

Guidelines of recommendation letter application for visa status change <Continuing Job-Hunting Activities after Graduation>

Updated on October 1, 2021

Changes from January 6, 2021

1. Online application as regular service

Career center has been taken online application as a temporary service since April 8, but will change it as a regular service. **No inquiries or document submissions at the office.** Make inquiries via email.

2. IPS students join this service.

IPS students join this service from January 6 as this service becomes online in regular basis.

3. Letter issuance.

If all the submitted documents are fine, the recommendation letter will be issued within **five working days** from application date.

Notes

Please make sure that applicants for the recommendation letter will be graduated before applying to change your visa status from “College Student Visa” to “Designated Activities Visa” to the Immigration Bureau. If not, there is a possibility that it may take extra time for issue a recommendation letter.

Visa Description

Designated Activities visa (Continuation of job-hunting) 特定活動ビザ (継続就職活動)

- Allows you to stay in Japan for 6 months and may be renewed only once for a maximum of 1 year.
- This visa change is for degree students ONLY; non-degree students are not eligible.

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Work permission

- You can apply for the work permission along with the visa application.
- This permission is to engage in activity other than that permitted under the status of residence previously granted(資格外活動ビザ) .
- You may work up to 28 hours per week

Procedure flow

The whole procedure (About a 10 days for ③④ and about 2 weeks for ⑤) will take about a month.

- ① Check if you meet all the conditions (degree student, student visa holder, and wish to continue job-hunting after graduation).
- ② Prepare the necessary documents(see “documents to prepare”).
- ③ **Send a letter pack to the career center (this rule from Sep. 25, 2020).**
- ④ Apply for visa status change via the application form, and receive a reception email from the career center.
- ⑤ Receive a recommendation letter from career center via [“letter pack”](#).
- ⑥ Go to the immigration services agency and apply for visa.

Documents to prepare

<<For status change students 在留資格変更者>>

The following documents are to be submitted to the career center.

- ① [Recommendation letter request form \(for career center\)](#)
 - ② [Job-hunting activities report \(for career center→immigration services agency\)](#)
- ※ You can download the original documents of the above from Application form of MyWaseda.
- ③ Proofs of job-hunting activities (all in one PDF file)
 - ④ A copy of your residence card (both sides)(PDF file)
 - ⑤ **A letter pack (¥370 blue) (this rule applies from Sep. 25, 2020)**

※ Please put your name in each file titles. Ex.) WASEDA Taro_request form

Documents to prepare

<<For status **renew** students 在留資格更新者>>

The following documents are to be submitted to the career center.

- ① [Recommendation letter request form \(for career center\)](#)
 - ② [Job-hunting activities report \(for career center→immigration services agency\)](#)
- ※ You can download the original documents of the above from Application form of MyWaseda.
- ③ Proofs of job-hunting activities (all in one PDF file)
 - ④ A copy of your residence card (both sides)(PDF file)
 - ⑤ **A letter pack (¥370 blue) (this rule applies from Sep. 25)**

※ Please put your name in each file titles. Ex.) WASEDA Taro_request form

Letter pack sending (This rule applies from Sep. 25, 2020)

- Purchase a letter pack (blue, ¥370) at a post office or a convenience store.
- Write your sending address (it should be the same as the address written on your residence card) and name in the **"TO"** column.
- Set this letter pack in **an another envelope with a 140-yen stamp** (you may fold the letter pack) and send it to the address below.



Put this letter pack into an envelope such as the example as follows .

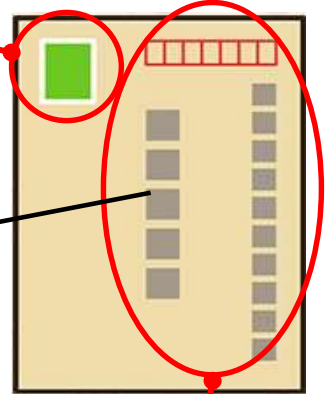


Put a 140-yen stamp for sending.

Image of sending envelope ↓
Front side of the envelope

〒162-8644
東京都新宿区戸山 1-24-1 学生会館 3F
早稲田大学キャリアセンター 在留資格手続係

Visa documents



Japanese characters can be written vertically as well as horizontally.

Back side of the envelope

Your name & student ID
Your address

Guideline for each document

<<Ⓐ Recommendation letter request form >>

- See [sample](#) BEFORE you fill in.
- You may type or hand writing.
- Either English or Japanese is ok.
- E-newsletter is optional.
- For visa application (#1 and #3), career center issue a recommendation letter with work permission, so please circle #1 AND #3 even if you do not apply for it.

Sample 推薦状発行願
Recommendation Letter Request Form

2020年 3月 15日 (Submission date)

キャリアセンター長 殿

学籍番号: 5217XX98

氏名: 星野 浩二 (Please write your English name if you don't have your Japanese name.)

