

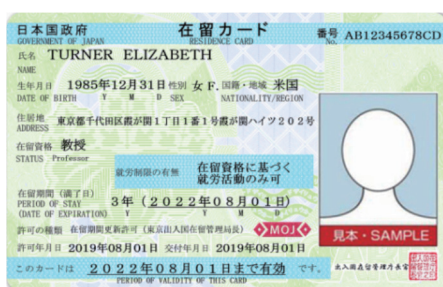
# Procedures for Entry/Residence



## 1

## Residence Card

A residence card is an ID for foreign residents in Japan. It shows your identification information, the period you can stay in Japan (period of stay) and the activities that you can conduct in Japan (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 card is issued to a person who stay in Japan over three months. (Such person is called "mid-to-long-term resident".)

### Six cases where 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 person 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 his/her 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 his/her Residence Card need to register his/her address / place of residence (file moving-in notification) within 14 days after his/her residence has been determined.

As his/her Residence Card (in the case of 1-1 i) or passport (in the case of 1-1 ii) is required to file the said notification, please make sure to bring either of them.

See: Chapter 2-1, 1-1 Notification of Address

## 1-3

### Loss of Residence Card

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

#### Necessary Documents

- Passport
- A photograph (4 cm long × 3 cm wide, taken within six months, not required for persons under the age of 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:

[https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00010.html](https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00010.html)



## 1-4

## Return of Residence Card

You need to return your residence card to the Regional Immigration Services Bureau in the following circumstances:

**Leaving Japan Re-entry Nonreserving** (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 permission and special re-entry permission but did not return to Japan within the validity period of the re-entry permission and special re-entry permission
- When you were naturalized as a Japanese citizen

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

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

To: Online Inspection Department Odaiba Branch Office, 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:

[https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00020.html](https://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 your 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 already been issued one)
- A photograph (4 cm long × 3 cm wide, taken within six months, not required for persons under the age of 16)
- An application form for extension of period of stay  
<https://www.moj.go.jp/isa/applications/procedures/16-3-1.html>
- Documentation that specifies your planned activities in Japan etc.  
<https://www.moj.go.jp/isa/applications/procedures/16-3.html>



## 2-2

### Change of status of residence (Change of purpose of residence)

If you wish to stay in Japan and change your present 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 already been issued one)
- A photograph (4 cm long × 3 cm wide, taken within six months, not required for persons under the age of 16)
- An application form for change of status of residence  
<https://www.moj.go.jp/isa/applications/procedures/16-2-1.html>
- Documentation that specifies your planned activities in Japan etc.  
<https://www.moj.go.jp/isa/applications/procedures/16-2.html>



○Search by status of residence○

<https://www.moj.go.jp/isa/applications/status/index.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. 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 × 3 cm wide, taken within six months, not required for persons under the age of 16)
- An application form for Permanent Residence
- Other necessary documents

See the following URL for details:

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



## 2-4

**Permission to acquire 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 his/her stay in Japan beyond 60 days from his/her birth, 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 (*Shusseki 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 Notification of a birth.

**Necessary Documents**

- Passport (if one has already been issued)
- An application form for permission to acquire status of residence
- 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
- A copy of your Certificate of Residence or Certificate of entry items in Resident Register (You can get it at office of municipality)

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



## 2-5

## Permission to engage in activities other than those permitted under 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 activities other than those permitted under the status of residence previously granted, you need to apply for permission to engage in activities other than those permitted under 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 activities other than those permitted under 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:

<https://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

<b>Status of Residence requiring notifications</b>	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
<b>Matters to be notified</b>	<ul style="list-style-type: none"> <li>• Change of the name of the accepting organization</li> <li>• Change of the location of the accepting organization</li> <li>• Extinguishment of the accepting organization</li> <li>• Left from the accepting organization</li> <li>• Transfer from the accepting organization</li> </ul>
<b>Notification period</b>	You are required to notify within 14 days.

See the following URL for details:

[https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00014.html](https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html)



## (2) Notification of the organization of affiliation

<b>Status of residence requiring notifications</b>	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 Labor, Specified Skilled Worker
<b>Matters to be notified</b>	<ul style="list-style-type: none"> <li>• Change of the name of the organization of affiliation</li> <li>• Change of the location of the organization of affiliation</li> <li>• Extinguishment of the organization of affiliation</li> <li>• Termination of the contract with the organization of affiliation</li> <li>• Conclusion of a contract with a new organization of affiliation</li> </ul>
<b>Notification Period</b>	You are required to notify within 14 days.

