

Checklist for Renewal of Period of Stay

☒	Required Items		Submission to	
1. For all students			University	Immigration Bureau
☐	Entry Sheet for Expenses (Excel: *including the 3-page application document "For applicant, part 1P-3P" & "Checklist")		☐	☐
☐	Student ID card (both sides)		☐	☐
☐	Residence card (both sides) (Since Residence card issued after June 14, 2026, the period of stay is not shown on the front side. Therefore, please be sure to scan the front side of your residence card with the reader app and upload a screenshot of the displayed information) Residence Card Reader Application / Japan Immigration Services Agency https://www.moj.go.jp/isa/applications/procedures/rcc-support.html		☐	☐
☐	Passport (The front page with your photo)		☐	☐
☐	Certificate of Enrollment *Paper certificates must be obtained. (Printed digital certificates /PDF are not acceptable)		☐	☐
☐	Transcript (For new students, transcript and certificate of graduation/ completion of the university or the language school where you were attending just before the enrollment at Waseda) *As to certificates issued by WASEDa University, paper certificates must be obtained. (Printed digital certificates are not acceptable)		☐	☐
☐	List of documents to submit			☐
☐	<u>Confirmation of Language Ability (Issued by Waseda University from July 1, 2026)</u> *Only those who have enrolled/will enroll in Waseda from another educational institution during the valid period of their current residence card will need to submit this form. Those who go on to higher education within Waseda will not.			☐
2. Others *Only if you fall ①~③			Submission to	
① Students who will not be able to graduate within the regular study period (4 years for BA/ 2 years for MA/ 3 years for doctoral program.)			University	Immigration Bureau
☐	Statement of Reasons(Consult your supervisor about Expected graduation date/Study Plan/reasons for extension against the regular study period)		☐	☐
☐	Certificate of Expected Graduation (If the applicant is a prospective graduate and the certificate can be issued.)		☐	☐
② Research Students (科目等履修生)				
☐	Certificate of Course Enrollment (Issuing fee 300yen)		☐	☐
☐	Research plan		☐	☐
③ Regular degree-seeking students currently, but used to be research students in the previous academic year				
☐	Certificate of Course Enrollment (Issuing fee 400yen)		☐	☐
☐	Certificate of Enrollment Period (Issuing fee 400yen)		☐	☐
☐	Transcript (Issuing fee 400yen)		☐	☐
☐	Research plan		☐	☐
3. Documents (Evidence) related to expenses			Submission to	
*Documents (Evidence) related to the expenses entered in the application form should be submitted directly to the Immigration Bureau. (Submission to the University is not required.)			University	Immigration Bureau
☐	①Paid by yourself/Through my part-time job	The past one year's bankbook/online banking must contain the records marked as payment from your part-time job. (It must indicate the name of bank, account holder's name and account number.)		☐
☐	②Paid by supporter living abroad	The past one year's bankbook/online banking must contain the records marked as "Overseas Remittances". (It must indicate the name of bank, account holder's name and account number.)		☐
☐	③Paid by supporter living in Japan	The past one year's bankbook/online banking of students who apply for the visa extension. (It must indicate the name of bank, account holder's name and account number.)		☐
☐	④Scholarship	The past one year's bankbook/details of online banking (It must indicate the name of bank, account holder's name and account number.)		☐
☐		Certificate of Scholarship (*Please consult with Scholarships and Financial Assistance Section.)		☐
☐	⑤Others	The past one year's bankbook/details of online banking must contain the records of the withdrawal of tuition fee, rent fee and cell phone payments. (It must indicate the name of bank, account holder's name and account number.)		☐