

## 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:

<https://www.isa.go.jp/en/applications/procedures/16-1-1.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 404 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:  
<https://www.isa.go.jp/en/applications/procedures/16-1-1.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 404 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:  
<https://www.isa.go.jp/en/applications/procedures/16-1-1.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 form of proxy application for the Certificate of Eligibility” (Use the form prescribed by the university, available for download on this webpage above.
- 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

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.

別記第六号の三様式(第六  
申請人等作成用 1  
For applicant, part 1

仕 留 資 格 認 定 証 明 書 交 付 申 請 書  
APPLICATION FOR CERTIFICATE OF ELIGIBILITY

法 務 大 臣 殿  
To the Minister of Justice

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 Republic of Korea 2 生年月日 XXXX

3 氏名 Lee Me Sun

4 性別 男 /  女 5 出生地 Seoul, Republic of Korea 6 配偶者の有無

7 職業 Student 8 本国における居住地 XXXX, Seoul, Republic of Korea

9 日本における連絡先 Hosei University 2-17-1, Fujimi, Chiyoda-ku, Tokyo

10 旅券 (1)番号 AB1234567 (2)有効期限 20XX

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「企業内転勤」  L「研究(転勤)」  M「経営・管理」  N「研究」  N「技術・人文知識・国際業務」  
 N「介護」  N「技能」  N「特定活動(研究活動等)」  N「特定活動(本邦大学卒業生)」  
 V「特定技能(1号)」  V「特定技能(2号)」  O「興行」  P「留学」  Q「研修」  
 Y「技能実習(1号)」  Y「技能実習(2号)」  Y「技能実習(3号)」  R「家族滞在」  
 R「特定活動(研究活動等家族)」  R「特定活動(EPA家族)」  R「特定活動(本邦大卒者家族)」  
 T「日本人の配偶者等」  T「永住者の配偶者等」  T「定住者」  
 「高度専門職(1号イ)」  「高度専門職(1号ロ)」  「高度専門職(1号ハ)」  
 「高度専門職(1号ニ)」  「高度専門職(1号ヒ)」

12 入国予定年月日 20XX 年 XX 月 XX 日 13 上陸予定港 Narita Airport

14 滞在予定期間 1.5 years 15 同伴者の有無 有 / No

16 査証申請予定地 Seoul

17 過去の出入国歴 (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 20XX 年 XX 月 XX 日 から 20XX 年 XX 月 XX 日 まで

18 過去の在留資格認定証明書交付申請歴 有 / No

19 犯罪を理由とする処分を受けたこと(日本国外におけるものを含む。) ※交通違反等による処分を含む。  
 Yes (Detail) / No

20 退去強制又は出国命令による出国の有無 有 / No

21 在日親族(父・母・配偶者・子・兄弟姉妹・祖父母・叔(伯)父・叔(伯)母など)及び同居者  
 Yes (If yes, please fill in your family members in Japan and co-residents in the following columns) / No

続柄 Relationship	氏名 Name	生年月日 Date of birth	国籍・地域 Nationality/Region	同居予定の有無 intended to reside with applicant or not	勤務先名称・通学先名称 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
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		

※ 3について、有効な旅券を所持する場合は、旅券の身分事項ページのとおり記載してください。  
 Regarding item 3, if you possess your valid passport, please fill in your name as shown in the passport.  
 21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、「在日親族」のみ記載してください。  
 Regarding item 21, 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 only required to fill in your family members in Japan for applications pertaining to "Trainee" or "Technical Intern Training".

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."

(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.)  
 (注)申請書に事実と異なる記載をしたことが判明した場合には、不利益な扱いを受けることがあります。  
 Note: In case of to be found that you have misrepresented the facts in an application, you will be unfavorably treated in the process.



(3)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 27(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

(4)奨学金支給機関 (上記(1)で奨学金を選択した場合に記入) ※複数選択可  
 Organization which provide scholarship (Check one of the following when the answer to the question 27(1) is scholarship) \* multiple answers possible

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 ( ) XXXX Foundation     その他 ( ) Others

28 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

29 本邦における申請人の監護人 (通学先が中学校又は小学校の場合に記入)  
 Actual guardian in Japan ( Fill in the following if the applicant is to study at a junior high school or elementary school )

(1)氏名 \_\_\_\_\_  
 (3)住所 \_\_\_\_\_

30 申請人 (代理人) による申請書作成年月日は申請人 (代理人) が自署すること。  
 Attention In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (representative) must correct the part concerned and sign their name.  
 The date of preparation of the application form must be written by the applicant (representative).

※ 取次者 Agent or other authorized person

(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. \_\_\_\_\_

Do not fill out No. 29 and onward.

日 \_\_\_\_\_  
 Day \_\_\_\_\_

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.