

CHANGE OF STATUS OF RESIDENCE APPLICATION INFORMATION

Changing to a Student Visa from Other Visa Status

If you are currently residing in Japan on a different visa status (spouse, dependent, diplomat, etc.), it is possible to change your status to a TUJ-sponsored student visa. By doing so, you are required to abide by all of the TUJ and Immigration visa regulations as outlined in the Visa Regulations and Maintaining Your Visa Status in Japan sections of the TUJ website. Please contact the visa coordinator (visa@tuj.temple.edu) in the Office of Student Services for more information on changing to a student visa from your current visa status.

You must complete this application prior to visiting Japanese Immigration Bureau, you will need TUJ's discretionary endorsement on your application. Please prepare the required documents and contact the visa coordinator (visa@tuj.temple.edu) to make an appointment **no later than 30 days** prior the expiration date printed on your residence card.

As part of this application, you will also need to meet with an academic advisor. The Academic Advising Center will be unavailable to assist you to review your academic file during the semester breaks so give yourself enough time to prepare all the necessary documents and set an appointment during the semester.

Please note that, to satisfy Immigration requirements, it is TUJ policy that, with limited exceptions, all students on student visas **must be enrolled at TUJ full-time every semester including summer semester while residing in Japan and must be making steady progress to earn a degree** within 4 years (less if you are a transfer student), by taking courses that are required for a diploma and earning satisfactory grades. In exercising its discretion regarding whether to endorse a student's application for a change of status of residence, TUJ will consider, among other factors, whether a student is making steady progress to earn a degree.

Below are some important points to consider before you start the change of status of residence application process:

- Check your visa expiration date. Your visa expiration date is written on your residence card as "period of stay".
- The entire process of changing your status of residence can take up to two and half months.
- Class registration: You are required to be registered for the current semester and following semester. If you have a hold on your TU account, speak to the appropriate offices to remove it before submitting this application.
- You are required to stay in Japan while your change of status of residence application is being processed by the Japanese Immigration Bureau, so plan your travel accordingly.
- If you do not submit a complete and correct change of status of residence application to the Office of Student Services by the deadline, you may not be able to submit your application to Immigration Bureau before the expiration date of your current visa, which jeopardizes your immigration status in Japan and your ability to remain in Japan to study at TUJ.

In exercising its discretionary visa support, TUJ will not support applications for change of status of residence if the student does not satisfy the following conditions:

- Compliance with TUJ and Japanese Immigration rules and regulations.
- Maintains a minimum GPA of 2.0.
- Has met with an academic advisor to have their Degree Progress Report reviewed.
- Does not have a financial, academic or visa hold on their account with TUJ.
- Possesses sufficient funds to pursue the proposed course of study at TUJ.

THE APPLICATION DEADLINE IS ABSOLUTE!

You must contact the visa coordinator by email to request an appointment to review your change of status of residence application documents no later than 30 days prior to your visa expiring. Fines for failure to meet with the visa coordinator 30 days prior to its expiration will be assessed as follows:

(1) First Violation: 10,000 yen, (2) Second Violation: 20,000 yen; (3) Third Violation: 30,000yen

CHANGE OF STATUS OF RESIDENCE APPLICATION PROCEDURE:

The change of status has seven main steps. Review all of these instructions and attached forms before beginning your application.

Step 1: Make an appointment with an academic advisor to have your Degree Progress Report reviewed. The Academic Advising Center accepts appointments throughout the semester except for the first 2 weeks of each semester. During these 2 weeks, advising will be available on a walk-in basis only. Sign-ups start 9:00 a.m. every morning during this period.

Step 2: Prepare the items found in the checklist below.

Step 3: Contact the visa coordinator to make an appointment (visa@tuj.temple.edu) **at least 30 days** prior to your visa's expiration date.

Step 4: Bring all required documents to your appointment. The visa coordinator will review your documents and consider whether to endorse your application based on TUJ's relevant policies and your satisfaction of the conditions noted above. If you submit an incomplete application or fail to satisfy the conditions noted above, TUJ will be unable to endorse your application. This will delay the processing of your change of status application and potentially jeopardize your visa status in Japan.

Step 5: Bring your application documents to the Tokyo Regional Immigration Bureau at least 2 weeks prior to your visa expiration date. Get in line for Counter B on the 2nd floor. The Immigration officer will check your application documents first and give you a number slip. You need to wait for them to call your number. Be prepared to wait 2-3 hours for them to call your number. When your turn comes, turn in your application documents. The officer will ask you to write down your name and address on a post card.

Step 6: Wait for your change of status of residence application to be processed. The application takes 4-6 weeks to process.

Step 7: If your application is successful, the Immigration Bureau will mail you a postcard telling you to come and change your visa status. On the postcard, the 4,000 yen box will be ticked, indicating you need to buy a 4,000 yen revenue stamp and go to immigration to pick up your visa (revenue stamps can be purchased at the convenience store on the 1st floor of the immigration building). Go to Counter A on the 2nd Floor. Once there, hand in the postcard along with your passport and residence card. They will give you a number slip. Be prepared to wait 2-3 hours for them to call your number. When your number is called, go to the counter to receive your passport and new residence card.

Step 8: Bring a copy of your new residence card to the visa coordinator in OSS. If you fail to submit a copy of your new residence card within two months from the appointment with the visa coordinator, a visa hold will be placed on your account at TUJ.

As you can see from the checklist below, there are a number of documents that you need to gather. It takes time, but is fairly straightforward. If you have questions about any of the required materials, please be sure to contact the visa coordinator.

