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.

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

Ⓐ Recommendation letter request form (for career center)
Ⓑ Job-hunting activities report (for career center→immigration services agency)
※You can download the original documents of the above from Application form of MyWaseda.
ⓒProofs of job-hunting activities (all in one PDF file)
ⓓA copy of your residence card (both sides)(PDF file)
ⓔ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.

Ⓐ Recommendation letter request form (for career center)
Ⓑ Job-hunting activities report (for career center→immigration services agency)
※You can download the original documents of the above from Application form of MyWaseda.
ⓒProofs of job-hunting activities (all in one PDF file)
ⓓA copy of your residence card (both sides)(PDF file)
ⓔ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.

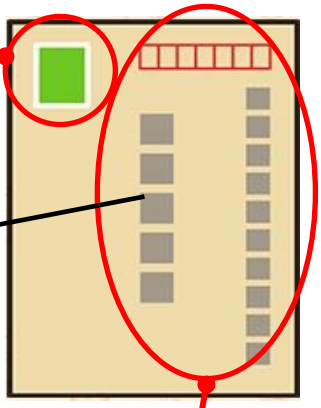


Image of sending envelope↓

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

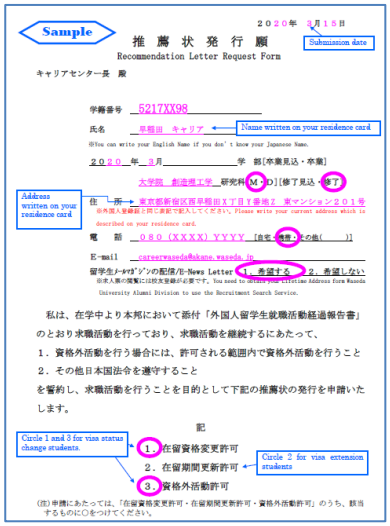
Japanese characters can be written vertically as well as horizontally.

Back side of the envelope

Your name & student ID
Your address

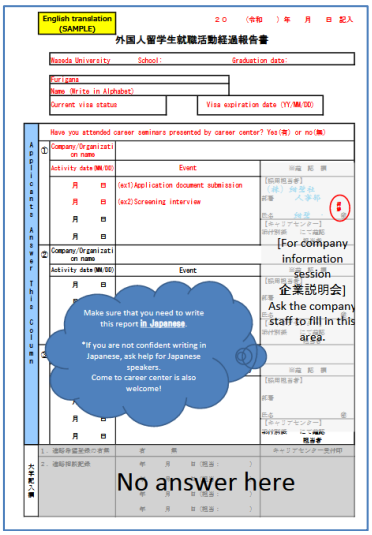
Guideline for each document

<<Ⓐ**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.

<<Ⓑ**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.

<<ⓒ**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>

Date

早稲田クリスさま

Your name

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。

Confirmation of your successful application

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

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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
****

Company signature

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>

Date

Dear Waseda Chris,

Your name

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.

Interview date update

Best regards,

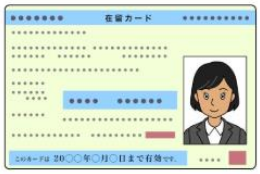
Waseda Financial Group Recruiting Team
Email: recruit_financialgroup@waseda.jp
TEL: 03-xxxx-xxxx

Company signature

<<ⓓA 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