

# Procedures for Immigration and Attaining Status of Residence

## <Required Reading Before Application>

As a general rule, in order to stay in Japan as a foreign student, one needs to have the Status of Residence of "College Student". Students who have passed the entrance examination will be required to follow the procedures for obtaining a Status of Residence in order to stay in Japan after being admitted. Please follow the steps below to complete the procedures.

### For Applicants in Japan with a Status of Residence

1 . If your Status of Residence is "Spouse or Child of Japanese National" or "Permanent Resident", you do not need to change it.

**However, in this case, please note that you will not be eligible for tuition reduction or exemption, or scholarships for International Students.**

2 . Regarding other Statuses of Residence, please consult with the Immigration Bureau.

Contact Information for the Immigration Bureau

- Osaka Regional Immigration Bureau Kyoto Office : Tel (075) 752-5997
- Osaka Immigration Bureau, Otsu Branch Office : Tel (077) 511-4231
- Osaka Immigration Bureau (Nankokita, Suminoe Ward, Osaka) : Tel (06) 4703-2100
- General Information Center for Foreign Residents : Tel 0570-013904

### For Applicants Outside of Japan

A "Certificate of Eligibility" will be applied for on your behalf after you are admitted, in order to obtain a "International Student" visa. After the "Certificate of Eligibility" is issued, the Applicant must present the "Letter of Admission" and the "Certificate of Eligibility" to the Japanese Consulate to apply for this visa.

#### Regarding Representative Application for the "Certificate of Eligibility"

After the Applicant has completed the admissions procedures and receives the "Letter of Acceptance" issued by the university, they must apply to the Immigration Bureau for a "Certificate of Eligibility". **This can be done by the Applicant or by one of the following Representatives residing in Japan.**

Representative	Place of Application
<b>Scholarship Organization</b>	Osaka Regional Immigration Bureau Kyoto Office
<b>Financial Sponsor in Japan</b>	The Kyoto Branch Office of the Osaka Regional Immigration Bureau or the regional immigration bureau with jurisdiction over the location of the proxy applicant
<b>Relative in Japan</b>	
<b>Ryukoku University</b>	Kyoto Branch Office or Otsu Branch Office, Osaka Regional Immigration Bureau

1 . A Scholarship Organization, Financial Sponsor in Japan, or a Relative in Japan may apply on behalf of the Applicant. Each representative should refer to the chart above for information regarding which office to submit the application. Please inquire at the Immigration Office regarding necessary documents and procedures.

#### **2 . Regarding Representative Application by Ryukoku University**

1) Documents Required for Requesting Representative Application by Ryukoku University

The Applicant must be a **privately-funded International Student** wishing to enroll at the university who does not have another individual in the category of "Scholarship Organization", "Financial Sponsor in Japan", or "Relative in Japan" to do so for them. The Applicant must also meet either of the following requirements:

- (1) **The Applicant must be able to cover necessary expenses during their study abroad period with a sufficient amount of scholarship money.**
- (2) **The Applicant must be able to cover their own expenses while studying abroad, and must be able to prove this ability with a prescribed certificate.**

2) How to Request Representative Application by Ryukoku University

If you wish to apply, be sure to submit the "Ryukoku University Application for Representation" and "Statement of Financial Support" with other required application documents. The university will decide whether or not to accept this application, and it is not possible for the Applicant to make an appeal against this decision.

The University can only apply on your behalf for the Status of Residence as "International Student".

3) Admissions Procedures and Representative Application

After completion of Admissions Procedures has been confirmed, a "Letter of Acceptance" will be issued and the University will apply for a "Certificate of Eligibility (COE)" on behalf of the Applicant. If the application is accepted by the Immigration Bureau, the COE will be issued by the Immigration Authorities and mailed to the Applicant by the University.

**Documents Required for Representative Application by Ryukoku University  
(Please Submit with other Application Documents)**

These documents will be used for reference purposes, in preparation for the "Certificate of Eligibility" application to be submitted to the Immigration Bureau.

- It is the Applicant's responsibility to include a Japanese translation of all documents which are not written in Japanese.
- You may fill out the "Representative Application Request Form" (龍谷大学代理申請願い出書) and the "Financial Support Form" (経費支弁書) in either Japanese or English.
- Please submit the originals of all documents listed in (4) below. <Photocopies are not accepted>.

Please note that you may be required to submit other certificates in addition to those on the list.

**Please submit an envelope with the words "Documents Required for Representative Application Enclosed" written in red ink on the front, and submit this envelope with the other Application Documents.**

	(1) <b>Representative Application Request Form</b> (Designated Ryukoku University Form) <This document is necessary to apply for the "Certificate of Eligibility">
B A S I C	(2) <b>1 Photograph</b> (4 cm×3 cm, taken within the past 6 months, facing forward, upper torso, no head coverings, blank background) Please submit these photos in addition to those which are required on the Application Documents.
	(3) <b>Passport Copy</b>
F I N A N C I A L	(4) <b>Certificates for the following cases (1) through (3):</b>
	① <b>When Receiving a Scholarship</b> ● Certificate of Scholarship
	② <b>When the Applicant will Cover all Expenses</b> Certification must prove the ability to cover all tuition and living expenses. ● Bank Balance Certificate (in the Applicant's name, and in a currency transferable to Japan) ● Certificate of Employment or Certificate of Tax Payment Proof of Annual Income from the Applicant and Proof of How the Funds were Received
	③ <b>Remittance from the Home Country</b> Proof of the ability to pay tuition and living expenses for the full period of study is required. ● "Financial Support Form" from the Financial Supporter (Designated Ryukoku University Form) ● Bank Balance Certificate (in the Financial Supporter's name, and in a currency transferable to Japan) ● Certificate of Employment or Certificate of Tax Payment This must be the Financial Supporter's own, with proof of Annual Income and Proof of How the Funds were Received ● Certificate of Relationship to Applicant (One of the following: Copy of Family Register, Notarized Certificate of Relationship, or Birth Certificate)

◆For Inquiries Regarding Representative Application

**Ryukoku University Center for the Promotion of Global Education (R-Globe) Office**

〒612-8577 (Specified Code – No Address Required)

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