CHANGE OF STATUS OF RESIDENCE APPLICATION CHECKLIST

- Application for Change of Status of Residence
<https://www.tuj.ac.jp/ug/visa/apply/pdf/visa-status-change-application-form-nov2018.xls>
Paste your photo, taken within the last 3 months
The application itself can be typed or neatly printed with a black ball point pen.
- Residence Card (card must be up-to-date with current information)
- Passport
- Degree Progress Report
To be completed by AAC (use "Degree Progress Report" form provided below).
- Certificate of Enrollment in Japanese and Unofficial Transcript
Visit the Registrar's Office directly (require 2-3 business days to issue, the fee is @540 yen)
Transcript must be submitted to Immigration in a sealed TUJ envelope with the Registrar's signature on the back).
- Proof of Financial Viability
Financial document dated within the last three months showing access to approximately 3 million yen. The documents you submit should show where the money to pay for school and living expenses is actually coming from. Students can submit documents in their own name or, if you do not have the full amount, a financial guarantor, such as a parent, relative or acquaintance, can submit documents on your behalf. The guarantor must submit documents in his or her name that reflect their current financial situation. The guarantor must complete the Letter of Sponsorship.
- Letter of Sponsorship form (form provided below)
To be completed by sponsor, if applicable. The name on the sponsorship form must be the same name or names that appear(s) on the official bank letter.
- Statement of Correctness and Understanding (form provided below)
- Work Permit Application, if applicable
<https://www.tuj.ac.jp/ug/visa/maintain/pdf/work-permit-application-form.xls>
- Official documentation showing completion of your previous activity in Japan, if applicable (e.g.: divorce certificate; letter showing resignation from place of employment, etc.).

Letter of Sponsorship

Temple University, Japan Campus

Name of Student: _____ Date of Birth: _____

I have reviewed the associated costs of living in Tokyo and attending Temple University, Japan Campus ("TUJ") and agree that I will provide full or partial financial support for tuition and mandatory student fees, mandatory medical health insurance, room and board and other personal living expenses for the above-identified student ("Student"), for as long as the student is enrolled at TUJ.

I certify that the information provided below and in the financial documents I have submitted or may submit in connection herewith ("Information") is true and correct, and I authorize TUJ to verify that all such information is correct.

I understand and agree that TUJ (1) will use this Letter of Sponsorship and the Information in making admissions decisions and (2) will submit all or part of the Information to the Immigration Bureau of Japan in connection with an application by the Student for an Application for Change of Status of Residence.

Guarantor's Name: _____

Relationship to Applicant: _____

Annual Income: _____

Nationality: _____

Address: _____

Telephone: _____

Occupation: _____

Company & Position: _____

Work Telephone: _____

Email: _____

Signature: _____ Date: _____

The Information will be used as described above. Otherwise, the Information will be kept confidential and will not be disclosed to unauthorized third parties without your consent or otherwise in accordance with the law. TUJ may, however, use the Information to: (i) forward to you materials and documents that you request; (ii) contact you through direct mail, e-mail, or telephone about our courses, programs, events, or other related matters; (iii) assist the Student with application, testing, and admission procedures; and (iv) compile statistics and conduct other internal operations. When you visit our website, we may collect other generic data. Please see our Privacy Policy for details about how we use this data. We may also share information with Temple University in Philadelphia, Pennsylvania and/or permit authorized third parties to access, store, or process your personal data. On request, and to the extent permitted, we will revise or delete your data from our records.

Statement of Correctness and Understanding

I certify that the information I have supplied to TUJ on all visa application forms and on all documents required for TUJ visa sponsorship (including all attachments and supplementary documents, the “Documents”) is true and correct. As a condition of seeking TUJ–sponsorship of my student visa, I acknowledge and agree to the following terms:

- TUJ will share the data provided in the Documents and related information with the Immigration Bureau of Japan.
- The Immigration Bureau of Japan reviews all visa applications and unilaterally determines approval. TUJ shall have no liability for any delay in processing or rejection of a visa application.
- Under the visa sponsorship of TUJ, I shall absolutely abide by all visa rules and regulations established by TUJ, the Immigration Bureau of Japan, and the Japanese government.
- I assume full responsibility for all costs incurred in connection to my studies at TUJ and my stay in Japan, including housing, tuition, travel, and other costs.
- If I (1) graduate from TUJ; (2) end my studies early; (3) take a leave of absence, drop out of school, or otherwise fail to or am unable to attend classes; or (4) am suspended or expelled from TUJ or TUJ declines to extend or withdraws sponsorship of my visa, I understand that I lose the legal right to remain in Japan as a student and I agree that I will promptly surrender my student visa to the Japanese authorities and comply with all rules and regulations established by TUJ, the Immigration Bureau of Japan, and the Japanese government regarding exiting Japan.
- The behavior of students under visa sponsorship affects TUJ’s reputation and our ability to continue to sponsor visas for other students. TUJ reserves the right, in its sole discretion, to limit access to TUJ services, to restrict enrollment, and/or to withhold, decline to extend or withdraw visa sponsorship in various circumstances, including but not limited to the following:
 - if TUJ determines I have made incorrect and incomplete statements in the Documents (including but not limited to arrest history); or
 - if I (1) fail to follow TUJ visa-related policies or instructions, (2) fail to comply with Japanese immigration laws and regulations, (3) am determined to have committed criminal offenses or engage in misconduct or behavior that may adversely affect TUJ’s standing with the Immigration Bureau of Japan or any other Japanese governmental authority, or (4) am found to have engaged in violation of TUJ disciplinary policies; or
 - if I take a leave of absence, drop out of school, fail to make adequate academic progress, or otherwise fail to or am unable to attend classes.

Applicant’s signature

Applicant’s name

(TUID)

Date (m/d/y)