Handbook for International Students 2026



GIFU UNIVERSITY

2026.10

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Ⅰ. Support System for Academic and Daily Life

1. Inbound and Outbound Student Affairs Section (IOSAS)

If you have any problems or questions, please feel free to visit the IOSAS office.

Opening Hours: 9:00 AM — 5:00 PM

TEL: 058-293-2137 E-mail: direcent@t.gifu-u.ac.jp

2. Health Administration Center

Counseling services are available for mental health concerns and health-related issues.

Opening Hours: 8:45 AM — 4:30 PM (reservation required)

TEL: 058-293-2174

3. Academic Supervisor (professor in charge of you)

You can seek advice from your professor regarding student life, your studies or your research.

4. Faculty/Graduate School Office

Administrative services such as enrollment procedures, applications for various subsidies, certificate issuance, and consultation are available.

5. Career and Student Support Center

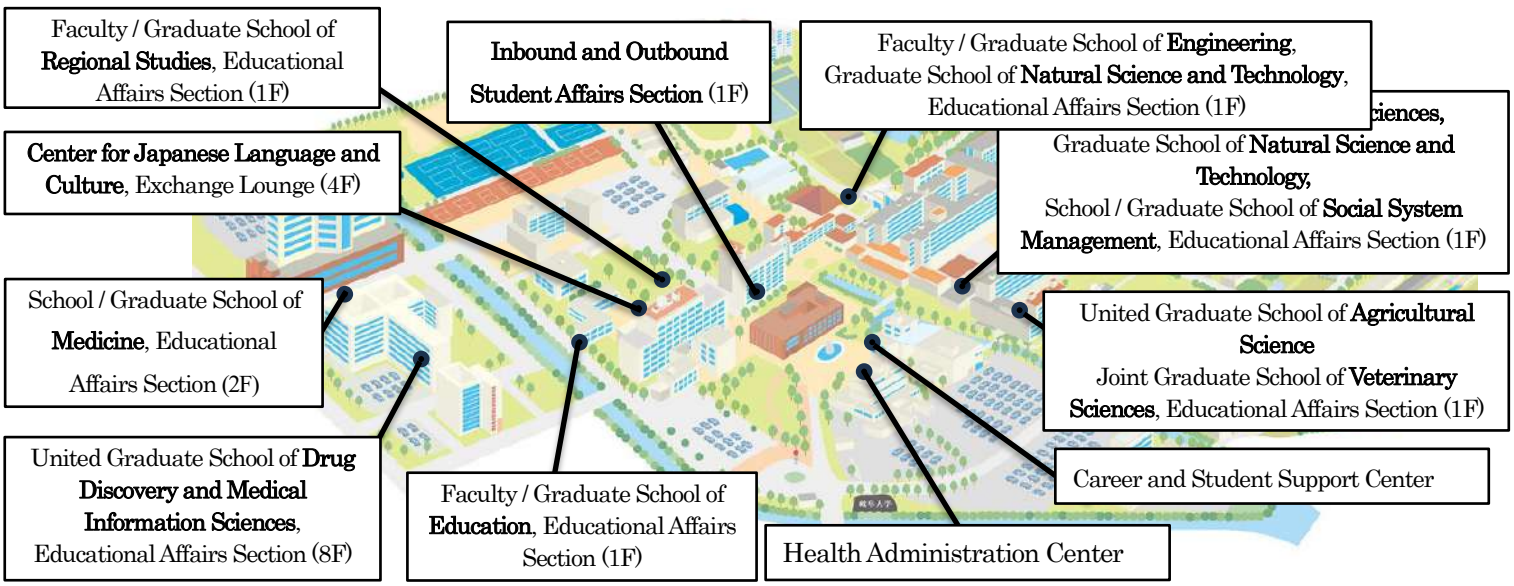
This Center provides consultation services on job hunting and career development.

6. Campus Life Helper

Each faculty or educational affairs department consults for a wide range of concerns, such as relationship problems, study problems or sexual and alcohol harassment.

7. Tutors

Faculties may provide tutors (Japanese or international students) to international students who will help with studies and daily life matters.



Ⅱ. Japanese Language Education

Center for Japanese Language and Culture (CJLC, or *Nichibun Centa*) offers Japanese language courses for international students (Intensive Course and Standard Course). However, undergraduate degree seeking students, non-student visa holders, family members of international students as well as international researchers are not eligible for application.