〒0100 年 03 月 01 日 (学業英語・卒業)

住所: 東京都中央区新富町X丁目Y番地Z 東マンション001号 (Please write your current address which is described in your residence card.)

電話: 0300 (XXXX) YYYYY (住宅・携帯電話の番号)

E-mail: career@alumni.musashi.jp

留學生ナマポ®の配信/News Letter (希望する) 2. 希望しない

私は、在学中より本邦において添付「外国人留學生就職活動経過通報告書」とおとり就職活動を行っており、就職活動を継続するにあたって、
1. 資格外活動を行う場合には、許可される範囲内で資格外活動を行うこと
2. その他日本国法を遵守すること
を誓約し、就職活動を行うことを目的として下記の推薦状の発行を申請いたします。

記
1. 在留資格変更許可
2. 在留期間更新許可
3. 資格外活動許可

Circle 1 and 3 for visa status change/extension. Circle 2 for visa extension/updates.

(注)申請にあたっては、「在留資格変更許可・在留期間更新許可・資格外活動許可」のうち、該当するものに○をつけてください。

<<Ⓑ Job-hunting activities report >>

- See [sample](#) BEFORE you fill in.
- NEED TO WRITE IN JAPANESE (This form is for The Immigration Services Agency).
- You may type or hand writing.
- NO WHITEOUT use (NO CROSSOUT like this→ mistake)
- For recruiting talk(説明会), you need to receive a stamp (印) from the company.
- A copy of email should include "Company's name," "Your name," "Date," and "reception of entry sheet" or "Interview date."
- Include at least 3 companies' proves.

English translation (SAMPLE) 外国人留學生就職活動経過通報告書

20 (空欄) 年 月 日 記入

Keio University School: Graduation date:

STUDENTS Name: Write in Alphabet: Visa expiration date (YY/MM/DD):

Current visa status: Visa expiration date (YY/MM/DD):

Have you attended career seminars presented by career center? (Yes/No) or no ()

Company (Organization) or name	Event	Date
月 日	(1) Application document submission (2) Screening interview	月 日
月 日		月 日
月 日		月 日

[For company information session 企業説明会] Ask the company staff to fill in this area.

No answer here

<<Ⓒ Proofs of job-hunting activities >>

- Scan all documents and save them in 1 PDF file.
- The evidence of job-hunting date must be within last 3 months prior to the day you apply.
- At least one evidence **should be the one before your graduation date (exclude those who apply for visa extension).**
- Proofs should be in either Japanese or English (ask the career center if they are in other languages).
- Make an inquiry to the career center when you are uncertain whether the proofs/evidences are correct.

<<Sample of proofs of job-hunting activities >>

① Confirmation of your successful application by email

【大隈不動産グループ】ご応募ありがとうございました

From: 大隈不動産グループ < saiyo_residencialgroup@okuma.jp >

Date: 2020年7月17日 13:26

To: Waseda Chris <chriswaseda@fuji.waseda.jp>

早稲田クリスさま

大隈不動産グループ人事部採用担当です。
この度は当社本選考にエントリーいただき誠にありがとうございました。

ご提出いただきましたエントリーシートや各検査結果を総合的に判断し、
選考結果を1週間内にご連絡いたします。

尚、ご連絡はマイページにいたしますので、ご注意ください。

◆マイページログイン URL

https://mypage.okuma_financial.com/ofg2021

大隈不動産グループ
人事部採用担当
E-mail: saiyo_residencialgroup@okuma.jp
TEL: 03-XXXX-XXXX

② SHL reminder and Interview date update

【Waseda Financial Group】 Interview date update

From: Waseda Financial Group < recruit_financialgroup@waseda.jp >

Date: 2020年7月23日 11:37

To: Waseda Chris <chriswaseda@fuji.waseda.jp>

Dear Waseda Chris,

Hi, This is Waseda Financial Group recruiting team.

Online assessment invitation has been sent on 16th July from SHL, with the subject as:

“Waseda invites you to complete an online assessment for a regular position with the prospect of promotion”.

Please confirm your personal box for the message and complete the assessment by **22th July**.

If you pass the SHL online assessment, you will be invited to the interview process.

Interview is planned to be conducted on 2nd August, so please leave your schedule open in advance.

Best regards,

Waseda Financial Group Recruiting Team
Email: recruit_financialgroup@waseda.jp
TEL: 03-xxxx-xxxx

<<①A copy of your residence card >>

- Should be scanned both sides.
- Should be scanned clearly so that all the letters are readable, including the residence number.



Recommendation letter sending

- The recommendation letter sending address is the address on your residence card.
- The recommendation letter will be sent to you via ["letter pack."](#)
- Your name in the recommendation letter is the same one as written on your residence card.



Report of completion (Via Mywaseda form)

- Upload your a copy of your new residence card via Mywaseda form as soon as you received a new card, as university needs to confirm your application result.

[Mywaseda form](#)

Contact information

If you have questions or concerns regarding visa status change application, please send us an email to us.

Waseda University Career Center
ryugakuL3@list.waseda.jp

