



METROPOLITAN FOUNDATION FOR PRIVATE SCHOOLS

How to extend your Visa (Period of Stay) ~for 3rd year JETs~

For FY 2023

Shigaku Zaidan (Metropolitan Foundation for Private Schools) JET
Support

METROPOLITAN FOUNDATION FOR PRIVATE SCHOOLS



CONTENTS

1. Overview
2. Procedure
3. At the Immigration Office -The First Trip-
4. At the Immigration Office -The Second Trip-
5. FAQ
6. Application Form Sample

1. Overview

IMPORTANT

3rd year JETs who have been reappointed for the 4th year

MUST visit the Immigration Office to renew their visa BEFORE the Period of Stay expires.

 Immigration Services Agency of Japan → [Application for extension of period of stay](https://www.isa.go.jp/en/applications/procedures/16-3.html)
<https://www.isa.go.jp/en/applications/procedures/16-3.html>

You can submit the application to the Immigration Office which has jurisdiction over your place of residence from **3 months prior the visa (Period of Stay) expiration date.**

The procedure for renewing a visa is a very lengthy process. Please start your preparation with your supervisor well in advance to the expiry date.

➔ Please refer to 2022 JET Programme **General Information Handbook** “Chapter 2 Section 2.6 Status of Residence”. http://jetprogramme.org/wp-content/MAIN-PAGE/COMMON/publications/2022GIH_E.pdf

Location and Contact information

Immigration Services Agency of Japan <https://www.isa.go.jp/en/index.html>

5-5-30 Konan, Minato-ku, Tokyo

Open on weekdays from 8:30 a.m. to 5:15 p.m.

 0570-013904 / 03-5796-7112 *For IP phones and calls from overseas

Tokyo Regional Immigration Services Bureau <https://www.isa.go.jp/en/about/region/tokyo/index.html>

5-5-30 Konan, Minato-ku, Tokyo

Open on weekdays from 9:00 a.m. to 4:00 p.m.

 0570-034259 / 03-5796-7234 *For IP phones and calls from overseas

ACCESS Guide to Tokyo Regional Immigration Services Bureau

⇒ From *Shinagawa* station

— Take the bus bound for “Tokyo Immigration Bureau” or “Shinagawa Futo Junkan”.

— Get off at “Tokyo Nyukoku Kanrikyoku mae”. (About 10 min. ride)

⇒ From *Tennozu Isle* Station

— 15 minutes on foot.



<http://www.moj.go.jp/isa/content/930002234.pdf>

Tachikawa Branch Office <https://www.isa.go.jp/en/about/region/tokyo/index.html>

Tachikawa Legal Affairs Joint Government Bldg., 3-31-2 Kita, Kunitachi City, Tokyo

Open on weekdays from 9:00 a.m. to 3:00 p.m.

 043-242-6597

2. Procedure



The First Trip (Application)

Visit the Immigration Office with...

- ◆ Application for Extension of Period of Stay
- ◆ 4cm x 3cm Photograph
- ◆ Passport
- ◆ Residence Card
- ◆ Other necessary documents

Within 2 weeks ~ 1 month

Notification postcard from the Immigration Office arrives to your home.



The deadline for receiving the new visa will be indicated on the notice postcard.

The Second Trip (Delivery)

Go to the Immigration Office with...



- ◆ Notification Postcard
- ◆ Passport
- ◆ Residence Card
- ◆ Application-Receiving Form
- ◆ 4,000 yen Revenue Stamp

The Immigration Office is always crowded. Waiting time may rise up to 4 hours in the afternoon, so we advise you to visit there at the office opening time 8:30 am.

Online Registration service for Residency Application has started since March 2022. Please **check the Immigration Bureau's website for more information. >>Individual Number Card is required<<**

↳ **OUTLINE:** <http://www.moj.go.jp/isa/applications/guide/onlineshinsei.html>

↳ **MANUAL:** <https://www.moj.go.jp/isa/content/001372474.pdf>

3. At the Immigration Office -The First Trip (Application)-



Required Material ①

"Application for Extension of Period of Stay" (在留資格更新許可申請 *zairyu shikaku kousin kyoka sinnsei*).



