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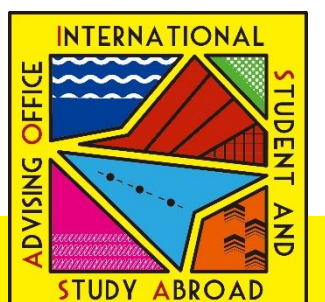
Exchange student

- applying for reduced tuition rate,
- applying for scholarship designated for international students,
- applying for on-campus housing as an international student, and
- services designated for international students (such as writing tutoring services).



You must maintain good **Student Status**

- A) Degree-seeking/Research students: Must make progress toward graduation
- B) Exchange students : Register for **6 or more** “class periods” (Koma) per week
- C) Exception: Grad exchange students with research advisor are treated as A).



A Student status overview

Degree-seeking

Exchange student

If you entered Japan without **Student** status
(i.e. “Temporary visitor” status),



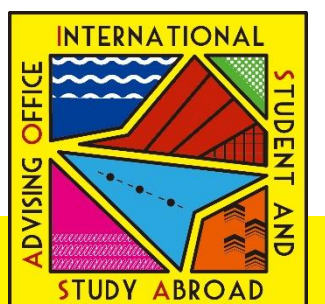
It is **illegal** to be a registered HU student with “Visitor” status.

Apply for change of status at

Immigration Bureau (Tachikawa Branch Office)

Immediately.

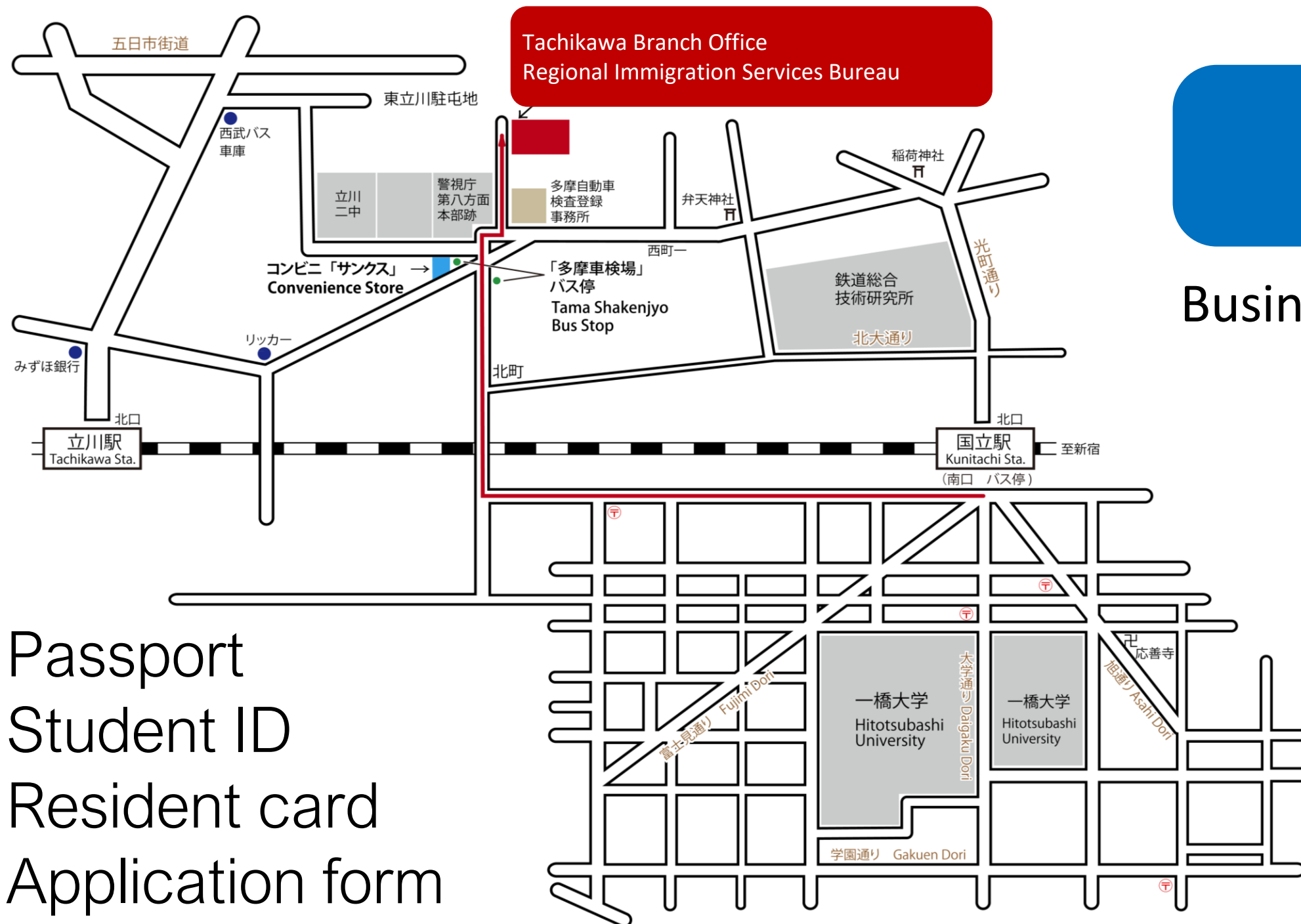
✕The change of status from “Temporary Visitor” to “Student” may require an applicant to return home and re-enter Japan as “Student” status with a valid Student Visa.



