

【Important】 Regarding Procedures During the Spring Semester 2021 for Extension of Period of Stay /Change of Status of Residence

Dear Students:

For the time being, only email and postal mail services will be available for procedures related to extension of period of stay / change of status of residence in order to prevent the spread of the novel coronavirus disease COVID-19. Over-the-counter services for these procedures will continue to be suspended.

Regarding foreign nationals currently staying in Japan※1, we accept the procedures from three months before the expiration date.

Regarding procedures, please carefully read through the below:

Procedure Flow:

1 (Student) Sends all of the required documents to the relevant handling office※2 by either scanning or photographing them and attaching them to an e-mail.

Regarding the required documents, please refer to the below.

•Extension of Period of Stay

<http://www.cie-waseda.jp/visastatus/en/current/extvisastatus.html>

•Change of Status of Residence

<http://www.cie-waseda.jp/visastatus/en/current/changevisastatus.html>

▶ For “Passport” you must send the page showing both your passport number and face photograph. For “Residence Card” and “Student ID Card”, you must send both sides (front and back) of each.

▶ For certificates such as a “Certificate of Enrollment”, please request the (graduate) school that you belong to and get one(s) issued.

▶ E-mail Heading:

“Extension of Period of Stay/Change of Status of Residence: Full Name (Student ID Number)”
e.g. “Extension of Period of Stay: Taro Waseda (1A191234)”

▶ In the main text of the e-mail, clearly indicate your postal code, address, and phone number.

2 (University) After confirming your documents, issues application form for organization (2 pages) and sends it to you by “LetterPack” (pre-paid post-office envelope).

We will contact you if your documents are incomplete, so please check your e-mails regularly.

3 (Student) Submits the Application documents (the ones that you scanned and sent us) and the application form for organization (2 pages) (the one that the university sent you) to the Immigration Bureau.

It will take about 1 week for us (two weeks for School office on Nishi Waseda campus) to send you the documents after receiving your e-mail. Please note that it will take longer if the documents you send us are incomplete.

※1 If you are currently staying outside of Japan, you cannot carry out procedures to extend your period of stay. If your re-entry permit expires while you are outside Japan, you will need to re-acquire a Student Visa. Please consult the Center for International Education (CIE) regarding procedures. (If you are a SILS / GSICCS student, please consult the SILS / GSICCS office and if you are a CJL student, please consult the CJL office.)

※2 Handling Offices

School Office	Contact E-mail Address	The Schools/Graduate Schools to Which the Students (Who Need to Extend their Period of Stay / Change their Status of Residence) Belong
School office on Nishi Waseda campus	fse-visa@list.waseda.jp	School/Graduate School of Fundamental/Creative/Advanced Science and Engineering
School office on Tokorozawa campus	ryugaku19@list.waseda.jp	School/Graduate School of Human/Sports Sciences
School for International Liberal Studies office, Graduate School of International Culture and Communication Studies office	gakuseki-plus@list.waseda.jp	School of International Liberal Studies, Graduate School of International Culture and Communication Studies
The Center for Japanese	cjl@list.waseda.jp	Japanese Language Program

Language		
School office on Honjo Campus	weee-gakumu@list.waseda.jp	Graduate School of Environment and Energy Engineering
The Center for International Education	cie-zairyu@list.waseda.jp	All Schools/Graduate Schools except the above