

Chapter 1 Procedures for Entry/ Residence

1 Residence Card

A residence card is an ID for foreign residents in Japan. It shows your identification information, period of stay, your status of residence, and so on.



- A Person who is 16 years and over need to carry his / her residence card at all times.
- It can be used as an ID when you carry out an official procedure at local government or enter into a contract.

A Person to Whom Residence Card Is Issued

A residence cards is issued to a person who stay in Japan over three months. (The person is called mid-to-long-term resident.)

Six cases in which residence card is not issued

- A person granted permission to stay for three months or less
- A person granted “Temporary Visitor” status of residence
- A persons granted “Diplomat” or “Official” status of residence
- A staff members of the Japanese office of the Taiwan-Japan Relations Association (Taipei Economic and Cultural Representative Office in Japan, etc.), or Permanent General Mission of Palestine in Japan who has “Designated Activities” status of residence, and his / her families
- A special permanent resident
- A person with no statuses of residence

1-1 Issuance of Residence Card

A residence card is mainly issued at the following time

- When a new landing permit is given at Narita Airport, Haneda Airport, Chubu Airport, Kansai Airport, New Chitose Airport, Hiroshima Airport, and Fukuoka Airport

- A residence card is issued at the airport.
- ii. When a new landing permit is given at an airport or a port not mentioned above
 - Please submit a moving-in notification to the municipal office where you live. After that your Residence Card will be delivered to your house by mail.
- iii. When you receive permission for extension of the period of stay
 - Please apply for extension of period of stay (cf. 2-1) at the Regional Immigration Services Bureau (including district offices and branch offices of the regional immigration services bureau; the same shall apply hereinafter) before your period of stay expires. A new residence card will be issued if your application is permitted.
- iv. When you receive permission for change of the status of residence
 - If you need to change your status of residence, please apply for change of status of residence at the Regional Immigration Services Bureau (cf. 2-2). A new residence card will be issued if your application is permitted.
- v. When you receive permission for acquisition of status of residence
 - If a child is born in Japan without Japanese nationality, and wishes to continue to stay in Japan beyond 60 days after he or she is born, it is necessary to apply for acquisition of his/her status of residence at the Regional Immigration Services Bureau within 30 days from the date of birth (cf. 2-4). A new residence card will be issued if his/her application is permitted.

1-2 Moving In Notification

A person who has had been issued a Residence Card need to register his / her address (file moving-in notification) within 14 days after his / her residence has been determined.

To file the notification, either a Residence Card or passport is needed.

See: Chapter 2-1, 1-1

1-3 Loss of Residence Card

You need to apply for reissuance of a residence card at the Regional Immigration Services Bureau within 14 days of the day when the loss is known.

Necessary Documents

- Passport

- A photograph (4 cm long x 3 cm wide, taken within the last three months. You don't need to submit a photograph if you are under 16.)
- Documentation that proves reasons for loss of the Residence Card (Certificate of Lost Property Report, Report of Theft, Disaster Victim Notification, etc.)
- An application for reissuance of a Residence Card
- ▣ See the following URL for details:

http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00010.html



1-4 Return of Residence Card

You need to return your residence card in the following circumstances:

Departure (leaving Japan after finishing your activities)

- Please return your residence card to an Immigration officer at an airport or seaport when you leave Japan.

- When a family member or someone you live with died
- If you left Japan with re-entry permit but did not return to Japan within the validity period of the permit
- When you were naturalized as a Japanese citizen

In the cases above, please return your residence card within 14 days by one of the following methods.

- Bring the residence card to the nearest Regional Immigration Services Bureau.
- Send the residence card by mail

To: Odaiba Branch Office, the Tokyo Regional Immigration Services Bureau
Tokyo Port Joint Government Building 9F, 2-7-11 Aomi, Koto-ku, Tokyo
135-0064 (Please write “Return of the Residence Card” on the front of the envelope)

- ▣ see the following URL for details:

http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00020.html



2 Procedures relating to status of residence

2-1 Extension of period of stay (renewal of period of stay)

If you wish to continue to stay in Japan beyond your currently authorized period of stay, you need to apply for an extension of period of stay at a Regional Immigration Services Bureau.

Necessary Documents

- Passport
- Residence Card (if you have been issued one already)
- A photograph (4 cm long x 3 cm wide, taken within three months, not required for persons under the age of 16.)
- An application form for extension of period of stay
<http://www.moj.go.jp/isa/applications/procedures/16-3-1.html>
- Documentation that specifies your planned activities in Japan etc.
http://www.moj.go.jp/isa/applications/procedures/shin_zairyu_koshin10_01.html



2-2 Change of status of residence (Change of purpose of residence)

If you want to change your purpose of residence, you need to apply for change of status of residence at a Regional Immigration Services Bureau.

