

## Acquisition of the Legal Resident Status of Student

To study at a university in Japan, foreign nationals in principle need to acquire the legal resident status of Student. Foreign nationals with the status of Temporary Visitor cannot enroll in a university in Japan. Moreover, although foreign nationals with the resident status of Dependent, Long-term Resident, etc. can enroll in a university in Japan, university students with a resident status other than Student cannot use various support systems intended for international students, including scholarship programs.

### How to apply for the legal resident status of Student

#### A. Those who are in Japan during the enrollment process

Soon after receiving an admission certificate, applicants staying in Japan must take their passport and residence card or alien registration certificate to the nearest Regional Immigration Bureau to apply for the resident status of Student.

##### 1) In the case of applying for a change of resident status from Dependent to Student

Applicants need to submit the following documents. (Documents must have been issued within six months before submission.)

- a. “Application for Change of Status of Residence” (Use the application form prescribed by the Immigration Bureau of Japan, containing three pages to be filled out by the applicant and two pages by the educational organization.)
- b. Admission certificate or a photocopy (When submitting a photocopy, the original must be shown.)
- c. Other documents (See **Notes** on page 3.)

##### 2) In the case of a person with the Temporary Visitor status applying for the resident status of Student (including those who entered Japan without a visa from partner countries with agreements on the mutual exemption of short-term visitors’ visas for the resident status of Student)

To change the resident status from Temporary Visitor to Student, applicants must first apply to the nearest Regional Immigration Bureau to receive a “Certificate of Eligibility” for the Student status, and, after receiving the certificate, submit the “Application for Change of the Status of Residence” to the nearest Regional Immigration Bureau. If the application for change of the status of residence cannot be made in Japan, applicants must apply for a Student visa to a Japanese Embassy or other Japanese diplomatic office abroad.

Applicants for the “Certificate of Eligibility” must submit the following documents. (Documents must have been issued within six months before submission.)

- a. “Application for Certificate of Eligibility (Use the application form prescribed by the Immigration Bureau of Japan, containing three pages to be filled out by the applicant and two pages by the educational organization.)

\* An example of a completed application form is shown on pages 4 to 6 of this document.

\* The latter two pages of the application form are to be filled out by the university. Applicants must apply to the Graduate Schools Section, Graduate Schools Administration Division, Hosei University (Email: [innovation@hosei.ac.jp](mailto:innovation@hosei.ac.jp); Tel: 03-3264-5326) allowing sufficient time before applying to the Immigration Bureau.

\* The application form can be downloaded from the website of the Immigration Bureau of Japan.

Website of the Immigration Bureau of Japan: <http://www.immi-moj.go.jp/>

The application form is available at:

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01-format.html>

- b. One ID photo (4 cm length × 3 cm width, pasted on the application form (a))
- c. Admission certificate or a photocopy (When submitting a photocopy, the original must be shown.)  
The admission certificate will be issued after the completion of the enrollment process. Apply to the Graduate Schools Section, Graduate Schools Administration Division, Hosei University (Email: [innovation@hosei.ac.jp](mailto:innovation@hosei.ac.jp); Tel: +81 3-3264-5326) after the completion of the enrollment process.
- d. One standard-size return envelope (with stamps to the value of 392 yen for simplified registered mail and the address to which the Certificate of Eligibility should be sent (in Japan only))
- e. Other documents (See **Notes** on page 3.)

## **B. Those who are NOT in Japan during the enrollment process**

Applicants who are not in Japan during the enrollment process should select either of the following two ways of applying for the Student status (requesting a proxy in Japan to apply on behalf of the applicant or requesting Hosei University to apply on behalf of the applicant) before submitting the application for admission to Hosei University.

### **[Requesting a proxy in Japan to apply on behalf of the applicant]**

Applicants should send one ID photo to someone who will serve as a proxy applicant and request the person to follow steps 1 and 2 below. The proxy applicant must be the applicant's financial supporter or relative living in Japan.

