

## Part-time Work Permit

The “Student” status of residence is for studying in Japan. Therefore, when acquiring a part-time job, you must obtain “Permission to engage in Activity other than that Permitted under the Status of Residence Previously Granted” from the Immigration Services Bureau. Application can be made at the airport or at the regional Immigration Services Bureau.

### [How to apply 1 – at the airport]

When using an airport where a residence card is issued\*, new arrivals with a student visa can apply for permission at the airport.

\*New Chitose Airport, Narita Airport, Haneda Airport, Chubu Airport, Kansai Airport, Hiroshima Airport, and Fukuoka Airport

Fill out the application form below and submit it along with your passport and COE at the landing inspection. It will be issued on the spot.

- PDF: <https://www.moj.go.jp/isa/content/930004124.pdf>
- Excel: <https://www.moj.go.jp/isa/content/930004125.xlsx>

### [How to apply 2 – after landing]

Take the following four items to the Immigration Services Bureau. The process will take two weeks to two months.

1. Application form for part-time work permit
  - PDF: <https://www.moj.go.jp/isa/content/930004124.pdf>
  - Excel: <https://www.moj.go.jp/isa/content/930004125.xlsx>
2. Residence card
3. Passport
4. Student ID card

### [Working hours]

It is determined by law that “Activity other than that Permitted under the Status of Residence Previously Granted” (part-time employment) shall be limited to 28 hours per week (as exceptions, 8 hours a day, 40 hours a week, during summer, winter, and spring breaks).

**If you work beyond this limit, you will be subject to punishment, such as deportation, a fine, or imprisonment.**

**\*You are prohibited from working part-time in any kind of adult entertainment businesses. This includes work such as washing dishes or cleaning in places where adult entertainment is conducted.**

\*If you are a regular student working as a Teaching Assistant (TA) or a Research Assistant (RA) at Waseda University with a “Student” status of residence, you do not need to apply for “Permission to engage in Activity other than that Permitted under the Status of Residence Previously Granted.” However, working hours as either a TA or RA, or both a TA and RA at Waseda University must be under 20 hours per week.

\*As a general rule, non-regular students (including exchange students) cannot work as a TA or RA, but if circumstances allow them to work as a TA/RA, “Permission to engage in Activity other than that Permitted under the Visa Status Previously Granted” will be needed.

\*Regular students who will be doing work other than as a TA/RA will need to apply for “Permission to engage in Activity other than that Permitted under the Visa Status Previously Granted.”

Address : 5-5-30, Konan, Minato-ku, Tokyo 108-0075

Office hours : 9:00~16:00 (Mon-Fri)

Tel No : 0570-034-259

Transportation: (1) Take a Toei-bus "Shinagawa Futo Junkan" or "Tokyo Shutsunyukoku Zairyu Kanrikyoku" from Konan-guchi (East Exit) of JR Shinagawa station. Get off at “Tokyo Shutsunyukoku Zairyu Kanrikyoku mae” bus stop.

(2) Walk 15 minutes from “Tennozu-Isle station” (South Exit) of Tokyo monorail or “Tennozu-Isle station” (Exit A) of Rinkai Line.