







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 here
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	
Within 1 month after graduation/completion	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.
March graduates:	
By April 30 of the following year	
August graduates:	
By September 30 of the following year	

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

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

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