PDF <http://www.moj.go.jp/isa/content/930004092.pdf>

EXCEL <http://www.moj.go.jp/isa/content/930004093.xlsx>



JET ALTs' Status of Residence belongs to the group “**Instructor**”. Confirm you have downloaded the correct application before filling out the document.

There are 4 sheets to submit at the window. Three pages (“For applicant, part 1~3”) must be filled out by the Applicant. The last sheet (“For organization, part.1”), excluding the attachments, should be filled out of by your school administrator.

See Section 6 (Application Form Sample) for points to check when filling in the application.

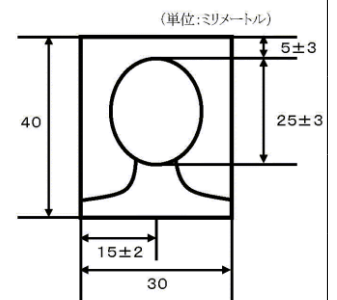


Required Material ②

4cm x 3cm Photograph

The ID picture must fulfill the following requirements:

1. Applicant must be alone and be facing forward without any head covering
2. Background should be plain with no shadow
3. Must be sharp and clear
4. Must have been taken within 3 months prior to submission



Write your full name on the back of the photo and attach it firmly to the document.



Required Material ③

Passport



Required Material ④

Residence Card (在留カード *zairyu ka-do*)

Other possibly necessary documents



https://www.isa.go.jp/en/applications/procedures/shin_zairyu_koshin10_10.html

JET ALT belongs to “Category 1” (The applicant works full-time at an elementary school, junior high school, high school, secondary school, or special education school), so basically no additional documents that certifies the applicant’s work position / duration / annual income / tax payment (such as “Reappointment Intention Form”, “Employment Terms & Conditions (in Japanese)”, “Certificate of Employment (在職証明書)”, “Statement of Earning for previous year (源泉徴収票)”) are not necessary according to the Immigration Office’s guidance. But to be sure, please **inquire with your regional Immigration Bureau previously. (☎0570-013904)**



At the Immigration Office (First Trip)

1. Take the number card and wait until your number is called.
2. When your number is called, submit the necessary materials.
3. If the necessary documents are all complete and arranged, the official will give you a post card to write down your name and address on.
4. The official will give you an Application-Receiving Form (申請受付書) which you need to bring on the second trip. On the back of the Residence Card, a message that indicates your visa application is in process will be stamped.



Submitted documents (except your passport and Residence Card) will not be returned.
If you need a copy, be sure to take it before you go to the Immigration Office.

4. At the Immigration Office -The Second Trip (Delivery) -



Required Material ①

Notification Postcard from the Immigration Office

If the documents you submitted has been accepted without problem, the postcard you wrote on the first trip will be delivered to your house in about 2 weeks from 1 month. The limit to receive the renewed visa is written on the postcard. It is highly recommended to go during this period, but when it is unable due to the unavoidable circumstances, please contact the immigration office to reschedule.



If you have to move before receiving the Notification Postcard,
be sure to contact the Immigration Office and tell them the new address.



Required Material ②

Passport



Required Material ③

Residence Card (在留カード *Zairyu ka-do*)



Required Material ④

Application-Receiving Form (申請受付書 *Shinsei uketsuke sho*)



Required Material ⑤

4,000 yen Revenue Stamp (収入印紙 *Shunyu Inshi*)

You can purchase the Revenue Stamp at convenience stores or post offices. There is a convenience store on the 1st floor of the Tokyo Immigration Office but the cash counter is always very crowded. If you don't want to waste your time, it would be better to purchase it beforehand. However, not all convenience stores handle expensive Stamps, so purchasing it at the post office would be most certain.

! Revenue Stamp is very small. Be careful not to lose it



At the Immigration Office (Second Trip)

1. Take the number card and wait until your number is called.
2. When your number is called, submit the post card, passport and Resident Card.
3. The official will hand you a sheet ("CERTIFICATE FOR PAYMENT OF FEE") to paste the Revenue Stamp on. Fill in your name, amount of the Stamp, purpose of the payment and the date.