Necessary Documents

- Passport
- Residence Card (If you have been issued one already)
- A photograph (4 cm long x 3 cm wide, taken within three months, not required for persons under the age of 16)
- An application form for change of status of residence
<http://www.moj.go.jp/isa/applications/procedures/16-2-1.html>
- Documentation that specifies your planned activities in Japan etc.
http://www.moj.go.jp/isa/applications/procedures/zairyu_henko10.html



2-3 Permission for permanent residence

Those who wish to reside permanently in Japan need to apply for permanent residence. If permanent residence is granted, you can engage in any activity in Japan and stay in Japan as long as you like without any restrictions. Furthermore, you do not have to carry out procedures to extend your period of stay or change your status of residence.

Necessary Documents

- Passport
- Residence Card
- A photograph (4 cm long x 3 cm wide, taken within three months, not required for those under 16 years old)
- An application form for Permanent Residence
- Other necessary documents

▣ See the following URL for details:

<http://www.moj.go.jp/isa/applications/procedures/16-4.html>



2-4 Acquisition of status of residence (If you gave birth to a child in Japan)

If a child is born in Japan without Japanese nationality, and wishes to continue to stay in Japan beyond 60 days after he or she is born, it is necessary to apply for acquisition of his/her status of residence at a Regional Immigration Services Bureau within 30 days from the date of birth.

※As a birth certificate (*Shussei todoke kisai jikou shoumeisho*, or “Certificate of Entry items in Birth Notification”) and other documents (see the following for details) are required, please register a birth at an office of municipality before applying for acquisition of a status of residence at a Regional Immigration Services Bureau.

→See : Chapter 4 2-1 Registration of a birth.

Necessary Documents

- Passport (if one has been issued already)
- An application form for permission to acquire status of residence

<http://www.moj.go.jp/isa/applications/procedures/16-10.html>



- Certificate of entry items in birth notification (It is available at office of municipality) or other documents that proof birth
- Documentation that specifies the child's planned activity in Japan
http://www.moj.go.jp/isa/applications/procedures/zairyu_henko10.html
- A copy of your Certificate of Residence or Certificate of entry items in Resident Register (You can get it at office of municipality)



2-5 Permission to engage in an activity other than those permitted by the status of residence previously granted

If you wish to work with a status of residence that does not permit you to work (status of residence of “Student”, “Dependent” and so on), or to engage in an activity other than those permitted by the status of residence previously granted, you need to apply for permission to engage in an activity other than those permitted by the status of residence previously granted at a Regional Immigration Services Bureau. (See Chapter 3-1 1-1 to confirm which activities are permitted under your status of residence.)

Necessary Documents

- Passport
- Residence Card
- An Application form for permission to engage in an activity other than those permitted by the status of residence previously granted
- Documents to certify the activity by which you intend to earn income or receive remuneration

▀ See the following URL for details:

<http://www.moj.go.jp/isa/applications/procedures/16-8.html>



2-6 Notification to Regional Immigration Services Bureau

If you have one of the statuses of residence below, and if something changes regarding the organization you are affiliated with, you need to notify the Regional Immigration Services Bureau of that change.

(1) Notification of the accepting organization

Status of Residence requiring notifications

Professor, Highly-Skilled Professional (i)(c), Highly-Skilled Professional(ii) (limited to cases of engaging in the activities listed in (ii) (c)), Business Manager, Legal/Accounting Services, Medical Services, Instructor, Intra-company Transferee, Technical Intern Training, Student or Trainee

Items to be notified

- Change of the name of the accepting organization
- Change of the location of the accepting organization
- Extinguishment of the accepting organization
- Left from the accepting organization
- Transfer from the accepting organization

Notification period

You are required to notify within 14 days.

▣ See the following URL for details:

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



(2) Notification of the organization of affiliation

Status of residence requiring notifications

Highly Skilled Professional (i)(a), Highly Skilled Professional (i)(b), Highly Skilled Professional (ii) (limited to cases of engaging in the activities listed in (ii)(a) or (b)), Researcher, Engineer/Specialist in Humanities/International Services, Nursing Care, Entertainer (limited to cases of engaging in activities based on a contract with a public or private organization in Japan), Skilled Labour, Specified Skilled Worker

Items to be notified

- Change of the name of the organization of affiliation
- Change of the location of the organization of affiliation
- Extinguishment of the organization of affiliation
- Termination of the contract with the organization of affiliation

- Conclusion of a contract with a new organization of affiliation

Notification Period

You are required to notify within 14 days.

