

NOTIFICATION (CHANGE) OF PLACE OF RESIDENCE

- Under the new residency management system, mid to long term residents in Japan will be entered into Japan's Basic Residence Registration System.
- Mid to long term residents in Japan must go to the Municipal Office of the ward they live in within 14 days of their arrival in Japan and register their address.
- Mid to long term residents in Japan who change their place of residence will need to notify the Municipal Office depending on which of the following conditions they meet:
 - Residents moving within the same ward will need to notify their Municipal Office of the change in their address.
 - Residents moving to another ward will need to notify their current Municipal Office and notify the Municipal Office of the ward that they are moving into of the change in their address.
 - Residents leaving Japan will need to notify the Municipal Office where they are currently registered of their plans to leave Japan.
- The Municipal Office will print the registered address on the back of the residence card.

Procedures

1. Prepare the following items:
 - Passport
 - Residence Card
 - Your name in katakana (カタカナ)
 - Your address and room number
 2. Go to the Municipal Office.
 3. Fill in the Residence Notification form at the Municipal Office.
 4. Present the items above.
 5. Wait for the Municipal Office to list your address on the back of your residence card.
 6. Receive your residence card with your address now listed on the back. Finished, register in the [National Health Insurance](#).
 7. Submit the [Status of Residence / Part-time Job Notification Form](#) to JUIC.
- If this was your first time registering your address at the Municipal Office, check your mail later. You will receive an Individual Number Notification Report. You will need to make sure to hold on to this.

在留資格確認書類/資格外活動 届出用紙

Status of Residence / Part-time Job Notification Form

順天堂大学では、出入国管理及び難民認定法第十九条の十七に基づき、外国人学生の在留資格を管理しています。本用紙に必要事項を記載し、以下の証明書等のコピーを貼って国際交流センターまで提出して下さい。

On the basis of Article 19-17, Immigration Control and Refugee Recognition Act, Juntendo University supervises the visa status of international students. Please submit this form with the copies of the required supporting documents to the International Center.

1. 以下のフォームにすべて記入して下さい。 Please fill in the form below.

氏名 Name	(フリガナ)		
	(アルファベット) (Alphabet)	(漢字)	
現住所 Address			
電話番号 Phone Number		Eメール Email	
生年月日 Date of Birth		国籍 Nationality	
所属・身分 Faculty and Student Status	<input type="checkbox"/> 医 Medicine <input type="checkbox"/> スポーツ健康科学 Health and Sports Science <input type="checkbox"/> 医療看護 Health Care and Nursing <input type="checkbox"/> 保健看護 Health Science and Nursing <input type="checkbox"/> 国際教養 International Liberal Arts <input type="checkbox"/> 保健医療 Health Science		<input type="checkbox"/> 学部生 Undergraduate <input type="checkbox"/> 研究生 Research Student <input type="checkbox"/> 大学院修士/博士前期課程 Master's <input type="checkbox"/> 大学院博士/博士後期課程 Doctorate <input type="checkbox"/> その他 Other
学年 Year		学籍番号 Student ID	
提出理由 Reason for Submission	<input type="checkbox"/> 新入生 New Student <input type="checkbox"/> 在留期間更新 Extension of Period of Stay <input type="checkbox"/> 在留資格変更 Change of Status of Residence <input type="checkbox"/> 記載内容の変更（住所など） Change of Registered Information (Ex. Address) <input type="checkbox"/> その他 Other		
資格外活動 Part-time Job	資格外活動（アルバイト）をしていますか？ Are you engaging in any part-time job? <input type="checkbox"/> 有 Yes → 以下の欄をすべて記入 / Fill in the form below. <input type="checkbox"/> 無 No		
勤務先名称 Place of Employment		勤務先住所 Address	
勤務先電話 Phone Number		勤務先担当者 Person in Charge	
業務内容 Detail of Activity			
雇用契約期間 Term of Employment Contract		週間稼働時間 Working Hours per Week	
この用紙で届け出る内容はすべて私自身の情報であり、誤りがないことを認めます。 I hereby declare that the information I have given on this form is true and correct to the best of my knowledge.			
署名 Signature		提出日 Date of Submission	

2. 在留カード等のコピーを貼って下さい。Please paste the copy of the document(s) below.

A. 「在留カード」(両面)

Copy of your Resident Card (both sides)

OR

B. その他、外交、公用、短期滞在等の場合：パスポートの顔写真と最新のビザのスタンプページ

For other visa statuses (for example: Diplomat, Official, Temporary Visitor, etc.):

Copy of your Passport (the page with your photo and the latest visa status stamp)

※「短期滞在」の方は速やかに「留学」等に変更手続きを行い、再提出して下さい。

If you have a Temporary Visitor visa, please promptly change your visa status (for example: to a “Student” visa) and resubmit this form again.

<個人情報の取扱について>

提供頂いた情報は、所属の学部・大学院事務室及び順天堂大学国際交流センターにて厳重に管理し、外国人在留管理業務以外の目的には利用しません。

<Privacy policy>

All personal information gathered will be strictly managed and will be used only for the purpose of residence management.