A Student status overview

Degree-seeking

Exchange student



Immigration Bureau
(Tachikawa Branch Office)

Business hours : 9:00~16:00 (weekdays)

<From HU>



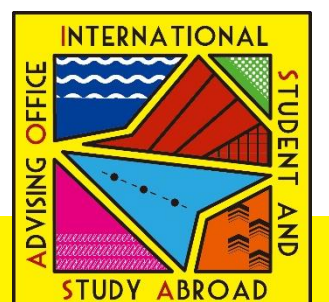
30min.



15min.

- Passport
- Student ID
- Resident card
- Application form

MAINTAINING STUDENT VISA/STATUS



A Student status overview

Degree-seeking

Exchange student

If you **changed** information on **immigration documents**



Report changes at:

Undergraduate students ...Academic Affairs (Section 2)

Graduate/Research students ...Faculty Administration Office

A Student status overview

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Exchange student

Student status holder taking leave of absence from school,



Student status will be **terminated**.



No part-time work permitted
Must leave Japan immediately

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If you have **Student** status from schools other than HU,



Apply for status renewal

at

Immigration Bureau (Tachikawa Branch Office)



Overstay (beyond expiration of your status) **will result in out of status and is subject to deportation**

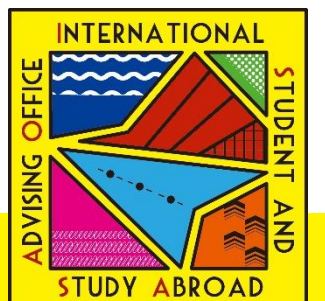
B Extension of your status

If you need to **extend** **Student** status **while enrolling at HU**,



Apply for **Extension of status**
at **Immigration Bureau (Tachikawa Branch Office)**
before the status expiration date

***Start applying 3 months before expiration**



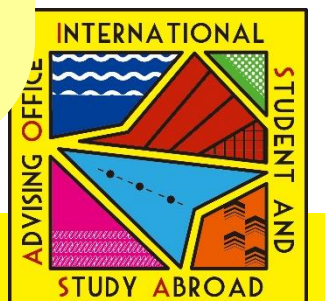
B Extension of your status



Extension approval depends on
Applicants' academic performance!

Extension requests denied due to:

- Poor academic performance
- Lack of credit hours earned
- Lack of progress toward graduation
- **Working part-time beyond legal limit**
- Unlawful or illegal conduct



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Re-entry procedures

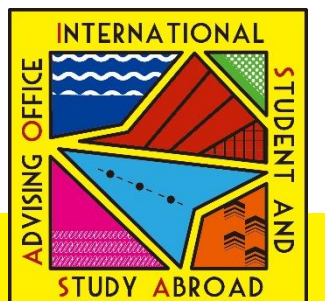
Degree-seeking

Exchange student

Temporarily travelling abroad from Japan?



- No need to obtain “re-entry” permit, just a small procedure at the departing airport
- You must return to Japan within 1 year and before your visa/student status expire.
- Your student status CANNOT be extended outside of Japan.