See the following URL for details:

[https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00015.html](https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00015.html)



## (3) Notification of relationship with spouse

<b>Status of residence requiring notifications</b>	Dependent, Spouse of Japanese National or Spouse of Permanent Resident who has a status of a spouse
<b>Matters to be notified</b>	<ul style="list-style-type: none"> <li>• Divorce your spouse</li> <li>• Bereavement of your spouse</li> </ul>
<b>Notification Period</b>	You are required to notify within 14 days.

See the following URL for details:

[https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00016.html](https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00016.html)



Electronic notification by internet is possible for these notifications, other than bringing to the service counter and mailing.

See the following URL for details of electronic notification:

[https://www.moj.go.jp/isa/publications/materials/i-ens\\_index.html](https://www.moj.go.jp/isa/publications/materials/i-ens_index.html)



**Key Point:****Preferential treatment for highly-skilled foreign professionals**

Foreign nationals who are expected to contribute to the economic growth of Japan with their advanced capabilities and qualities are preferentially treated with regard to their activities and period of stay.

This is a points-based system where points for foreign nationals are calculated based on their "academic background," "professional career," "annual income" ,etc.. When foreign nationals apply for a status of residence in this system at Regional Immigration Services Bureaus and get 70 points or more in total, they are admitted as "Highly- Skilled Foreign Professionals" and are given the following preferential treatment.

- Permission to engage in activities covering multiple statuses of residence
- 5 years stay
- Relaxation of requirements for permanent residence concerning the period of stay in Japan and so on

See the following URL for details:

[https://www.moj.go.jp/isa/publications/materials/newimmiact\\_3\\_index.html](https://www.moj.go.jp/isa/publications/materials/newimmiact_3_index.html)



A new system called "the Japan System for Special Highly-Skilled Professionals" (J-Skip) was introduced in April, 2023. If applicants meet specific academic background requirement, professional career requirement, and exceed specific annual income , they are regarded as "Special Highly-Skilled Professional" and are eligible for additional preferential treatment. This is a separated system from the point-based highly-skilled foreign professional system above.

See the following URL for details:

[https://www.moj.go.jp/isa/publications/materials/nyuukokukanri01\\_00009.html](https://www.moj.go.jp/isa/publications/materials/nyuukokukanri01_00009.html)

**3****Re-entry Permission (re-enter Japan with currently admitted status of residence)**

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 permission (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 permission (returning to Japan after more than 1 year )

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 5 years at the maximum. Or up to the date of expiration when the date of expiration of the period of stay comes earlier than 5 years).

See the following URL for details:

<https://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 as defined under these treaties and offer various protections to refugees.

### 4-1 Definition of Refugee

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

- A person who, owing to 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 etc.

### 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 Program, which includes Japanese language education, guidance for living in Japan and job placement.

See the following URL for details:

[https://www.moj.go.jp/isa/applications/procedures/nanmin\\_tetuduki\\_00001.html](https://www.moj.go.jp/isa/applications/procedures/nanmin_tetuduki_00001.html)



<https://www.moj.go.jp/isa/applications/procedures/16-6.html>



### 4-3

### Request for Administrative Review

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

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 in law or international affairs.

See the following URL for details:

[https://www.moj.go.jp/isa/applications/guide/nanmin\\_tetuduki.html](https://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 will constitute overstaying and subject 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, in principle, 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 overstay will be allowed to leave Japan through simple procedures without being detained.

When you leave Japan by the departure order system, in principle, you 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 the Immigration Office 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 in Japan.
- He/she has never been deported in the past.
- He/she has never left Japan by a departure order in the past.
- It is expected with certainty that he/she will leave Japan promptly.