If you want to take a Japanese language course, please inform your professor before your arrival (in March or September). The professor will apply on your behalf to your faculty/graduate school. After arrival, all the applicants must take a Japanese language placement test. To apply for the next semester, please inform your faculty/graduate school office. Those who wish to continue the course, please re-apply every semester.

The Center for Japanese Language and Culture has an Exchange Lounge on the 4F of General Education (*Zenkyo)* Building. Student tutors are available there for advice and consultation from 2:45 PM to 4:45 PM. The lounge is equipped with 3 PCs and a printer. You need a GU Microsoft account to access the PCs.

Center for Japanese Language and Culture
Opening Hours: 10:00 AM — 5:00 PM
Exchange Lounge TEL: 058-293-3392

Ⅲ. Residence and Registration Procedures

International students need to go through residence and registration procedures after arrival in Japan. Please note that those who do not follow the procedures might be subject to penalties in Japan. Please see Reference 2 (p. 15).

★ Upon Arrival in Japan

1. Residence Card

International students will receive a residence card at the airport of arrival as mid- or long-term residents. Always carry your residence card with you!

2. Moving-In Notice

You must submit a moving-in notification to the municipal office within 14 days from the date of entry into Japan or from moving within Japan. If you fail to report your place of residence without a valid reason, your status of residence may be cancelled.

3. National Health Insurance and National Pension System

Anyone staying in Japan for more than three months is required to enroll in a public health insurance program. Most international students will enroll in National Health Insurance system. When you register your address at the city hall, please also enroll in National Health Insurance, National Pension and apply for a National Pension premium exemption or payment deferral.

After enrolling in National Health Insurance, you will receive insurance premium payments lips by mail. Please pay the premiums promptly. Failure to pay health insurance premiums without a valid reason may affect future applications to extend or change your residence status! If your application for a National Pension premium exemption or deferral is approved, you do not need to pay pension premiums during the approved period.

You can also obtain a Specified Residence Card, which combines your Residence Card and My Number Card into a single card. Application is available at the city hall or an Immigration Services Agency office when completing other procedures

For more information about National Health Insurance and National Pension, see p. 7-8.

4. My Number System

"My Number" is an individual social security number given to all registered residents. "My number" is mainly used for taxes, welfare and disaster management. One month after you arrive in Japan and register your address at the city hall, you will receive an envelope with "My Number Notification Letter" inside. You can also apply for "My Number Card". This is an ID card that you can use as a health insurance card by linking it to your health insurance information. In addition, My Number Card allows you to apply for residence-related procedures online.

★Immigration Services Agency page (QR Code):

★ After One or Two Years of Staying in Japan

5. Permission to Extend Period of Stay

International students with a student visa can be permitted to reside in Japan for the period of 3 months, 6 months, 1 year, 11 year and 3 months, 2 years, 2 years and 3 months, 3 years, 3 years and 3 months, 4 years or 4 years and 3 months. To extend your period of stay, you must apply for an Extension of Period of Stay at the Immigration Services Agency. Online applications are recommended because the application fee is lower than for in-person applications. Please refer to the List of Residence and Registration Procedures on p. 15 for more information. You can also consult with your faculty/graduate school office or the Inbound and Outbound Student Affairs Section office.

Extension application is accepted 3 months prior to the residence card expiration. Those who failed to apply for extension are considered overstayers and may be subject to deportation. Be sure to keep track of your expiration date. When you renew your residence card, you should present the updated card to your bank. Otherwise, your bank account may be temporarily suspended.

6. Activities Not Included in Visa Status (Work Permit)

Generally, a student visa does not allow to be engaged in any form of paid work in Japan. International students who want to get a part time job, must obtain a work permit in advance. You can apply and receive a work permit at the time of entry into Japan (only for new entrants) or at the Immigration Services Agency (for students who have already been living in Japan). In principle, Japanese Government Scholarship Students and Exchange Students are not permitted to work (except the RA and TA, etc. on campus).

With this permit, international students are allowed to work for up to 28 hours per week (7 consecutive days). However, you are not allowed to partake in jobs related to adult entertainment. These would include bars, hostess and hostel clubs, pachinko, love hotels and etc. Engagement in part-time work without this permit and violation of the terms/conditions stipulated in the permit could be subject to penalties up to deportation from Japan.

Please submit a workplace report to the faculty/graduate school office upon finding or

changing a job.

Important notice:

Your work permit is NOT VALID while you are on a leave of absence from school.

Your permit ends with your graduation and is NO LONGER VALID!

