

Dear International Student

Regarding foreign nationals currently staying in Japan, the Immigration Services Agency of Japan has announced that

“Applications for Extension of Period of Stay and Applications for Change of Status of Residence from foreign nationals

whose stay periods expire in March, April, May, June, or July can be accepted up to three months after their expiration date”

※1. (e.g. If your expiry date is June 15, 2020, you can make an application up to September 15, 2020.)

During over-the-counter services will be suspended for procedures related to extension of period of stay

/ change of status of residence, regardless of continuation or discontinuation of campus closure, in order to prevent the spread

of the novel coronavirus disease COVID-19. , procedures will be carried out through the following steps **by post.**

1 **(Student)** Sends all of the required documents to IPS office by post.

【required documents : please refer to the following website】

(Extension of period of stay) <https://www.waseda.jp/fsci/gips/other-en/2018/05/01/12255/>

(Change of Status of Residence)

<https://www.waseda.jp/fsci/gips/other-en/2018/08/30/12249/>

Sent to: Graduate School of information, Production and Systems, Waseda University
2-7 hibikino wakamatsuku, Kitakyushushi, Fukuoka 808-0135 JAPAN

Note1) Please send us self-addressed envelope with stamp(切手)

Note2) In the self-addressed envelope, clearly indicate your address, name

▶We will contact you if your documents are incomplete, so please check your e-mails regularly.

2 **(IPS office)** After confirming your documents, issues application form for organization (2 pages)

and sends it to you by post.

3 **(Student)** Submits the Application documents (the ones that sent us) and the application form for organization (2 pages) (the one that the university sent you) to the Kitakyushu Immigration office.

It will take about 1 week for us to send you the documents after receiving your document by post.

Please note that it will take longer if the documents you send us are incomplete.

Regarding the required documents, please refer to the below.

【Extension of Period of Stay】

<http://www.cie-waseda.jp/visastatus/en/current/extvisastatus.html>

【Change of Status of Residence】

<http://www.cie-waseda.jp/visastatus/en/current/changevisastatus.html>