

To International students leaving Hosei University

In case that international students leave Hosei University for graduation, withdrawal or expulsion etc., the students are not allowed to stay in Japan with the resident status of "Student" even if the period of stay has not expired. (*excluding the case of going to another university/graduate school in Japan)

You must either return to your home country immediately or, if you wish to continue to stay in Japan, change your residence status to an appropriate residence status.

If you are a university co-op member, please complete the refund procedure for your membership deposit.

•If you are closing your Japanese bank account, or are withdrawing or being dismissed from the university: Please go to the co-op store counter, mention that you are an international student, and consult with the staff.

•If you are graduating and keeping your Japanese bank account open: Please refer to the website below.

https://www.univcoop.jp/hosei/info/info_204.html (Japanese only)

Please return all items borrowed from the university library or the university.

If you fall under categories 1 to 3 on the next and following pages and are moving within Japan, please also complete the checklist procedures in Chapter 12 of the International Student Handbook, "Moving Due to Enrollment at Hosei University (or Moving During Your Enrollment)."

•International Student Handbook: <https://www.global.hosei.ac.jp/students/>

Now, please complete the necessary procedures 1 to 4 on the following pages, depending on your career path after leaving the university.

1 If you work in Japan

(While still enrolled)

☐ **Apply for a change to a status of residence that permits employment.**

For those who have received a job offer for spring, the Shinagawa Head Office of the Immigration Services Agency accepts applications from December of the year before employment begins. Other regional offices start accepting applications in January. Please consult with your employer and start the application process as early as possible.

<Documents prepared by yourself>

- Application for change of status of residence (For applicant, part 1~3)
- Passport and residence card

<Examples of materials prepared by employer (may vary depending on size of the company, etc.)>

- Application for change of status of residence (For organization)
The application form can be downloaded from the link below.
<https://www.moj.go.jp/isa/applications/status/gijinkoku.html>
- A copy of Japan Company Handbook or the latest withholding tax return for annual salary amount
- Employment agreement • Company brochure, etc.

※Hosei University will issue a Certificate of Graduation (or Certificate of Expected Graduation) only. Consult with your employer and the Immigration Services Agency, then follow necessary procedures.

☐ Report your career path to Career Center.

<https://www2.kyujin-navi.com/sp65/hokoku/>

(After graduation)

☐ Submit a "Notification of the Accepting Organization (Form 1-2: 「left the organization」)" to the Immigration Bureau within two weeks after graduation.

The notification can be submitted via postal mail or internet. Please check the following link for more details.

Hosei University Corporation Number: 4010005002359

http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html

☐ You are not allowed to work part-time or participate in paid internship after leaving Hosei University. (Excluding those who have obtained permission to engage in activities other than those permitted under the "Designated Activities (waiting for job offer)" residence status)

2 If you continue your studies in Japan

- ☐ Renew the period of stay for the “Student” status of residence according to your current period of stay. In principle, please complete the renewal procedures through the institution you will be entering.

If you plan to enroll at HOSEI University, please refer to the following information.

<https://www.global.hosei.ac.jp/en/students/currently/residence-status/extension/>

- ☐ Report your career path to Career Center before leaving Hosei Univ.

<https://www2.kyujin-navi.com/sp65/hokoku/>

- ☐ If you are enrolling in an institution other than Hosei University, you must submit a "Notification of Activity Institution (Form 1-6 'Left and Transfer')" to the Immigration Bureau within two weeks of enrollment at your new institution.

However, if there is more than two weeks between your graduation from Hosei University and enrollment at your new institution, you must first submit a leave notification (Form 1-2) within two weeks of graduation, and then submit a transfer notification (Form 1-3) within two weeks of enrollment.

*If you renew your residence status through the university you will be attending before enrolling, you do not need to submit a notification.

The notification can be submitted via postal mail or internet. Please check the following link for more details.

Hosei University Corporation Number: 4010005002359

http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html

- ☐ After leaving from Hosei, part-time work and paid internship activities are not permitted until enrollment in the next educational institution.

3 If you continue to search a job after graduation

Only if you search for a job in Japan before graduation and continue to search for a job after graduation, you are able to apply for changing your status of residence from “Student” to “Designated Activities”. However, for graduate students who were unable to engage sufficiently in job-hunting activities during their enrollment due to a focus on research activities, it has become possible to apply for a change of status to “Designated Activities” by submitting a statement of reasons issued by the university.

For details on procedures such as changes in residence status and notifications regarding organizations of activity, please refer to the Hosei University website:

<https://www.global.hosei.ac.jp/students/zaigaku/zairyu/tokutei/>

- ☐ Report your career path to Career Center before leaving Hosei Univ.

<https://www2.kyujin-navi.com/sp65/hokoku/>

4 If you plan to return to your home country

If you do not fall under categories 1–3, please complete all items on the Pre-Departure Checklist next page and return to your home country as soon as possible.

Your “Student” status of residence will end when you are withdrawn from the university. Even if there is still time remaining on your period of stay, you cannot continue to stay in Japan, work part-time, or participate in paid internships.

If you wish to travel within Japan before returning home, please change your status of residence to “Temporary Visitor.”

- ☐ Report your career path to Career Center before leaving Hosei Univ.

<https://www2.kyujin-navi.com/sp65/hokoku/>

To students who leave Hosei University for withdrawal or expulsion :

After returning to your home country, please email a copy of the passport page showing the entry and exit stamps to the Global Education Center.

Pre-Departure Checklist

<Residence>

- ☐ Notify the apartment manager or real estate company of your scheduled move-out date at least one or two months in advance.
- ☐ Follow the procedures necessary to cancel electricity, gas, water, internet and other services and settle bills.
- ☐ Clean your apartment thoroughly. Throw away garbage at the designated site on the designated day. Dispose of furniture, electrical appliances, bicycles and other bulk waste in accordance with local city/ward office procedures.

<City/Ward office> *Please bring your residence card, passport, My Number card, National Health Insurance certificate, and student ID.

- ☐ Submit a Notification of Departure from Japan at your local city/ward office.
- ☐ Complete the procedure for terminating National Health Insurance eligibility and settling any excess or shortfall in your insurance premiums.
- ☐ Return your Individual Number card (My number card).
- ☐ If you are a national pension scheme member, follow the procedures for receiving a lump-sum withdrawal payment.

<Bank/Mobile phone>

- ☐ Close your bank account in consideration of the timing of deposits and withdrawals. DO NOT close the account if you are expecting withdrawals to settle phone, credit card or other bills. * Buying or selling bank accounts is a crime and is strictly prohibited.
- ☐ Cancel your mobile phone subscription and other services and settle bills.

<Immigration Service Agency>

- ☐ A "Notification of the Accepting Organization (Form 1-2: 「left the organization」)" must be submitted to the Immigration Services Agency within two weeks after leaving. The notification can be submitted via postal mail(In Japan or overseas) or internet(Only in Japan). Please check the following link for more details.
Hosei University Corporation Number: 4010005002359
http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html

<Airport>

- ☐ When you depart Japan, **please be sure to return your Residence Card** at the airport. (The card will be invalidated by punching a hole and returned to you.)

<Others>

- ☐ If you have a part-time job, inform your employer of your return date in advance and prepare to quit. (You are not allowed to work part-time after leaving Hosei University.)
- ☐ Return any books borrowed from the university library.
- ☐ Apply for your academic transcript/certificate of graduation if necessary.
- ☐ (Graduates) If you are unable to attend the graduation ceremony, check with your department/school regarding the receipt of your diploma.