7. Temporary Leave and Special Re-Entry System

International students with a valid passport and residence card who leave Japan and will re-enter within 1 year of their departure will not be required to apply for a re-entry permit. This is called a special re-entry permit. Please be sure to present your residence card to an airport officer and fill out an Embarkation Card for Reentrant before departure! (See p. 16)

You must re-enter Japan within 1 year of departure. If your period of stay expires earlier, please ensure that you re-enter Japan before the expiration of your period of stay. Please note that you will lose your resident status if you fail to re-enter Japan within the allowed period.

International students must submit a "Overseas Travel Form" to the faculty/graduate school office prior to their leaving Japan.

8. Leave of Absence from School

Generally, in case an international student with a "Student" visa ceases to act as a student for more than three months, their student status of residence will be revoked. They will be required to promptly return to their home country or obtain an appropriate residence status to continue residing in Japan. However, if they have justifiable reasons for a long absence, their student status of residence may not be revoked.

The Immigration Services Agency admits the following cases as "justifiable reasons":

① A student needs to take a leave of absence from school to be hospitalized for a long period of time for treatment of an illness.

② A student is willing to return to school after leaving the hospital.

If you want to take a leave of absence, please consult with your faculty/graduate school office. Please note that you are not allowed to be engaged in any form of paid work during your leave.

9. Residence Status Change for Work after Graduation or Completion

Generally, international students are required to return to their home country after graduation/completion. The time left in your visa is the preparation period for your return. You cannot work even with a work permit during this period.

Those who continue to live in Japan after graduation/completion, need to change the status of their residence promptly.

① If you start working in Japan:

Please change your visa status from your present student visa to a visa allowing you to work such as "Specialist in Humanities/International Services" or "Engineer" statuses.

② If you continue seeking employment:

Those who could not find a job in Japan before graduation or completion and wish to continue seeking employment in Japan, must change the status of residence to the "Designated Activities." This status of residence allows the holder to stay in Japan for

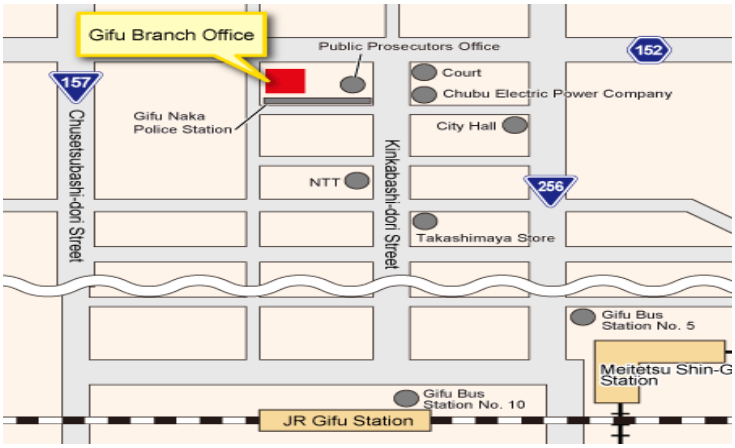
six months and can be renewed only once. To apply for a change of visa status, you need a letter of recommendation from your university. For a letter of recommendation, please refer to your faculty/graduate school office before the end of the month following your graduation.

Please note that a letter of recommendation can be issued only after graduation. Those students whose residence period ends before graduation/completion should submit to the Immigration Services Agency a "Certificate of Expected Graduation" issued by their faculty/graduate school office. A letter of recommendation should be submitted as soon as issued. You can submit the "Certificate of Expected Graduation" 3 months prior to your residence card expiration.

10. Regional Immigration Services Agency

Nagoya Regional Immigration Services Agency, Gifu Branch Office

- Address: 3 Gifu Legal General Building 4F, 2-7-2 Mieji-cho, Gifu City 500-8812
- Tel: 058-214-6168
- Opening Hours: 9:00 AM – 12:00 PM / 1:00 PM – 4:00 PM (Monday to Friday)



Access by Gifu Bus:

- 3 min walk from "Shimin Kaikan, Saibansho Mae" bus stop;
- 6 min walk from "Imazawa-cho" bus stop;
- 10 min walk from "Nishino-machi" bus stop.

Nagoya Regional Immigration Services Agency

- Address: 5-18 Shoho-cho, Minato-ku, Nagoya City, Aichi Prefecture 455-8601
- Tel: 052-559-2117 (Student and Trainee Inspection Department)
- Opening Hours: 9:00 AM - 4:00 PM (Monday to Friday)

Access:

Take Japan Railway (JR) Tokai Line and get off at Nagoya Station.