You can DL the Fee Payment Form beforehand from here as well:



PDF <http://www.moj.go.jp/isa/content/930002853.pdf>

EXCEL <http://www.moj.go.jp/isa/content/930002854.xls>

4. After a while, your number will be called and the official will give you back your passport and hand you the new Residence Card which will be your new visa.



5. FAQ

Questions	Answers
Where is the Immigration Services Agency located at?	Tokyo Regional Immigration Services Bureau is in Minato-ku, Tokyo. There is also one in Kunitachi-city (Tachikawa Branch Office).
How long the desired length of extension of the APPLICATION FOR EXTENSION OF PERIOD OF STAY should be?	The recommended length of extension is for 3 years regardless of your intended extension period.
From when can I start applying for the APPLICATION FOR EXTENSION OF PERIOD OF STAY?	You are able to start it up to 3 months before your period of stay expires.
Can I apply for the APPLICATION FOR EXTENSION OF PERIOD OF STAY after my current period of stay expires?	No, you need to obtain a new visa before your period of stay expires.
Do I have to take my Residence Card (Zairyu Card) to my ward/city office after I renew my visa?	No, you don't have to in case your current address is indicated on your Residence Card.
Is there any necessary procedure in case my address was changed after I have got my renewed visa?	You don't have to go to the Immigration Services Agency. Please visit your local ward/city office for the change to be indicated on your Residence Card.

Please check the Q&A on Immigration Services Agency of Japan web site too.



https://www.isa.go.jp/en/applications/guide/kanri_qa.html



In cases such as your family has a dependent visa / you have married to a Japanese national / you have a new born child, the renewal procedure may differ.

Please consult the Immigration Office for the necessary process.

Call 0570-013904 or visit **FRESC (Foreign Residents Support Center)** at Yotsuya.



<http://www.moj.go.jp/isa/support/fresc/fresc01.html>



6. Application Form Sample

Sheet 1 (For Applicant)

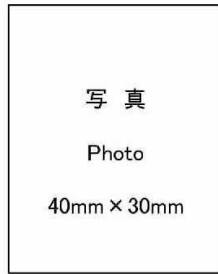
別記第三十号の二様式(第二十一条関係)
申請人等作成用 1
For applicant, part 1

日本国政府法務省
Ministry of Justice, Government of Japan

在留期間更新許可申請書 APPLICATION FOR EXTENSION OF PERIOD OF STAY

法務大臣殿
To the Minister of Justice

出入国管理及び難民認定法第21条第2項の規定に基づき、次のとおり在留期間の更新を申請します。
Pursuant to the provisions of Paragraph 2 of Article 21 of the Immigration Control and Refugee Recognition Act,
I hereby apply for extension of period of stay.



1 国籍・地域 Nationality/Region _____ 2 生年月日 Date of birth _____ 年 Year _____ 月 Month _____ 日 Day _____

3 氏名 Name _____
Family name _____ Given name _____

4 性別 Sex 男・女 Male/Female 5 配偶者の有無 Marital status 有・無 Married / Single

6 職業 Occupation _____ 7 本国における居住地 Home town/city _____

8 住居地 Address in Japan _____

9 電話番号 Telephone No. _____ 携帯電話番号 Cellular phone No. _____

10 旅券 (1)番号 Passport Number **Instructor** (2)有効期限 Date of expiration _____ 年 Year _____ 月 Month _____ 日 Day _____

11 現に有する在留資格 Status of residence _____ 在留期間 Period of stay _____
在留期間の満了日 Date of expiration _____ 年 Year _____ 月 Month _____ 日 Day _____

12 在留カード番号 Residence card number _____

13 希望する在留期間 Desired length of extension **3 years** (審査の結果により (It may not be as desired after examination.)

