

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

Updated on December 1, 2023

## 1. Online application as 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.

It takes approximately one week (**5 business days**) to issue a recommendation letter.

※We will let you know once a recommendation letter is issued by email.

★Career center office will be closed during Dec. 29, 2023 and Jan.9,2024.

※The recommendation letter will be issued from application date during the period below. Please plan well in advance.

<Application date>      <Shipping date(estimated)>

~12/22(Fri): 12/28(Thu)

12/23(Sat)~1/8(Mon): 1/17(Wed)

1/9(Tue)~1/12(Fri): 1/19(Fri)

1/13(Sat)~: generally within five working days

※If the submitted documents are complete and the arrival of the letter pack can be confirmed, it may be issued earlier than the shipping date.

## 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 Choose the method of receiving the letter (Either Letter pack or picking up by the career center) (this rule from Aug. 1, 2022).
- 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” or come to career center office to pick it up if you prefer to receive “in-person (対面で受取)”
- 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) (If you choose letter pack)**

※ 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) (If you choose letter pack )**

※ 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.



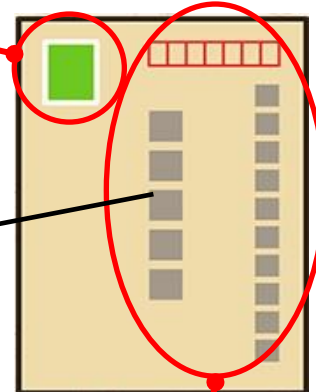
Put this letter pack into an envelope such as the example as follows .



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 >>

Sample 2023年 3月 25日  
推薦状発行願  
Recommendation Letter Request Form  
キャリアセンター長 殿  
学籍番号 5217XX98  
氏名 早稲田 キリヲ *How written on your residence card*  
2024年 3月 学 部(卒業税込・卒業)

- 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](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

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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 16<sup>th</sup> 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 22<sup>th</sup> July.

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

Interview is planned to be conducted on 2<sup>nd</sup> 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

<<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**