Take the Aonami Line and get off at Nagoya Kouhoku station. It is one-minute walk from Nagoya Kouhoku station to the Nagoya Regional Immigration Services Agency.

Ⅳ. Accommodation Facilities

1. Gifu University International House Buildings A & B

International House Buildings A and B is a university dormitory for international students and international research students. April and October are the only available months to move in.

Application should be sent to your respective faculty/graduate school. Usually, application deadlines are in January for April move-in and July for October move-in. Please refer to the bulletin board in your faculty/graduate school for dormitory information.

Building details:

- 69 Single Rooms, 7 Family Rooms, 14 Rooms for Married Couples, Multi-Purpose Room, Japanese Room, Kitchen/Dining Room, Laundry Room.
- Each room has a bed, desk, chair, dresser, bookshelf, refrigerator, Internet connection (with charge), unit bathroom (Building A only / Building B has shared shower rooms on each floor), toilet, and air conditioner. Free internet connection is available at the Lobby.
- Address: Gifu University, International House, 1-1 Yanagido, Gifu City, Gifu 501-1193

2. Kurono Student Dormitory

Kurono Student Dormitory is mainly for undergraduate students, and is separated into male and female buildings. If approved, international students can move into the dormitory to live with Japanese students. For more information, please see the following website by scanning the QR Code:

3. Public Housing

There are two types of public housing available in Gifu: "Gifu City Housing" and "Gifu Prefectural Housing". Please contact Gifu Housing Development Public Corporation for information.

★ for Gifu City Housing

Gifu Housing Development Public Corporation, Gifu branch, City Hall 2F:

TEL: 058-265-3900 (direct)

★ for Gifu Prefectural Housing

Gifu Housing Development Public Corporation, West Prefectural Office branch:

TEL: 058-214-7058

4. Private Housing

- Gifu University CO-OP provides assistance with private accommodation including boarding and apartment houses. Please visit the website for more information by scanning the QR Code:
- Real estate brokers and companies will also help to find an apartment.

5. Apartment Guarantor System

Gifu University abolished the Apartment Guarantor System at the end of March 2026. When renting an apartment, please use the services of a private guarantor company. If a guarantor company is not designated by your real estate agent, we recommend enrolling in "Daigaku Seikyo Anshin Sumaikun," which offers more comprehensive coverage. This service is provided through a partnership between the University Co-op and the guarantor company Casa.

Please make sure to obtain both **guarantor insurance** (annual fee of approximately ¥10,000) and **fire insurance** (annual fee of approximately ¥8,000). If a fire insurance company is not designated by your real estate agent, we recommend enrolling in the Gifu University Co-op insurance (Student Liability Insurance).

Ⅴ. Tuition and Other Fees

1. Tuition Fee and Payment Method

Check information on the university website.

★ Tuition Fee:

★ Payment Method:



2. Exemption of Tuition Fee

Privately financed degree-seeking international students with financial issues and an excellent academic record may apply for tuition fee exemption. However, not all applicants are granted an exemption, so everyone must maintain stable financial resources to pay the full tuition fee. Information about exemption will be posted on "Campus-G" academic portal for students in the "Information" section. Please contact Student Affairs Department for further information.

TEL: 058-293-2149/3198

Ⅵ. Scholarships

There are scholarship programs available for international students. For university recommended scholarships, please check the information from your faculty/graduate school office. Information about scholarships with direct application is posted on the CampusWeb/TACT. You can also check the latest information on the website below.

★GU-GLOCAL Website (Scholarships for International Students):

Ⅶ. Medicine and Welfare

1. National Health Insurance (public support for medical expenses)

Most international students who stay in Japan for more than 3 months are required to enroll in National Health Insurance. The only exception is for students who are covered as dependents through a family member working for a Japanese company or government organization. With National Health Insurance, you pay only 30% of your medical expenses at a hospital or clinic.

After enrollment, you will receive an Eligibility Confirmation Certificate and payment slips by mail. Show the certificate when visiting a medical institution. Be sure to pay your insurance premiums by the due date, as unpaid premiums without a valid reason may affect future applications to extend or change your residence status. Premiums can be paid at convenience stores, by bank transfer, through smartphone payment services, or online by credit card or internet banking.

Premiums are based on household income and size and therefore vary by household. If your income is low, you may be eligible for a premium reduction by completing the required procedures. When you receive a National Health Insurance Simplified Declaration Form in May, please submit

it promptly.

