



GIFU JETS

Application for Extension of Period of Stay

a.k.a Visa Renewal

1

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Online Residence Procedures

- From March 16th- it's now become possible to perform several residence procedures online if one possess a **My Number Card**.
- Requires a PC, specialist equipment, and software to register, as the computer needs to be able to scan the My Number Card using an IC Card Read/Writer. Furthermore, no full foreign-language explanations for the system exist.

- **You can check out what's available so far here:**

<https://www.moj.go.jp/isa/applications/guide/onlineshinsei.html>

Visa renewal information and what to expect:

- **Information about the Application for extension of period of stay**

<https://www.isa.go.jp/en/applications/procedures/16-3.html>

- **Application Period:** before the end of your period of stay. Approximately **3 months before expiration date**. You will need to renew at the **end of your third year** (Verify your dates just in case)
- You will go to the immigration office on **two separate visits:**
 - 1st Visit- Application
 - 2nd Visit- Visa release (You will pay 4,000 yen for the revenue stamp)
- The **BOE has to fill out a page** of the form.
- **Standard processing period:** 2 weeks to one month

Preparation for the 1st visit

① Download **Application for Extension of Period of Stay** form in <https://www.isa.go.jp/en/applications/procedures/16-3-1.html>

- *ALTs fall under Professor; Instructor. Download the Excel file so you can edit it.*

(3) Highly Skilled Professional (i) (c)

PDF  Excel 

- Foreign nationals working in business management as personnel possessing advanced expertise
E.g., representative director or director of a company

3 Professor; Instructor

PDF  Excel 

- Research guidance or education at university
E.g., university professors
- Language education at junior high or high school
E.g., language instructor at junior high school

4 Artist; Cultural Activities

PDF  Excel 

- Financially compensated artistic activities
E.g., composer; photographer

② Fill in the form correctly.

| | | | |
|--|----------------------------|--|-----------------------------------|
| 別記第三十号の二様式(第二十一条関係) | | 日本国政府法務省 | |
| 申請人等作成用 1 | | Ministry of Justice, Government of Japan | |
| For applicant, part1 | | | |
| 在留期間更新許可申請書 APPLICATION FOR EXTENSION OF PERIOD OF STAY | | | |
| 法務大臣殿 | | 写真 Photo 40mm × 30mm | |
| 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 | United States Of America | 2 生年月日 | 1993 年 1 月 5 日 |
| Nationality/Region | | Date of birth | Year Month Day |
| 3 氏名 | Smith | Jane | |
| Name | Family name | Given name | |
| 4 性別 | 男・女 | 5 配偶者の有無 | 有・無 |
| Sex | Male/Female | Marital status | Married / Single |
| 6 職業 | Assistant Language Teacher | 7 本国における居住地 | Indiana, United States of America |
| Occupation | | Residence in home country | |



See the **"SAMPLE-Visa Extension Application Form.xlsx"** document for guidance.

DO NOT FILL OUT. They are just for your reference.

You fill this out.

You fill these out.

BOE will fill this out.

SHS BOE / Organization section / page procedure:

ALT informs his/her supervisor of the **Application for Extension of Period of Stay** section/page to be filled in by the BOE.

***Do this 3 months BEFORE the expiration of your visa.*

The ALT's Supervisor will **email the JPA** (Morikawa sensei) with **the attached section/page** to be completed.

***Send ONLY the page that the BOE will fill in. DO NOT SEND EVERYTHING.*

-The **JPA / BOE will fill in the form** and send it back to the ALT's supervisor.

***It will take about one (1) week for the BOE to accomplish and return it.*

-The supervisor will send it to his/her ALT.

**For Municipal BOE JETs :
Ask your BOE. (ESID)**

SHS BOE / Organization section / page ITEM NO. 7:

| | | | | | | | |
|----------------|-------------------------------|--|--------|--|------|--|-------|
| 7 就労予定期間 | <input type="checkbox"/> 定めなし | <input checked="" type="checkbox"/> 定めあり | 期間 | | 年 | | 月 |
| Period of work | Non-fixed | Fixed | Period | | Year | | Month |



Please note that this is just for the visa application, so it will NOT BIND you / the ALT to stay for five years. Ultimately, it will still be your / the ALT's decision to recontract or not.