14 更新の理由 Reason for extension **ex) To continue being engaged in language instruction at junior high schools and/or senior high schools.**

15 犯罪を理由とする処分(日本/海外)※(交通違反等による処分を含む。)*Including dispositions due to traffic violations, etc.
有(具体的内容) _____) ・ 無 _____) / No _____

16 在日親族(父・母・配偶者・子・兄弟姉妹・祖父母・叔(伯)父・叔(伯)母など)及び同居者 Family in Japan (father, mother, spouse, children, siblings, grandparents, uncle, aunt or others) and cohabitants
有(「有」の場合は、以下の欄に在日親族及び同居者を記入してください。)* ・ 無 _____) / No _____

We advise you to write "3 years" regardless of your intended extension period.

続柄 Relationship	氏名 Name	生年月日 Date of birth	国籍・地域 Nationality/Region	同居の有無 Residing with applicant or not	勤務先名称・通学先名称 Place of employment/ school	在留カード番号 特別永住者証明書番号 Residence card number Special Permanent Resident Certificate number
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		

※ 3)について、有効な旅券を所持する場合は、旅券の身分事項ページのとおり記載してください。
Regarding item 3, if you possess your valid passport, please fill in your name as shown in the passport.
16)については、記載欄が不足する場合は別紙に記入して添付すること。なお、「研修」、「技能実習」に係る申請の場合は、「在日親族」のみ記載してください。
Regarding item 16, if there is not enough space in the given columns to write in all of your family in Japan, fill in and attach a separate sheet.
In addition, take note that you are only required to fill in your family members in Japan for applications pertaining to "Trainee" or "Technical Intern Training".

(注) 裏面参照の上、申請に必要な書類を作成して下さい。
Note: Please fill in forms required for application. (See notes on reverse side.)
(注) 申請書に事実と反する記載をしたことが判明した場合には、不利益な扱いを受けることがあります。
Note: In case of to be found that you have misrepresented the facts in an application, you will be unfavorably treated in the process.



Sheet 2 (For Applicant)

申請人等作成用 2 I (「高度専門職(1号イ)」・「高度専門職(2号)」・「教授」・「教育」) 在留期間更新・在留資格変更用 (変更申請の場合のみ) For extension or change of status

For applicant, part 2 I ("Highly Skilled Professional(i)(a)" / "Highly Skilled Professional(ii)" (only in cases of change of status) / "Professor" / "Instructor")

17 稼働先 ※ 所在地及び電話番号については、主たる勤務場所の所在地及び電話番号を記載すること。
 Place of work For sub-items address and telephone number, give the address and telephone number of your principal place of work.

(1)名称 Name _____
 所在地 Address _____ 電話番号 Telephone No. _____

((2)及び(3)は、稼働先が複数ある場合に記入)
 (Fill in (2) and (3) in cases of working a number of places.)

(2)名称 Name _____
 所在地 Address _____ 電話番号 Telephone No. _____

(3)名称 Name _____
 所在地 Address _____ 電話番号 Telephone No. _____

18 最終学歴 Education (last school or institution)

(1) 本邦 外国
 Japan foreign country

(2) 大学院 (博士) 大学院 (修士) 大学 短期大学 専門学校
 Doctor Master Bachelor Junior college College of technology
 高等学校 中学校 その他 ()
 Senior high school Junior high school Others

(3)学校名 Name of school _____ (4)卒業年月日 _____ 年 _____ 月 _____ 日
 Date of graduation Year Month Day

19 専攻・専門分野 Major field of study
 (18で大学院(博士)～短期大学の場合) (Check one of the followings when your answer to the question 18 is from doctor to junior college)

法学 経済学 政治学 商学 経営学 文学 語学 社会学 歴史学
 Law Economics Politics Commercial science Business administration Literature Linguistics Sociology History

心理学 教育学 芸術学 その他人文・社会科学 ()
 Psychology Education Science of art Others(cultural / social science)

理学 化学 工学 農学 水産学 薬学 医学 歯学
 Science Chemistry Engineering Agriculture Fisheries Pharmacy Medicine Dentistry

その他自然科学 () 体育学 その他 ()
 Others(natural science) Sports science Others

(18で専門学校の場合) (Check one of the followings when your answer to the question 18 is college of technology)

工業 農業 医療・衛生 教育・社会福祉 法律
 Engineering Agriculture Medical services / Hygienics Education / Social welfare Law

商業実務 服飾・家政 文化・教養 その他 ()
 Practical commercial business Dress design / Home economics Culture / Education Others

20 職歴 (外国におけるものを含む) Work experience (including those in a foreign country)

入社		退社		勤務先名称 Place of employment	入社		退社		勤務先名称 Place of employment
Date of joining the company		Date of leaving the company			Date of joining the company		Date of leaving the company		
年	月	年	月		年	月	年	月	
Year	Month	Year	Month	Year	Month	Year	Month	Year	Month

Be sure to chose the sheet for "Instructor".