- 1) Soon after receiving the admission certificate, the proxy applicant must submit the documents listed below to apply for issuance of a "Certificate of Eligibility" of Student status to the nearest Regional Immigration Bureau first, on behalf of the applicant. (Documents must have been issued within six months before submission.)
  - a. "Application for Certificate of Eligibility" (Use the application form prescribed by the Immigration Bureau of Japan, containing three pages to be filled out by the applicant and two pages by the educational organization.)
    - \* An example of a completed application form is shown on pages 4 to 6 of this document.
    - \* The latter two pages of the application form are to be filled out by the university. Applicants must apply to the Graduate Schools Section, Graduate Schools Administration Division, Hosei University (Email: innovation@hosei.ac.jp; Tel: 03-3264-5326) allowing sufficient time before applying to the Immigration Bureau.
    - \* The application form can be downloaded from the website of the Immigration Bureau of Japan. Website of the Immigration Bureau of Japan: <http://www.immi-moj.go.jp/>  
The application form is available at:  
<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01-format.html>
  - b. One ID photo (4 cm length × 3 cm width, pasted on the application form (a))
  - c. Admission certificate or a photocopy (When submitting a photocopy, the original must be shown.)
  - d. One standard-size return envelope (with stamps to the value of 392 yen for simplified registered mail and the address of the proxy applicant, to which the Certificate of Eligibility should be sent)
  - e. Other documents (See **Notes** on page 3.)
- 2) The Certificate of Eligibility issued by the Immigration Bureau will ordinarily arrive at the proxy applicant's address about one and a half months after the application. Soon after receiving the certificate, the proxy applicant should send it to the applicant by EMS or registered express airmail so that the applicant can apply for a Student visa at home.
- 3) Soon after receiving the certificate, the applicant must show it and his/her passport at the nearest Japanese Embassy or Japanese diplomatic office abroad to apply for a Student visa.

### **[Requesting Hosei University to apply on behalf of the applicant]**

If applicants have no one who can apply for a Certificate of Eligibility on their behalf (financial supporters or relatives living in Japan), Hosei University will apply on behalf of applicants. In such a case, applicants must send the documents listed below to Hosei University along with the application for admission. If applicants do not enclose the necessary documents **with the application for admission**, the university will NOT apply on their behalf. Furthermore, if as a result applicants cannot be enrolled in the university due to their failure to obtain a Student visa, admission fees already paid will NOT be refunded.

**Applicants who request the university to apply for the Certificate of Eligibility must understand beforehand that a certificate may not be issued in all cases that the university applies for it. Additionally, the documents submitted to the university will NOT be returned regardless of the applicants' success or failure in the entrance exam.**

Documents necessary for application

- a. "Application for Certificate of Eligibility" (Use the application form prescribed by the Immigration Bureau of Japan, of which the first three pages are to be filled out by the applicant.)

- \* An example of a completed application form is shown on pages 4 to 6 of this document.
- \* The latter two pages of the 5-page application form are to be filled out by the university. Applicants do not have to fill out and submit these two pages.
- \* The application form can be downloaded from the website of the Immigration Bureau of Japan.  
Website of the Immigration Bureau of Japan: <http://www.immi-moj.go.jp/>  
The application form is available at:  
<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01-format.html>

- b. One ID photo (4 cm length × 3 cm width, pasted on the application form (a))
- c. One photocopy of the passport (the page with the ID photo)
- d. “Request for Hosei University’s Proxy Application for the Certificate of Eligibility” (Use the form prescribed by the university, available for download on the same webpage as this “Applications Guide on Entrance Examination for International Students”.)
- e. Other documents (See **Notes** given below.)

It is also possible for applicants to apply for the Certificate of Eligibility in their home country, instead of requesting a proxy application, but it can take several months to obtain a Student visa.

**Notes** on “Other documents”

- Applicants may be required to submit documents concerning the payment of school and living expenses, or the background.
- For documents written in a foreign language, their Japanese translations with an official certificate of translation must be attached.

[Inquiries] \* Please check any unclear matters beforehand.  
Immigration Information Center, Tokyo Regional Immigration Bureau  
5-5-30 Konan, Minato-ku, Tokyo 108-8255, Japan  
Tel: +81 3-5796-7112

別記第六号の三様式(第六条の二関係)  
申請人等作成用 1  
For applicant, part 1

Notes on filling out the form

- \* Fill out the form in Japanese or English using a black-ink ballpoint pen.
- \* In case of correction, draw double lines through the error, and put the applicant's seal or signature on top. Do not use correction fluid.

**在留資格認定証明書交付申請書**  
APPLICATION FOR CERTIFICATE OF ELIGIBILITY

入国管理局長 殿  
Regional Immigration Bureau

To the Director General of

出入国管理及び難民認定法第7条の2の規定に基づき、次のとおり同法第7条第1項第2号に掲げる条件に適合している旨の証明書の交付を申請します。  
Pursuant to the provisions of Article 7-2 of the Immigration Control and Refugee Recognition Act, I hereby apply for the certificate showing eligibility for the conditions provided for in 7, Paragraph 1, Item 2 of the said Act.

写真  
Photo  
40mm×30mm

1 国籍・地域 韓国 2 生年月日 ×××× 年 1 月 ×× 日

3 氏名 Lee Mi Sun

4 性別 男 / 女 5 出生地 韓国・ソウル 6 配偶者の有無 無

7 職業 学生 8 本国における居住地 韓国ソウル市...