For Municipal BOE JETs :
Ask your BOE. (ESID)

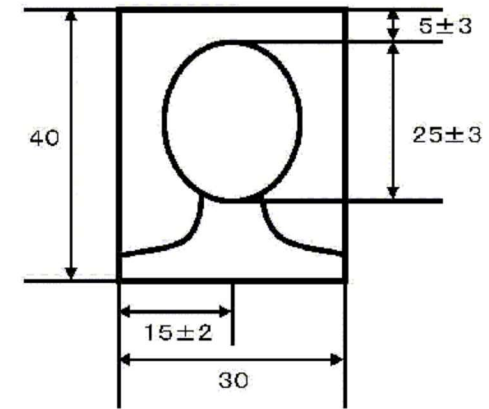
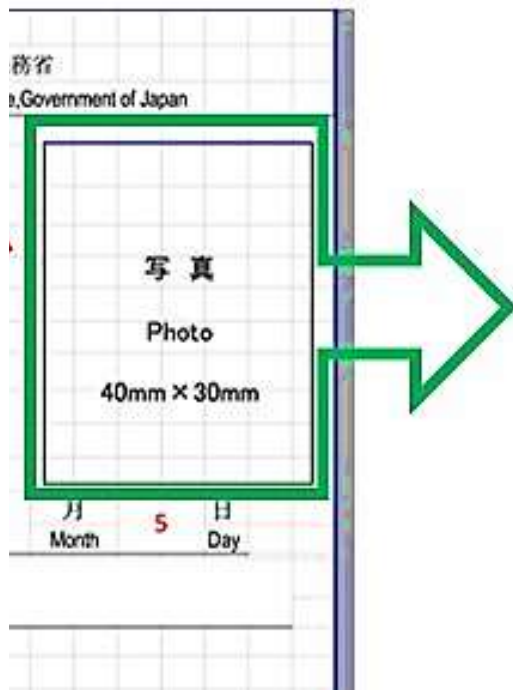
- For **SHS JETs**, this will be the **end of the ALT's 5th contract plus one month** to allow for status changes
- For example, if your *1st contract* starts on August 5, 2020, then the Period of Work on the visa application form will be indicated as September 2025.

Notes on printing out your form:

- Can be printed on standard Japanese A4 paper.
(210mm x 297mm)
- To avoid reducing the size of the copy, uncheck "reduce page to fit paper size (K)" in the print dialog box before printing.

Get your picture taken and paste it on your application form.

Just visit a self-operated photo booth outside a supermarket or in a mall.



Write your name on the back of the photograph.



Detailed explanation of the photograph requirements:

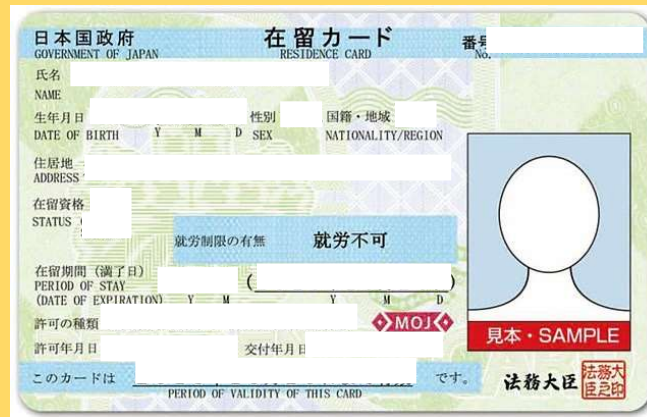
https://www.isa.go.jp/en/applications/guide/photo_info.html

② Prepare all supporting documentation / requirements.



Your passport

***It is recommended that you have a passport with more than 3 months left (more is better!)*



Your residence card



Your completed Application for Extension of Period of Stay form (1 copy)

Additional requirements that *might* be asked:

In principle, no other documents are required for Category 1.

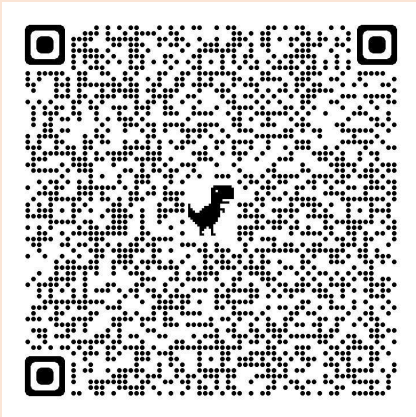
- 4 **Tax certificate (or tax exemption certificate) for individual inhabitant taxes and a tax payment certificate (showing gross income and taxes paid for one year) - 1 copy of each**
 - Issued by the ward office, city hall, or town office of the municipality where the applicant resides as of January 1.
 - If the certificate being submitted lists both one year of gross income and taxes due (including whether they were paid), no additional documents are necessary.
 - If issuance by the ward office, city hall, or town office where the applicant resides is not possible due to certain reasons, such as having only just entered Japan or having moved recently, inquire at your nearest Regional Immigration Services Bureau for guidance.

