

RESIDENCE CARD

- Mid to long term residents who entered Japan after July 9, 2012 will receive a [residence card](#) when they enter Japan, as long as their port of entry is Narita, Haneda, Chubu, or Kansai Airport.
- Mid to long term residents in Japan who enter Japan through a point of entry not listed above will have their residence card mailed to their Regional Immigration Office following the registration of their address at their Municipal Office.
- Mid to long term residents in Japan will receive a residence card that will contain the following information:
 - Name
 - Date of birth
 - Sex
 - Nationality
 - Address in Japan
 - Residence status
 - Period of stay (date of expiration)
 - Personal photo
- Mid to long term residents in Japan must carry their residence card with them at all times.
- Mid to long term residents in Japan who change their name, date of birth, gender, or nationality will need to report the changes to the Immigration Services Agency of Japan and acquire a new residence card.
- Residents whose port of entry was not Narita, Haneda, Chubu, or Kansai Airport will receive their residence card after registering their address at their Municipal Office.
- When mid to long term residents in Japan submit a Notification (Change) of Place of Residence their address will be printed on the back of their residence card.
- Mid to long term residents will need to return their residence card to the immigration inspection at the airport before leaving Japan at the end of their period of stay.

CHANGES TO A RESIDENCE CARD

- If you change your name, date of birth, gender, or nationality inform the Immigration Services Agency of Japan and acquire a new residence card.


Procedures

1. Present the following items to the Immigration Services Agency of Japan:
 - Passport
 - Residence Card
 - Document certifying the change to the Residence Card
 - [Notification of a Change of an Item on the Residence Card \(Excel !\[\]\(f2fdbbba686c1099e6b2b8779766e2d3_img.jpg\)](#))
2. Applicants who receive a new residence card must submit the [Status of Residence / Part-time Job Notification Form](#).

RE-ISSUANCE OF A RESIDENCE CARD: LOST

- If you lose your residence card will go to the Immigration Services Agency of Japan within 14 days of losing the card and apply for a new residence card.
- Before going to the Immigration Services Agency of Japan report the lost residence card to a near by police station and receive a lost item report.


Procedures

1. Present the following items to the Immigration Services Agency of Japan:
 - Passport
 - Lost Item Report from Police
 - [Application for Re-issuance of a Residence Card \(lost\)](#) (Excel )
2. Applicants who receive a new residence card must submit the [Status of Residence / Part-time Job Notification Form](#).

RE-ISSUANCE OF A RESIDENCE CARD: DEFACED

- If you deface your residence card apply for a new residence card.



Procedures

1. Present the following items to the Immigration Services Agency of Japan:
 - Passport
 - Residence Card
 - [Application for Re-issuance of a Residence Card \(defaced\)](#) (Excel )
2. Applicants who receive a new residence card must submit the [Status of Residence / Part-time Job Notification Form](#).

RE-ISSUANCE OF A RESIDENCE CARD: OPTIONAL

- If you want a new residence card for the reasons not stated above.

Procedures

1. Present the following items to the Immigration Services Agency of Japan:
 - Passport
 - Residence Card
 - [Certificate of Payment Fee](#) (Excel ): requires a ¥ 1,600 revenue stamp
 - [Application for Re-issuance of a Residence Card \(optional\)](#) (Excel )
2. Applicants who receive a new residence card must submit the [Status of Residence / Part-time Job Notification Form](#).

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.