

How to Get Document #2 “Application Form (University Part)”

WHO CAN APPLY FOR THE DOCUMENT #2?

If you fulfill the following conditions, you can apply for the document:

- You passed the entrance exam.
- You will enter University of Tsukuba within 3 months.
- The period between graduation from the current/previous school (in Japan) and entrance to UT is less than 3 months.

WHO CAN NOT APPLY?

■ You passed the entrance exam of the graduate school of UT but there will still be more than 3 months during which you will not belong to any school/university: You must return to your home country and apply for a student visa newly.

■ You passed the entrance exam of the graduate school of UT but there will still be more than 3 months during which you belong to the current school/university: Extend the student visa at the current school/university.

■ Research students can only apply and receive after entrance to the university.

(Contact us in case the current Residence Card will expire just before or after you enter UT and will have no enough time for the procedure.)

How long does it take?

1-3 weeks since we received your application documents

How to Apply

Collect the required documents indicated below and submit them to Division of Student Exchange in person or by mail.

Requirements

1. “Request for Necessary Document for Extension of Period of Stay/Change of Status for New Students”
2. A copy of Letter of Acceptance
3. A copy of the current Residence Card (front and back; make sure all alphabets and numbers on the top right corner of the card are visible)
4. A copy of the valid passport (page of the face photo)
5. Certificate of Retirement or an official document with the end date of the work contract

Office Location and contact

Building 1A-101

Office Hours: Monday to Friday 9:00-12:15, 13:15-17:00

Phone: 029-853-6084 Email : visa-shien@un.tsukuba.ac.jp

Mailing Address

Visa Extension & Status Change Team, International Students Support Section, Division of Student Exchange,
University of Tsukuba

1-1-1 Tennodai, Tsukuba-shi, Ibaraki (Zip Code: 305-8577)

How to Receive the Document

You can receive the document in person at the office or by mail.

Receiving via Mail

If you wish to receive Document #2 via mail, submit an envelope with the required postage stamps for us to send it to you.

- Write your name, address and zip code on the surface of the envelope.
- Put stamps of appropriate amount to send 25g of paper. The amount varies according to the size of the envelope and whether sending by express or regular mail. If the postage is insufficient, we will not send the documents.