(21から23までは「教育」での在留を希望する場合に記入)
 (Fill in 21 to 23 when you desire to stay by status of residence "Instructor")

21 教育に係る免許の有無 有・無
 Teacher's certificate Yes / No

22 教育しようとする科目に係る実務経験年数 _____ 年
 Teaching experience of the subject that you teach _____ Year(s)

23 外国語による教育をしようとする場合は当該外国語により教育を受けた期間 _____ 年
 Total period of receiving the foreign language education when you teach the foreign language _____ Year(s)

Applicant for "Instructor" must fill in.



Sheet 3 (For Applicant)

申請人等作成用 3 I (「高度専門職(1号イ)」・「高度専門職(2号)」・「教授」・「教育」)
(変更申請の場合のみ)

在留期間更新・在留資格変更用
For extension or change of status

For applicant, part 3 I ("Highly Skilled Professional(i)(a)" / "Highly Skilled Professional(ii)" (only in cases of change of status) / "Professor" / "Instructor")

24 代理人(法定代理人による申請の場合に記入)	Legal representative (in case of legal representative)
(1)氏名 Name _____	(2)本人との関係 Relationship with the applicant _____
(3)住所 Address _____	
電話番号 Telephone No. _____	携帯電話番号 Cellular Phone No. _____

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.
申請人(法定代理人)の署名/申請書作成年月日 Signature of the applicant (legal representative) / Date of filling in this form

Your signature

年 Date 月 日
Year Month Day

注意 Attention

申請書作成後申請までに記載内容に変更が生じた場合、申請人(法定代理人)が変更箇所を訂正し、署名すること。
申請書作成年月日は申請人(法定代理人)が自署すること。

In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (legal representative) must correct the part concerned and sign their name.
The date of preparation of the application form must be written by the applicant (legal representative).

※ 取次者 Agent or other authorized person

(1)氏名 Name _____	(2)住所 Address _____
(3)所属機関等(親族等については、本人との関係) Organization to which the agent belongs (in case of a relative, relationship with the applicant)	電話番号 Telephone No. _____

所属機関等作成用 1 I (「高度専門職(1号イ)」・「高度専門職(2号)」・「教授」・「教育」)
(変更申請の場合のみ)

在留期間更新・在留資格変更用
For extension or change of status

For organization, part 1 I ("Highly Skilled Professional(i)(a)" / "Highly Skilled Professional(ii)" (only in cases of change of status) / "Professor" / "Instructor")

1 契約又は招へいしている外国人の氏名及び在留カード番号
Name and residence card number of foreign national being offered a contract or an invitation

(1)氏名
Name _____

(2)在留カード番号
Residence card number _____

2 契約の形態 Form of contract
 雇用 Employment
 委任 Delegation
 請負 Contract agreement
 その他 Others ()

3 所属機関等契約先 The contracting organization such as the organization of affiliation

(1)名称 Name ※大学等の研究室に所属する場合は、所属予定の研究室名まで記載願います。 (2)法人番号(13桁) Corporation no. (combination of 13 numbers and letters)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(3)雇用保険適用事業所番号(11桁)※非該当事業所は記入省略
Employment insurance application office number (11 digits) *If not applicable, it should be omitted.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(4)所在地 Address _____

(5)電話番号 Telephone No. _____

(6)外国人職員数 Number of foreign employees _____ 名

(7)業種 Business type
 主たる業種を別紙「業種一覧」から選択して番号を記入(1つのみ)
 Select the main business type from the attached sheet "a list of business type" and write the corresponding number (select only one) 36

他に業種があれば、別紙「業種一覧」から選択して番号を記入(複数選択可)
 If there are another other business types, select from the attached sheet "a list of business type" and write the corresponding number

(注意) Attention 別紙「業種一覧」の29,36,37,47から選択してください。 Please select from 29,36,37 and 47 on the attached "a list of Business Types."