9 日本における連絡先 法政大学 東京都千代田区富士見2-17-1

10 旅券 (1)番号 AB1234567 (2)有効期限 20×× 年 1 月 ×× 日

11 入国目的 (次のいずれか該当するものを選んでください。)

I「教授」  I「教育」  J「芸術」  J「文化活動」  K「宗教」  L「報道」  
"Professor" "Instructor" "Artist" "Cultural Activities" "Religious Activities" "Journalist"

L「企業内転勤」  M「投資・経営」  L「研究(転勤)」  N「研究」  N「技術」  
"Intra-company Transferee" "Investor / Business Manager" "Researcher (Transferee)" "Researcher" "Engineer"

N「人文知識・国際業務」  N「技能」  N「特定活動(イ・ロ)」  O「興行」  P「留学」  
"Specialist in Humanities / International Services" "Skilled Labor" "Designated Activities (a/b)" "Entertainer" "Student"

Q「研修」  Y「技能実習(1号)」  R「家族滞在」  R「特定活動(ハ)」  R「特定活動(EPA家族)」  
"Trainee" "Technical Intern Training (1)" "Dependent" "Designated Activities (c)" "Dependent of EPA"

T「日本人の配偶者等」  T「永住者の配偶者等」  T「定住者」  U「その他」  
"Spouse or Child of Japanese National" "Spouse or Child of Permanent Resident" "Long Term Resident" "Others"

12 入国予定年月日 20×× 年 4 月 1 日 13 上陸予定港 成田

14 滞在予定期間 4年 15 同伴者の有無 有 / 無

16 査証申請予定地 ソウル

17 過去の出入国歴 有 / 無

(上記で「有」を選択した場合) (Fill in the followings when the answer is "Yes")  
回数 1 回 直近の出入国歴 20×× 年 8 月 1 日 から 20×× 年 8 月 1 日

18 犯罪を理由とする処分を受けたことの有無 (日本国外におけるものを含む。)  
有 (具体的内容) 無

19 退去強制又は出国命令による出国の有無 有 / 無

(上記で「有」を選択した場合) (Fill in the followings when the answer is "Yes")  
回数 0 回 直近の退去歴 年 月 日

20 在日親族(父・母・配偶者・子・兄弟姉妹など)及び同居者  
Family in Japan (Father, Mother, Spouse, Son, Daughter, Brother, Sister or others) or co-residents

続柄 Relationship	氏名 Name	生年月日 Date of birth	国籍・地域 Nationality/Region	同居予定 同居予定 member to reside with applicant or not	勤務先・通学先 Place of employment/school	在留カード番号 特別永住者証明書番号 Residence card number Special Permanent Resident Certificate number
	なし			はい/いいえ Yes/No		
				はい/いいえ Yes/No		
				はい/いいえ Yes/No		
				はい/いいえ Yes/No		

※ 20については、記載欄が不足する場合は別紙に記入して添付すること。なお、「研修」、「技能実習」に係る申請の場合は記載不要です。  
Regarding item 20, if there is not enough space in the given columns to write in all of your family in Japan, fill in and attach a separate sheet.  
In addition, take note that you are not required to fill in item 20 for applications pertaining to "Trainee" / "Technical Intern Training".

(注) 裏面参照の上、申請に必要な書類を作成して下さい。 Note: Please fill in forms required for application. (See notes on reverse side.)

Write the name using alphabetical letters the same as in the applicant's passport.

Write the applicant's birthplace (city, town, etc.) and country.

When requesting the university to apply on behalf of the applicant, write the university's contact address.

If the applicant lands at Tokyo, write the name of the airport ("Haneda" or "Narita").

Write the name of the city where the Japanese diplomatic office abroad (Embassy or Consulate) to which the applicant intends to apply for a Student visa is located.

If the applicant has no relative living in Japan, write "No."

21 通学先 Place of study  
(1)名称 法政大学  
Name of school  
(2)所在地 東京都千代田区富士見2-17-1  
Address  
(3)電話番号 03-3264-4009  
Telephone No.

