## Requesting a Letter of Recommendation for application of “Designated Activities” status

I Submitting Required Documents	
Refer to Section III for procedures	
A) Completed application form (MS-Word)	Download Form <a href="#">here</a>
B) Copy of both sides of your residence card	
C) Proof of your job searching activities in Japan	i.e., e-mail/documents with dates from recruiting companies that show that you are engaging in job searching activities in Japan
D) Recommendation from your academic advisor	Required only for the initial status change application

II Application Deadlines	
<p><b>Within 1 month after graduation/completion</b></p> <p>March graduates: By April 30 of the following year</p> <p>August graduates: By September 30 of the following year</p>	An application for a letter of recommendation shall not be accepted after one month from graduation/completion of the study. A late application may be submitted with a letter of explanation for the delay, but there is no guarantee that the late application is accepted.

III Procedures for Requesting the Recommendation Letter	
<p>① Requesting a support letter from your academic advisor</p>	Consult with your academic advisor about your future job search plans and request a support letter
	<p>Faculty advisor enters the D) support letter via <a href="#">Google Form</a> (no later than a day before the interview)</p> <p>*Faculty members who do not have access to this service should contact the International Student and Study Advisor's Office (042-580-8168).</p>
<p>② Preparing other documents</p> 	The applicant prepares the required documents A) to C)
	Upload <a href="#">here</a> (no later than a day before the interview)
<p>③ Interview</p> <p>(International Student and Study Abroad Advising Office)</p> 	Review applicant's employment activities, current status of residence, and points of emphasis for changing status of residence.
	<p>(A) Face-to-face meeting at the International Students and Study Abroad Advising Office (no appointment necessary) located on the 2nd floor of Center for Global Education and Exchange Building. Please check <a href="#">the online calendar</a> for office hours. OR </p>
	<p>(B) Remote interview via Zoom (in the afternoon during class periods, Appointment required). Make a reservation via "<a href="#">International Student Consultation ONLINE</a>" at least one day in advance. </p>

④ <b>Review and Process</b>	Review, confirmation, and issuing of a letter of recommendation (Academic Affairs Section 4) *Cases may be denied.
⑤ <b>Receive letter of recommendation</b> 	<p>Academic Affairs Section 4 sends an email confirming the completion of issuance. </p> <hr/> <p>A) <u>Those who are applying for the first time</u> → Pick up the letter in person at the Educational Affairs Section 4 counter </p> <hr/> <p>B) <u>Those who are applying for the second time</u> → Sent via regular mail from Educational Affairs Section 4</p>

<b>Contact:</b>	
Status of Residence, Required Documents for Application, and Interview	<b>International Student and Study Abroad Advising Office</b> East Campus Center for Global Education and Exchange Building 2 <sup>nd</sup> Floor <a href="tel:042-580-8168">TEL:042-580-8168</a>
Processing status of the Letter of Recommendation	<b>Educational Affairs Section 4</b> West Campus Main Building 1 <sup>st</sup> floor email: edu-gs.g3[a]ad.hit-u.ac.jp *Please replace [a] with @.