

## APPLICATION FOR EXTENSION OF PERIOD OF STAY

If you wish to extend your period of stay for continuing your study, you must apply for “Extension of Period of Stay” and renew your residence card. You can apply at the Fukui Branch Office of the Nagoya Regional Immigration Bureau (Immigration Office) from 3 months before the expiry date.

### <Things to prepare>

1. Application for Extension of Period of Stay [Excel](#)
  - A For applicant, Part 1 to 3 Prepared by yourself  
Post a photo taken within 3 months  
Handwritten signature is required at the bottom of Part 3
  - B For organization, Part 1 to 2 Prepared by IAD
2. A document that proves sponsorship One of the following applicable documents  
If you are sponsored by
  - Japanese Government.....None (Inform IAD that you are a MEXT student)
  - Foreign governmental organization or other related foundation.....Copy of Certificate of Sponsorship
  - Private guarantor.....Letter of Pledge  
JPN. [PDF](#) ENG. [PDF](#) CHN.(S) [PDF](#) CHN.(T) [PDF](#)  
Handwritten signature of sponsor is required  
Scanned data or picture is acceptable  
If you are receiving a private scholarship, a copy of the notification etc., that shows the amount and duration
  - Self.....Please consult with IAD.  
For international students, only "Self" is not acceptable in principle.
3. Passport Copy of the pages of photo and visa
4. Residence Card Copy of the front and back
5. Certificate of Enrollment Issued by Educational Division
6. Transcript Issued by Educational Division  
For new students, the transcript from the last academic institution  
For research students, Research Certificate signed by the supervisor\*  
(\*IAD will send you the form upon your request)  
For auditing students, a copy of the class timetable from the student portal.
7. Revenue Stamp of JPY 6,000 You can purchase it at post office or convenience store

\* Please refer to the following on applying for a certificate during the period of self-restraint from school.  
[https://www.u-fukui.ac.jp/cont\\_life/academic/syoumeisyo/](https://www.u-fukui.ac.jp/cont_life/academic/syoumeisyo/)

### <Procedure>

- ☐ Step 1 Download Application Form for 1A and 2 (if applicable) and complete it.
- ☐ Step 2 Obtain 5, 6.
- ☐ Step 3 Submit 1A, 2, 3, 4, 5, 6 to IAD by hand or email.
- ☐ Step 4 Come to IAD to receive 1B when you receive notice from IAD, or it may be delivered to your home by mail.
- ☐ Step 5 Submit 1A, 1B (keep it sealed), 3, 4, 5, 6 to Immigration Office.
- ☐ Step 6 When you receive a notification letter from Immigration Office, visit Immigration Office with 7 to receive your renewed residence card..
- ☐ Step 7 Submit the copy of residence card (front and back) to IAD by hand or email.



## Fukui Branch Office, Nagoya Regional Immigration Bureau

14th floor, Fukui Haruyama Joint Government Bldg.

1-1-54 Haruyama, Fukui City, Fukui

Tel No. 0776-28-2101

Open Mon-Fri 9:00-16:00

## Lawson

You can purchase  
a revenue stamp here.