22 修学年数(小学校～最終学歴)  
Total period of education (from elementary school to last institution of education) 12 年  
Years

23 最終学歴(又は在学中の学校) Education (last school or institution) or present school  
(1)在籍状況  卒業  在学中  休学中  中退  
Registered enrollment Graduated In school Temporary absence Withdrawal  
 大学院(博士)  大学院(修士)  大学  短期大学  専門学校  
Doctor Master Bachelor Junior college College of technology  
 高等学校  中学校  その他( )  
Senior high school Junior high school Others  
(2)学校名 ○○高等学校  
Name of the school  
(3)卒業又は卒業見込み年月日 20××年 2月 10日  
Date of graduation or expected graduation Year Month Day

24 日本語能力(専修学校又は各種学校において日本語教育以外の教育を受ける場合に記入)  
Japanese language ability (Fill in the followings when the applicant plans to study at advanced vocational school or vocational school (except Japanese language).)  
■ 試験による証明 Proof based on a Japanese language test  
(1)試験名 日本留学試験・日本語能力試験 (2)級又は点数 日本語 ○○○点・N1  
Name of the test Attained level or score  
 日本語教育を受けた教育機関及び期間 Organization and period to have received Japanese language education  
機関名  
期間: 年 月 から 年 月 まで  
Period from Year Month to Year Month  
 その他 Others

25 日本語学習歴(高等学校において教育を受ける場合に記入)  
Japanese education history (Fill in the followings when the applicant plans to study in high school.)  
日本語の教育又は日本語による教育を受けた教育機関及び期間  
Organization and period to have received Japanese language education / received education by Japanese language  
機関名 ○○高等学校  
Organization  
期間: 20××年 3月 から 20××年 2月 まで  
Period from Year Month to Year Month

26 滞在費の支弁方法等 Method of support to pay for expenses while in Japan  
(1)支弁方法及び月平均支弁額 Method of support and an amount of support per month (average)  
 本人負担 円  在外経費支弁者負担 80,000 円  
Self Yen Supporter living abroad Yen  
 在日経費支弁者負担 円  奨学金 30,000 円  
Supporter in Japan Yen Scholarship Yen  
 その他 円  
Others Yen  
(2)送金・携行等の別 Remittances from abroad or carrying cash  
 外国からの携行 円  外国からの送金 80,000 円  
Carrying from abroad Yen Remittances from abroad Yen  
(携行者 携行時期 )  その他 円  
Name of the individual carrying cash Date and time of carrying cash Others Yen  
(3)経費支弁者 Supporter  
①氏名 李明守  
Name  
②住所 韓国ソウル市... 電話番号 000-9999-9999  
Address Telephone No.  
③職業(勤務先の名称) ○×○×株式会社 電話番号 000-9999-9999  
Occupation (place of employment) Telephone No.  
④年収 800万 円  
Annual income Yen

Write the name of the last educational institution where the applicant is/was enrolled and the applicant's status at the institution.

Write all amounts in Japanese yen.

If the applicant is supposed to receive a scholarship from April 2015, write the amount.

(4)申請人との関係 (上記(1)で在外経費支弁者負担又は在日経費支弁者負担を選択した場合に記入)

Relationship with the applicant (Check one of the followings when your answer to the question 26(1) is supporter living abroad or Japan.)

- 夫 Husband  妻 Wife  父 Father  母 Mother  祖父 Grandfather  祖母 Grandmother  養父 Foster father  養母 Foster mother
- 兄弟姉妹 Brother / Sister  叔父(伯父)・叔母(伯母) Uncle / Aunt  受入教育機関 Educational institution  友人・知人 Friend / Acquaintance
- 友人・知人の親族 Relative of friend / acquaintance  取引関係者・現地企業等職員 Business connection / Personnel of local enterprise
- 取引関係者・現地企業等職員の親族 Relative of business connection / personnel of local enterprise  その他 ( ) Others

(5)奨学金支給機関 (上記(1)で奨学金を選択した場合に記入)

Organization which provide scholarship (Check one of the following when the answer to the question 26(1) is scholarship)

- 外国政府 Foreign government  日本国政府 Japanese government  地方公共団体 Local government
- 公益社団法人又は公益財団法人 ( ) Public interest incorporated association / Public interest incorporated foundation  △財団 ( )  その他 ( ) Others

27 卒業後の予定 Plans after graduation

- 帰国 Return to home country  日本での進学 Enter school of higher education in Japan
- 日本での就職 Find work in Japan  その他 ( ) Others

28 申請人, 法定代理人, 法第7条の2第2項に規定する代理人

Applicant, legal representative or the authorized representative, prescribed in Paragraph 2 of Article 7-2.

- (1)氏名 Name \_\_\_\_\_
- (2)本人との関係 Relationship \_\_\_\_\_

(3)住所 Address \_\_\_\_\_

\_\_\_\_\_

電話 \_\_\_\_\_

\_\_\_\_\_

以上

申請人

Do not fill out No. 28 and onward.

注意

Attention

※ 取次者

- (1)氏名 Name \_\_\_\_\_
- (2)住所 Address \_\_\_\_\_

(3)所属機関等 Organization to which the agent belongs \_\_\_\_\_ 電話番号 Telephone No. \_\_\_\_\_

The other two pages ("For organization, part 1 and 2") are to be filled out by the university. Do not fill out these two pages.