

Extending Your Visa

STEP 1

Start gathering all documents on the Requirement List. Issuing some of documents/certificates may take several days depending on the office and your academic supervisor' s schedules. Start preparation as soon as you receive this message to avoid any problems resulting from lengthy preparing times.

STEP 2

While you are collecting all the requirements, get Document #2 (Application form-For Organization) on the Requirement List. Here is how to get it.

How to Get "Application Form- For Organization"

Please note that some documents may take 1-3 weeks to be issued.

(1) Update your address on TWINS

We will send you the Application Form-For Organization" to your address registered on TWINS. Update the address if needed. If you have not notified of your current address to the City Hall, notify them immediately. The current address must be officially printed on the Residence Card when you submit the documents to the Immigration Bureau. Make sure to notify the post office so that you can receive mails that were sent to your previous address.

(2) Fill the request form and ask your supervisor to submit it to Division of Student Exchange

You can request us to issue a complete stamped version of "Application Form-For Organization" by using "Request for the necessary document for visa extension" (Attachment (3)). Fill in the parts in yellow. Ask your supervisor to fill in the parts in blue and also to forward its electric file to Division of Student Exchange (visa-shien@un.tsukuba.ac.jp) by email. In this way, we can know that your supervisor admitted your visa extension. Therefore, do not fill the blue sections, you yourself send it or submit the printout(s) to the office in person.

STEP 3

After you received the document #2 ("Application Form-For Organization") by post and made sure you have all the requirements, submit them in person to the Immigration Bureau early enough before, preferably about one month before your authorized stay expires. Once your application is accepted, wait for the notice from the Immigration Bureau.

STEP 4

As soon as you get a new Residence Card, submit a copy of the card, back and front, to Division of Student Exchange (Building 1A, Office 101).

IMPORTANT!

IT IS TIME FOR YOUR VISA EXTENSION.

Extension must be processed before the current visa expires.

It is three months before your authorized stay in Japan will expire. If you wish to extend your visa, file a request with the Immigration Bureau yourself and get a new Residence Card before your current Residence Card expires.

You are responsible for maintaining your visa appropriately.

CAUTION!!

- Never let your Residence Card expire! Even one day!**
- Do not trust visa-related rumors! Always ensure with the Immigration Office or Division of Student Exchange!**