- ▣ See the following URL for details:

http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00015.html



(3) Notification of relationship with spouse

Status of residence requiring notifications

Dependent, Spouse of Japanese National, Spouse of Permanent Resident

Items to be notified

- Divorce your spouse
- Bereavement of your spouse

Notification Period

You are required to notify within 14 days.

- ▣ See the following URL for details:

http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00016.html



Electronic notification by internet is possible for these notifications.

- ▣ See the following URL for details:

http://www.moj.go.jp/isa/publications/materials/i-ens_index.html



- Key Point: Points-based preferential immigration control and residency management treatment for highly-skilled foreign professionals

Foreign nationals who are expected to contribute to the economic growth of Japan due to being highly skilled or talented are preferentially treated with regard to their activities and period of stay.

This is a points-based system where foreign nationals are evaluated based on their “educational background,” “business career”, “age” and so on. Foreign nationals who apply for this system at Regional Immigration Services Bureaus, and if they get 70 points or more in total, are admitted as “Highly-Skilled Professional”. They are given following preferential treatment.

- Permission for multiple activities
- Grant of the longest period of stay of 5 years
- Relaxation of requirements for grant of the permission for permanent residence concerning the period of stay in Japan

▀ See the following URL for details:

http://www.moj.go.jp/isa/publications/materials/newimmiact_3_index.html



3 Re-entry Permit

If a foreign national in Japan wishes to temporarily leave and return to Japan within authorized period, he/she can re-enter Japan with his/her currently authorized status of residence and period of stay unchanged by using a re-entry permit.

(1) Special re-entry permit (returning to Japan within 1 year)

If the foreign nationals return to Japan within 1 year (or until the date of expiration of period of stay when the date of expiration comes earlier than 1 year from the date of departure), re-entry permission procedure at Regional Immigration Services Bureau will be exempted as long as they have Residence Card and valid Passport.

(2) Re-entry permit (returning to Japan in 1 year or later)

If the foreign nationals apply for re-entry permit at a Regional Immigration Services Bureau nearby, they can re-enter into Japan with their currently admitted status of residence and period of stay (up to a maximum of 5 years. Or up to the date of expiration when the date of expiration comes earlier than 5 years).

▀ See the following URL for details:

<http://www.moj.go.jp/isa/applications/procedures/16-5.html>



4 Procedures for Recognition of Refugee Status

As Japan is a member of the Convention relating to the Status of Refugees and the Protocol relating to the Status of Refugees, we recognize refugee status and take various protective measures for refugees defined by the Convention, etc.

4-1 Definition of Refugee

The term “Refugee” refers to those to whom Article 1 of the Convention relating to the Status of Refugees and the Protocol relating to the Status of Refugees applies. A refugee is defined as follows:

- A person who, owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside the country of his nationality and is unable or, owing to such fear, is unwilling to avail himself of the protection of that country.

4-2 Application for recognition of refugee status

- Application for recognition of refugee status is a system for those who have fled their home countries (See: 4-1) and seek protection from Japan. A foreign national residing in Japan can apply for this status. A foreign national, when he / she is recognized as a refugee, is issued a Certificate of Refugee Status, and is granted a residence status of “Long Term Resident” etc.
- A foreign national who has been recognized as a refugee, based on his/her application, will receive a refugee travel document in place of a passport.
- A foreign national recognized as a refugee and his/ her family can benefit from the Settlement Support System, which includes Japanese language education,

guidance for living in Japan and job placement.

4-3 Request for Administrative Review

A foreign national who has an objection to a disposition denying recognition of refugee status can request an administrative review to the Minister of Justice.

When the Minister of Justice makes a determination on the request, the Minister must hear the opinions of the Refugee Examination Counselors who have an academic background of laws or international affairs.

▀ See the following URL for details:

http://www.moj.go.jp/isa/applications/guide/nanmin_tetuduki.html



5 Deportation Order etc.

5-1 Major Grounds for Deportation

- Remaining in Japan after the period of stay (Please note that even a stay for just one day beyond your authorized period constitutes overstaying and subjects you to deportation.)
- Engaging activity that is not permitted under your status of residence, and receiving remuneration without permission to engage in an activity other than those permitted under the status of residence previously granted
- Receiving a certain criminal punishment

5-2 If You Are Deported

If you are deported after an inspection by a Regional Immigration Services Bureau, basically you will not be allowed to enter Japan for five or 10 years. If you are deported due to receiving a certain criminal punishment or some other particular grounds, you will not be allowed to enter Japan anymore.

5-3 Departure Order System

If all of the following requirements are met, an overstayer will be allowed to leave Japan through simple procedures without being detained.

When you leave Japan due to the departure order system, you basically will not be allowed to enter Japan for one year.

Requirements for the Departure Order System

Those subject to the departure order system need to fulfill the following requirements.