**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 Hokkaido 060-0042	0570-003259 (IP/ from overseas) TEL 011-211-5701
Sendai Regional Immigration Services Bureau	1-3-20 Gorin Miyagino-ku Sendai-shi Miyagi 983-0842	TEL 022-256-6076
Tokyo Regional Immigration Services Bureau	5-5-30 Konan Minato-ku Tokyo 108-8255	TEL 0570-034259 IP/from overseas 03-5796-7234
Tokyo Regional Immigration Services Bureau Yotsuya Branch Office	Yotsuya Tower 14F, 1-6-1, Yotsuya, Shinjuku-ku, Tokyo 160-0004	TEL 0570-011000 (select number 8) (IP/from overseas: 03-5363-3013
	Status of Residence Registration Office	Notices related to overseeing agency, notices by the overseeing agency TEL 03-5363-3032 (main number)
	Online Inspection Department	Status of Residence Online Application Procedures TEL 03-5363-3030
	Information Processing Department	Examination Record Management 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 (Management and Inspection Division)	TEL 0476-34-2222 (main number) 0476-34-2211
Haneda Airport Branch	2-6-4 CIQ bldg. Haneda Airport Ota-ku Tokyo 144-0041	TEL 03-5708-3202
Yokohama Branch	10-7 Torihama-cho, Kanazawa-ku, Yokohama-shi Kanagawa 236-0002	TEL 0570-045259 (IP/from overseas: 045-769-1729)
Nagoya Regional Immigration Services Bureau	5-18 Shoho-cho, Minato-ku, Nagoya-shi, Aichi 455-8601	0570-052259 (IP/ from overseas) TEL 052-217-8944
Chubu Airport Branch	1-1 CIQ bldg. 3rd floor CENTRAIR Tokoname-shi, Aichi 479 - 0881	TEL 0569-38-7410 (main number)
Osaka Regional Immigration Services Bureau	1-29-53 Minami-kohoku, Suminoe-ku, Osaka-shi, Osaka 559-0034	0570-064259 (IP/ from overseas) TEL 06-4703-2050
Kansai Airport Branch	Senshukukonaka 1, Tajiri-cho, Sennan-gun, Osaka 549-0011	TEL 072-455-1453 (main number)
Kobe Branch	29 Kaigan-dori, Chuo-ku, Kobe-shi, Hyogo 650-0024	TEL 078-391-6377 (main number)
Hiroshima Regional Immigration Services Bureau	2-31 Kamihatchobori, Naka-ku, Hiroshima-shi, Hiroshima 730-0012	TEL 082-221-4411 (main number)
Takamatsu Regional Immigration Services Bureau	1-1 Marunouchi, Takamatsu-shi, Kagawa 760-0033	TEL 087-822-5852 (main number)
Takamatsu Regional Immigration Services Bureau Hamanochi Branch Office	72-9 Hamanochi, Takamatsu-shi, Kagawa 760-0011	TEL 087-822-5851 (main number)
Fukuoka Regional Immigration Services Bureau	3-5-25 Maizuru, Chuo-ku, Fukuoka-shi, Fukuoka 810-0073	TEL 092-717-5420 (main number)
Naha Branch	1-15-15 Higawa, Naha-shi, Okinawa 900-0022	TEL 098-832-4185 (main number)
Higashi-Nihon Immigration Center	1766-1 Kuno-cho, Ushiku-shi, Ibaraki 300-1288	TEL 029-875-1291 (main number)
Omura Immigration Center	644-3 Kogashima-machi, Omura-shi, Nagasaki 856-0817	TEL 0957-52-2121 (main number)

## 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	Established in the 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:	Deployed in Sapporo, Takamatsu, and Naha (branch)	

# 7

## Information Transmission from Immigration Services Agency

### 7-1

### Immigration Services Agency Website

The Immigration Services Agency website provides guidance on the procedures for immigration and residence, etc. In addition to Japanese, we provide machine translated information in over 100 languages.

Immigration Services Agency website:

<https://www.moj.go.jp/isa/index.html>



### 7-2

### Immigration Services Agency SNS, etc.

The Immigration Services Agency opened various types of SNS, etc. to provide guidance on new systems and transmit information that would be useful for everyday life of foreign residents.

Immigration Services Agency X account (formerly Twitter):

[https://twitter.com/MOJ\\_IMMI](https://twitter.com/MOJ_IMMI)



Facebook account of Immigration Services Agency:

<https://www.facebook.com/ImmigrationServicesAgency.MOJ/>



Email distribution service:

<https://www.moj.go.jp/isa/about/pr/mail-service.html>



Regional Immigration Services Bureau X accounts (formerly Twitter) provide information on how busy their service counters are.

**Regional Immigration Services Bureau accounts:**

<https://www.moj.go.jp/isa/about/pr/index.html>