Re-entry procedures

Degree-seeking

Exchange student

Report your travel plan with your faculty advisor, then submit

Temporary Leaving Form to the following office

Undergraduate and exchange students

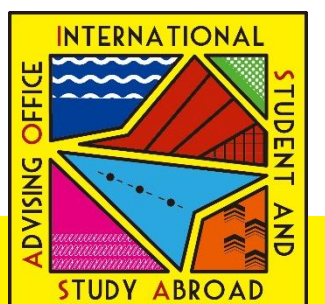
...Educational Affairs (Section 2)

Graduate/Research students

...Faculty Administration Office



ISDAK and International House Residents must also notify your absence to residence hall office.





Re-entry procedures

Degree-seeking

Exchange student

Returning to HU after leave of absence (from overseas)



Obtain Certificate of Eligibility (COE) from HU for Student Status application

Undergraduate students ... Educational Affairs (Section 2)

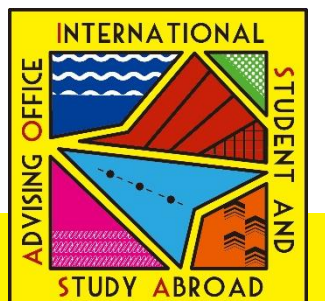
Graduate/Research students ... Faculty Administration Office

If expired

You must also apply for “Student” visa at Japanese Embassy in home country.



“Temporary Visitor” status holder will not be allowed to enroll at HU



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Student

status - not allowed to work



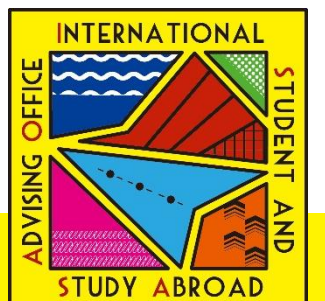
Exception: Part-time work is permitted as long as the workload **does not interfere** with academic activities

During the Semester

28 hours / week

During the break

8 hours / day





Part-time work permit

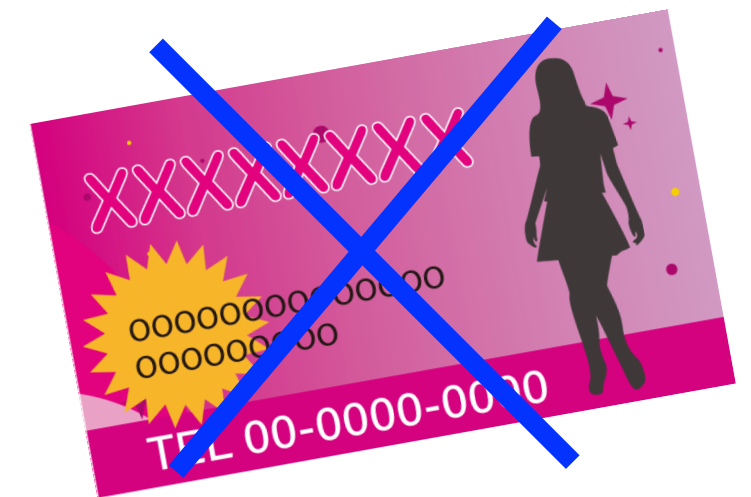
Degree-seeking

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Engaging in part-time work without permit is
subject to deportation



Engaging in “Entertainment Businesses” are
strictly prohibited



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Staying in Japan after graduation **for job search**



Apply at

Immigration Bureau (Tachikawa Branch Office)

for status change from

Student

to

Designated Activity

Designated Activity

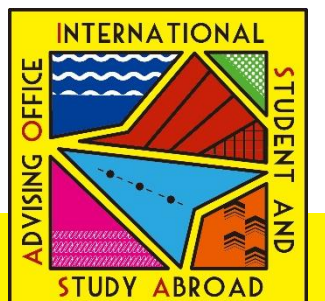
status is valid for **6 months**, renewable once



HU letter of recommendation required for application.

Available at:

International Student Advising Office



Thank you for listening!

Center for Global Education and Exchange
Department of Student Affairs
Hitotsubashi University

MAINTAINING STUDENT VISA/STATUS