- 5 **Work based on a contract besides an employment agreement: Copy of contract related to work (contracts with all institutions if applicant works based on contracts with multiple institutions) - 1 copy**

③ Visit your local immigration office.

The three places where you can apply:

The Gifu Branch of the Nagoya Regional Immigration Bureau



500-8812
Gifu Government Legal Complex
Annex Bldg. 4F, 2-7-2, Mieji-cho,
Gifu City, Gifu

*****in Gifu City, near Media
Cosmos, not as busy as Nagoya***

The Toyama Branch (at Toyama Kitokito Airport)



939-8252
Toyama Airport Bldg.
1F, 30 Akigashima,
Toyama City, Toyama
Prefecture

The Nagoya Regional Immigration Bureau



455-8601 5-18, Shoho-
cho, Minato-ku, Nagoya
City, Aichi

*****Not recommended,
crowded and busy***

Notes on your 1st visit:

- Make sure that you use your special leave.

In our contract...

(Special leave)

Article 11

(1 [unlabeled]) – (4)

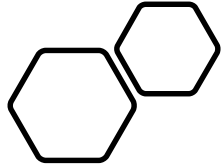
(1) Special leave shall be provided for the ALT for the periods set out in the following items: i. – xix.

xviii.

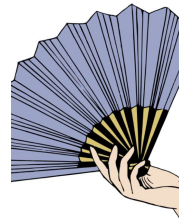
Any other time as designated by the Supervisor (e.g. for Foreigner Registration, visa-related applications): the period of time the Supervisor deems necessary.

(3)

The period of special leave specified in Section 1 above from Item 2 [ii.] to item 5 [v.] and in Item 18 [xviii.] and in Item 19 [xix.] is to be paid, and the period of Item 1 [i.] and that from Item 6 [vi.] to Item 17 [xvii.] is to be unpaid.



Bring a portable fan and/or cooling wipes!



1st Visit (The Gifu Branch)



① **Sign-in** when you arrive (first floor).

> You will get a **number slip** to hold onto and then return when you leave.

> The office is on the **4th floor (left side)**.



② **Get in line** at the reception area ASAP. You will **submit all your documents** to the Immigration Officer and will be given a **number slip**.

> Wait to be called.

NOTICE

Date: _____
Application No.: _____

Re: Your application for

- 1) Extension of period of stay
- 2) Acquisition of status of residence
- 3) Change of status of residence
- 4) Re-entry permit
- 5) Permanent residence
- 6) Permission to engage in additional activity
- 7) Certificate of authorization for employment

You are requested to appear at this office by _____ bringing with them the items necessary for the final decision on the application.

Since a failure to observe this deadline may result in your application being denied, you are advised that you should inform this office in advance if there are any unavoidable circumstances which may prevent you from appearing by the above date. Please take due note that you will not be permitted to stay in Japan if two months have passed from the expiration date of your period of stay without having received a disposition (stamp of approval).

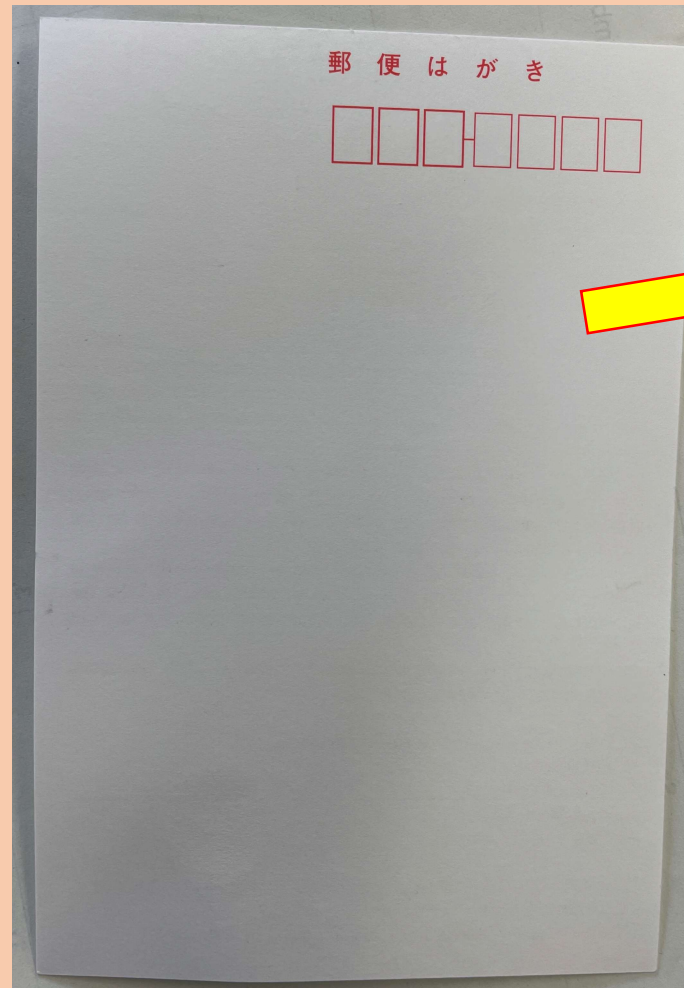
If any circumstances have changed (e.g. a change in the place of employment, or divorce from a spouse) since the time of filing the application, you are advised that you should notify this office without delay.