4 稼働先(3と異なる場合に記入) Place of work (to be filled in when different from 3)
 ※(1),(3)~(6)については、主に勤務させる場所について記載すること。 For sub-items (1), from (3) to (6), fill in the information of principal place of employment where foreign national is to work.

(1)名称 Name _____

(2)法人番号(13桁) Corporation no. (combination of 13 numbers and letters)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(3)雇用保険適用事業所番号(11桁)※非該当事業所は記入省略
Employment insurance application office number (11 digits) *If not applicable, it should be omitted.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(4)所在地 Address _____

(5)電話番号 Telephone No. _____

(6)外国人職員数 Number of foreign employees _____ 名

(7)業種 Business type
 主たる業種を別紙「業種一覧」から選択して番号を記入(1つのみ)
 Select the main business type from the attached sheet "a list of business type" and write the corresponding number (select only one)

他に業種があれば、別紙「業種一覧」から選択して番号を記入(複数選択可)
 If there are another other business types, select from the attached sheet "a list of business type" and write the corresponding number

(注意) Attention 別紙「業種一覧」の29,36,37,47から選択してください。 Please select from 29,36,37 and 47 on the attached "a list of Business Types."

5 職種 Occupation
 主たる職種を別紙「職種一覧」から選択して番号を記入(1つのみ)
 Select the main type of work from the attached sheet "a list of occupation", and fill in the number (select only one) 20

他に職種があれば別紙「職種一覧」から選択して番号を記入(複数選択可)
 If there is any other kind of work, select from "a list of occupation", and fill in the number (more than one answer may be selected)

(注意) Attention
 ・「教授」での在留を希望する場合は、別紙「職種一覧」の42~44,999から選択してください。
 Those who wish to reside in Japan with "Professor" should select from 42 to 44 and 999 on the attached "a list of occupation".
 ・「教育」での在留を希望する場合は、別紙「職種一覧」の19~23,999から選択してください。
 Those who wish to reside in Japan with "Instructor" should select from 19 to 23 and 999 on the attached "a list of occupation".
 ・「高度専門職」での在留を希望する場合は、別紙「職種一覧」の19~23, 42~44, 999から主たる職務内容として選択した上で、併せて関連する事業を自ら経営する活動を行う場合、他の職種として「1 経営」を選択してください。
 Those who wish to reside in Japan as "Highly Skilled Professional" should select from 19 to 23, from 42 to 44 and 999 on the attached "a list of occupation" as the main contents of their duties and concurrently select "1 Business Management" as another occupation if they carry out activities to operate a related business themselves.

6 活動内容詳細 Details of activities
JET プログラムで来日し、ALT として勤務

7 就労予定期間 Period of work 定めなし Non-fixed 定めあり Fixed (期間 Period 年 Year 月 Month)

8 職務上の地位(役職名) Position(Title) ALT

9 雇用形態 Type of employment 常勤 Full-time employment 非常勤 Part-time service

10 給与・報酬(税引き前の支払額) Salary/Reward (amount of payment before taxes) ※ 各種手当(通勤・住宅・扶養等)・実費弁償の性格を有するものを除く。
 Excludes various types of allowances (commuting, housing, dependents, etc.) and personal expenses.

円 (年額 Annual 月額 Monthly)

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.

所属機関等契約先の名称、代表者氏名の記名/申請書作成年月日
 Name of the contracting organization such as the organization of affiliation and representative of the organization / Date of filling in this form

年 Year 月 Month 日 Day

注意 Attention
 申請書作成後申請までに記載内容に変更が生じた場合、所属機関等が変更箇所を訂正すること。
 In cases where descriptions have changed after filling in this application form up until submission of this application, the organization must correct the changed part.