

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

Updated on December 10, 2024

## 1. Online application as regular service

No inquiries or document submissions at the office. Make inquiries via email.

## 2. Letter issuance.

If there is nothing need to be revised for the application documents, 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.

## 3. Application documents (Job-hunting proofs)

Please confirm the OK examples and NG examples on page 6 & 7.

## 4. For those applying for a letter of recommendation for the first time after completing graduate school\* (effective for applications from January 1st, 2025)

For those who are unable to obtain evidence prior to graduation as a result of not being able to engage in job search activities while still in school due to devotion to research activities, etc., please contact the Career Center individually.

(\*) This applies to those submitting applications on or after March 15 for March graduates and on or after September 15 for September graduates.

## 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).

- 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”](#) or come to career center office to pick it up if you prefer to receive [“in-person \(対面で受取\)”](#)
- 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.

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.

③Proofs of job-hunting activities (all in one PDF file)

④A copy of your residence card (both sides)(PDF file)

⑤A letter pack (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.

③Proofs of job-hunting activities (all in one PDF file)

④A copy of your residence card (both sides)(PDF file)

⑤A letter pack ( 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) 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 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.

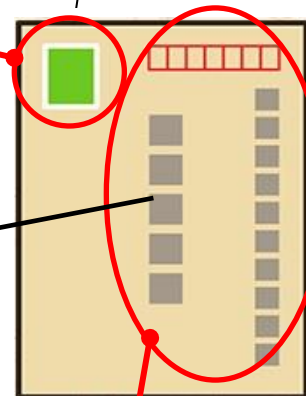


Put a stamp for sending.

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

### <<①Recommendation 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 full name,” “Date,” and “reception of entry sheet” or “Interview date.”
- Include at least 3 companies’ evidences.

## <<ⒸProofs of job-hunting activities >>

- Scan all documents and save them in one PDF file.
- The evidence of job-hunting date must be within last 3 months prior to the day you apply.
- Among the three evidences, at least one evidence should be the one before your graduation date※ (exclude those who apply for visa extension) since start of job-hunting should before graduation date.
- (※) If you graduate in March, at least one of the proofs should be dated before March 15<sup>th</sup> or just March 15<sup>th</sup>. If you graduate in September, at least one of the proofs should be dated before September 15<sup>th</sup> or just September 15<sup>th</sup>.
- For those applying for a letter of recommendation for the first time after completing graduate school\* (effective from applications submitted on January 1, 2025)

For those who are unable to obtain evidence prior to graduation as a result of not being able to engage in job search activities while still in school due to devotion to research activities, etc., please contact the Career Center individually.

(\*) This applies to those submitting applications on or after March 15 for March graduates and on or after September 15 for September graduates.

- Proofs should be in either Japanese or English (if they are in other languages, please translate into Japanese).
- Make an inquiry to career center(ryugakuL3@list.waseda.jp) when you are uncertain whether the proofs/evidences are correct.

## <<OK 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@fujii.waseda.jp>

Date

早稲田クリスさま

Your full 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

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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@fujii.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.

Best regards,

Interview date update

Waseda Financial Group Recruiting Team

Email: recruit\_financialgroup@waseda.jp

TEL: 03-xxxx-xxxx

Company signature

### ③ Make use of Tokyo Employment Service Center for Foreigners (FRESC)

Registration at FRESC, application to companies via FRESC or participation at job fair organized by FRESC can be counted as job-hunting proofs. However, only reservation for job fair or seminar organized by FRESC can NOT be counted.

Japanese: <https://jsite.mhlw.go.jp/tokyo-foreigner/home.html>

English: <https://jsite.mhlw.go.jp/tokyo-foreigner/english.html>

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

### ① Pre-entry to companies

⇒ Since it is not formal application(本選考), they can NOT be counted.

### ② Application to internships

⇒ Since it is not Full-time jobs, they can NOT be counted.

But in case it is one the recruiting process to be hired as full-time member in the future, please submit related documents (ex. job description, confirmation with the applied company) so that there is a possibility to be counted.

### ③ Application to part-time jobs

⇒ Since it is not Full-time jobs, they can NOT be counted.

### ④ Reservation mail for company session(企業説明会)

⇒ Career Center need to confirm the participation at the company session, only reservation can NOT be counted. Please submit related documents such as thank-you mail from the company after participation at the session.

### ⑤ Participation at events organized by Career Center

⇒ Participation at Job matching fair organized by career center and submit ES or being scouted by companies can be counted. In this case, please submit related documents. However, only reservation or participation at guidance or seminars organized by career center can NOT be counted.

## <<① 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.

※ In case your name is in Chinese characters as well as alphabet on your official documents such as passport, if there is only alphabet of your name on your Resident card in Japan, please submit your passport copy (first page) as well. So that career center can confirm your full name both in Chinese characters and alphabet, which will be printed on your recommendation letter.



## Recommendation letter sending (if you prefer to receive the letter by post)

- The recommendation letter sending address is the address on your residence card.
- The recommendation letter will be sent to you by “letter pack.”
- Your name on 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**