Permission granted without such notification may result in revocation of your status of residence.

1. Passport or document in lieu of passport.
2. Residence card
3. Revenue stamp _____ ¥ _____
4. Application Receipt
5. This notice of approval

〒500-8812 Gifu Legal General Building 4F, 2-7-2 Mieji-Cho Gifu City
TEL 058(214)6168
Nagoya Regional Immigration Bureau Gifu Branch Office

There is an
English post
card!



③ When you are called, you will be given a **post card to fill in.**

> Write your **name and address at the back side** (Romaji is OK).

*** This postcard will be sent to you notifying you that your visa is ready for pick-up.*



1st visit - Estimated time of completion:

10- 15 mins

Preparation for the 2nd visit

① Download the **Certificate of Payment Fee** form in <https://www.isa.go.jp/en/applications/procedures/16-3.html>

beside “Handling Fee”

- I recommend downloading the **PDF File** instead of the Excel because it is easier to edit / write on.

| | |
|---------------------------------------|--|
| Recipient of processed residence card | (Note) An employee of the applicant's company/school, spouse, child, sibling, etc. cannot receive the residence card unless they fall under criteria 1 to 3 above. |
| Handling fee | 4,000 yen when receiving the permission (paid with revenue stamps) Fee Payment Form (PDF) (Excel) |

別記第八十四号様式(第六十一条関係)

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

番号
No.

年 月 日
Year Month Day

手数料納付書
CERTIFICATE FOR PAYMENT OF FEE

印
紙
Revenue Stamp

法務大臣殿
To the Minister of Justice

金 円也(¥)
Yen _____

出入国管理及び難民認定法第67条、第67条の2又は第68条の規定により、

上記金額を {

- 1 在留資格の変更許可
- 2 在留期間の更新許可
- 3 永住許可
- 4 再入国(一回限り・数次有効)の許可
- 5 就労資格証明書の交付
- 6 在留カードの再交付
- 7 難民旅行証明書の交付

手数料として納付いたします。

In accordance with Article 67, 67-2 or 68 of the Immigration Control and Refugee Recognition Act,
I hereby pay the amount shown as fee for permission for

- 1 Change of status of residence
- 2 Extension of period of stay
- 3 Permanent residence
- 4 Single / Multiple Re-entry into Japan
- 5 Certificate of Qualification to Work
- 6 Re-issuance(optional renewal) of Residence card
- 7 Refugee Travel Document

納付者氏名 _____
署名
Signature

(出入B4)

② Fill in the form correctly.

系)

番号
No.

年 月 日
Year Month Day

数 料 納 付 書
IFICATE FOR PAYMENT OF FEE

印
紙
Revenue Stamp

金 円 也 (¥)
Yen _____

第67条, 第67条の2又は第68条の規定により,

Stamp: National revenue stamp

Japanese name: 収入印紙, shuunyuu inshi



Buy at a **post office.**

This is a personal expense. This will NOT be reimbursed by our BOE/school.