- He/she must voluntarily appear at a Regional Immigration Services Bureau with intention to leave Japan.
- He/she is not subject to deportation for any cause other than overstaying his or her authorized period of stay.
- He/she has not been punished by imprisonment with or without work for certain crimes such as theft.
- He/she has never been deported in the past.
- He/she has never left Japan due to a departure order in the past.
- It seems certain that he/she will leave Japan immediately.

5-4 Special Permission to Stay in Japan

Even when deportation procedures are taken, special permission to stay in Japan may be granted by the Minister of Justice in consideration of the situation for which the foreign national has settled down in Japan, his/her family situation, etc.

6 Contact for information about Procedures for Immigration and Residence

Regional offices of Immigration and Residence Control

Sapporo Regional Immigration Services Bureau	12-chome Odori-nishi Chuo-ku Sapporo shi 060-0042	TEL 011-261-7502
Sendai Regional Immigration Services Bureau	1-3-21 Gorin Miyagino-ku Sendai-shi 983-0842	TEL 022-256-6076 IP/ from overseas 03-5796-7234
Tokyo Regional Immigration Services Bureau	5-5-30 Konan Minato-ku Tokyo 1088255	TEL 0570-034259 IP/from overseas 03-5796-7234

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Tokyo Regional Immigration Services Bureau Yotsuya Branch Government Building	Yotsuya Tower 14F, 1-6-1, Yotsuya, Shinjuku-ku, Tokyo 160-0004	TEL 0570-011000 (select number 8) IP/from overseas 03- 5363-3013
Registration Department	Notification of change in activity, contract, or marital status;	TEL 03-5363-3032
	notification from the organization of affiliation:	TEL 03-5363-3030
Information Processing Department	Online residence application procedures: Management of inspection records:	TEL 03-5363-3039
Narita Airport Branch	1-1 Narita International Airport Second Terminal bldg.6th floor Aza-Furugome, Furugome Narita- shi Chiba 282-0004	TEL 0476-34-2222 Management and Inspection Division 0476-34-2211
Haneda Airport Branch	2-6-4 CIQ bldg. Haneda Airport Ota-ku Tokyo 1440041	TEL 03-5708-3202
Yokohama Branch	10-7 Torihama-cho, Kanazawa-ku, Yokohama Kanagawa 236-0002	TEL0570-045259 IP/from overseas 045- 769-1729
Nagoya Regional Immigration Services Bureau	5-18 Shoho-cho, Minato-ku, Nagoya, Aichi 2360002	TEL 052-559-2150
Chubu Airport Branch	1-1 CIQ bldg. CENTRAIR Tokoname-shi, Aichi 4790881	TEL 0569-38-7410
Osaka Regional Immigration Services Bureau	1-29-53 Minami-kohoku, Suminoe- ku, Osaka-shi, Osaka 559-0034	TEL 06-4703-2100
Kansai Airport Branch	Senshukukonaka 1, Tajiri-cho, Sennan-gun, Osaka 5490011	TEL 072-455-1453
Kobe Branch	29 Kaigan-dori, Chuo-ku, Kobe- shi, Hyogo 6500024	TEL 078-391-6377
Hiroshima Regional Immigration Services	2-31 Kamihatchobori, Naka-ku, Hiroshima-shi, Hiroshima 730-	TEL 082-221-4411

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Bureau	0012	
Takamatsu Regional Office of Immigration and Residence Control	1-1 Marunouchi, Takamatsu-shi, Kagawa 7600033	TEL 087-822-5852
Fukuoka Regional Immigration Services Bureau	3-5-25 Maizuru, Chuo-ku, Fukuoka-shi, Fukuoka 8100073	TEL 092-717-5420
Naha Branch	1-15-15 Higawa, Naha-shi, Okinawa 9000022	TEL 098-832-4185
Higashi Nihon Immigration Center	1766-1 Kuno-cho, Ushiku-shi, Ibaraki 3001288	TEL 029-875-1291
Omura Immigration Center	644-3 Kogashima-machi, Omura-shi, Nagasaki 8560817	TEL 0957-52-2121

Foreign Residents Support Center

Foreign Residents Support Center	Yotsuya Tower 13F, 1-6-1, Yotsuya, Shinjuku-ku, Tokyo 160-0004	TEL 0570-011000 IP/from overseas 03-5363-3013
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Information Center

Foreign Resident General Information Center	Regional Immigration Services Bureaus in Sendai, Tokyo, Yokohama(branch), Nagoya, Osaka, Kobe(branch), Hiroshima, and Fukuoka	TEL 0570-013904 (IP, PHS, from overseas 03-5796-7112)
Counselors are in:	Sapporo, Takamatsu, and Naha(branch)	