金 円也 (¥ 4,000)

Yen Four thousand yen

出入国管理及び難民認定法第67条, 第67条の2又は第68条の規定により,

上記金額を {
1 在留資格の変更許可
2 在留期間の更新許可
3 永住許可
4 再入国(一回限り・数次有効)の許可
5 就労資格証明書の交付
6 在留カードの再交付
7 難民旅行証明書の交付 } 手数料として納付いたします。

In accordance with Article 67,67-2 or 68 of the Immigration Control and Refugee Recognition Act,

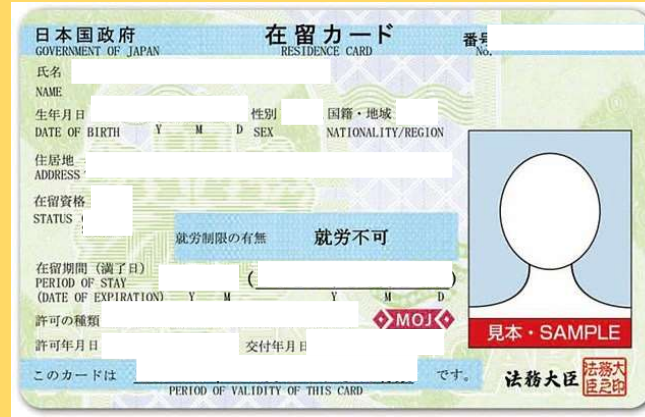
I hereby pay the amount shown as fee for permission for

- 1 Change of status of residence
- 2 Extension of period of stay

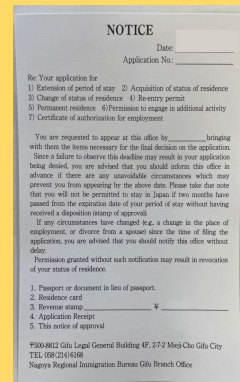
③ Prepare all your documents.



Your passport



Your residence card



The postcard that you got in your mail



Your completed Certificate of Payment Fee form

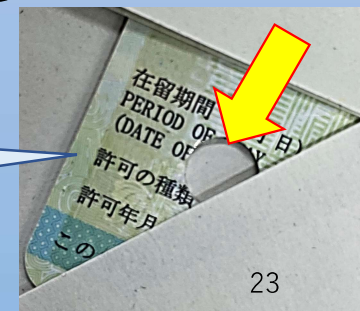
2nd Visit (The Gifu Branch)

- ① Follow **instructions ① and ② in the 1st Visit guide.**
(pp. 15 - 16 of this document)

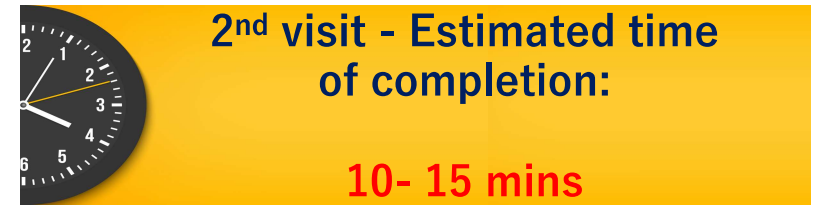


They will need to make you a **new residence card**, so the process may take a while. They will **NOT** update the visa information in your passport, so **your residence card will be your visa**. Make sure you carry it with you when traveling internationally.

Your old residence card will be returned to you with a hole punched in it.



② Get your **new residence card**. Double check all the information before leaving.



Ultimately, the Immigration Office decides on how long they will extend your visa. In the past, some JETs have been given 3-year extensions while some have only been given a year.

If you choose to stay a 5th year and have only been given a 1-year extension on your visa, you will need to repeat the process again a year after. (Double check the expiration date in your new residence card.)

Toyama Branch

- same procedures as the Gifu Branch
- has a photo booth
- There is a store on the 2nd floor that sells National revenue stamps.

Nagoya Branch

- same procedures as the Gifu Branch
- National revenue stamps are being sold at a window in this branch

***It's still better to prepare your picture and stamp beforehand so you are worry-free when you visit!*

Q & A link

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

File Location

The image shows a web browser window with the following elements:

- Browser tab: [#]GIFU JETS - Gifu JETS - The Of...
- Address bar: gifujets.weebly.com (highlighted with a red box and labeled '1')
- Navigation menu items:
 - HOME ↗
 - THE GIFU JET STREAM (BLOG) ↗
 - JET SUPPORT SYSTEM ↗ ›
 - GIFU JETS ↗ ›
 - WHERE IS GIFU? ↗ ›
 - LIFESTYLE ↗ ›
 - FILES & OTHER RESOURCES ↗ ›** (highlighted with a red box and labeled '2')
 - THE GIFU BULLETIN ARCHIVE ↗

◀ BACK

FILES & OTHER RESOURCES ↗

FILES FOR NEW JETS ↗

FILES FOR LEAVING JETS ↗

TRAINING RESOURCES (SDC FILES AND TEMPLATES) ↗

3

4



**TRAINING
RESOURCES**
(SDC FILES & TEMPLATES)