★National Health Insurance/Pension Plan Division, Gifu City Hall

TEL: 058-214-4315

2. National Pension

All residents of Japan aged 20 to 59 who have a resident record are required to enroll in the National Pension system and pay pension premiums, regardless of nationality. The pension system is funded by the Japanese government and contributions from members. Pension is paid in old age or if a person becomes unable to work due to a disability.

Students can apply for a premium exemption. Please submit the exemption or payment deferral application at the city hall.

・Regular students should apply for a "Special Payment System for Students".

・Non-degree students should apply for a "Pension Premium Exemption".

Information is available in multiple languages on the Japan Pension Service website. Please scan the QR Code for details.

★Gifu City Hall Pension Section:

TEL: 058-214-2086

3. Health Care Institutions

(1) Health Administration Center in Gifu University

The Center gives first-aid medical treatments, conducts annual health check-ups, and provides physical and mental counseling services. All international students must go through a health check-up every year.

★Health Administration Center website (QR Code):

(2) Hospitals and Clinics

Every time you visit a hospital or a clinic in Japan, bring your health insurance / eligibility confirmation certificate card with you. This will cover 70% of your medical expenses.

Please inform your faculty/graduate school office as soon as possible if you need to be hospitalized.

(3) Ambulance

Please call 119 for an ambulance in case of serious illness or injury and report your exact location. Ambulance service is free in Japan. However, use it only in cases that require emergency medical treatment.



Ⅷ. Daily Life

1. Life Support Loan (for regular international students)

In case international students urgently need money for living expenses, housing rent, medical costs or emergency travel fee, they can apply for a ¥100,000 short-term loan fund without interest rate. Please note that this loan cannot be used for the tuition payment. The application is available only once per academic year. Repayment must be made within five

months from the application date. For consultation, please visit the Inbound and Outbound Student Affairs Section office.

2. Insurance Information

(1) Accident and Casualty Insurance (Gakkensai)

Accident and casualty insurance for students during their educational research activities covers any unexpected incidents that could happen to you during your academic studies (including lectures, lab work, practicum, university events, extracurricular activities, and commuting).

Gifu University International Student Support Association bears the cost of insurance premiums for privately-financed international students enrolled for 6 months and more. However, Japanese government scholarship students, foreign government scholarship students and students receiving high-rate scholarships like JICA and JICE must join and pay this insurance by themselves. Application is available at the Student Assistance Division, Educational Affairs Department.

(2) New "Futai Gakuso" Insurance Policy for International Students by JEES

The Japan Educational Exchanges and Services (JEES) has created a new insurance policy called "Futai Gakuso" for international students to help them live safely in Japan. This policy covers compensation for injuries and accidents that happened within the campus; transportation expenses to Japan incurred by family members for nursing purposes; compensation for liability, and compensation for accidents that occurred while riding a bicycle. International students are advised to purchase this insurance policy. Online application is available. All the residents of the International House (A and B) will be insured through the Inbound and Outbound Student Affairs Section. For more details, please consult the Student Assistance Division or the Inbound and Outbound Student Affairs Section.

(3) Comprehensive Student Mutual Insurance

Gifu University CO-OP offers several insurances such as fire insurance, travel insurance and life insurance covering injuries, illnesses, hospitalization and hospitals/clinic visits. Online application is available. Please ask Gifu University CO-OP for further information.

TEL: 058-230-1166

3. Public Transportation

(1) Student Discount System

Degree-seeking students may use the student discount on JR train fares when traveling more than 100 km one way. Student discount certificates can be issued from certificate-issuing machines located in the University Hall (1F), School of Medicine (Education and Supporting Services Building (2F), and Educational Affairs Sections. Please note that the student discount may only be used for approved purposes.

(2) IC Transport Cards

Any major IC transport cards such as Suica, TOICA, manaca, ICOCA are available for bus and train fare payment.



4. Safe Living

(1) Important Notice Regarding Illegal Drugs

Japan strictly regulates illegal drugs, and some substances that are legal in other countries may be illegal in Japan. Common illegal drugs include cannabis, methamphetamine, MDMA, and cocaine.

Using or possessing illegal drugs is a crime. Claiming that you did not know the law is not accepted as an excuse. Violations may result in arrest, expulsion from the university, and deportation. If you receive a suspicious offer, refuse it clearly. If you are concerned about anything, seek advice rather than dealing with it alone.

(2) Riding a Bicycle

Please register your bicycle at the place of purchase to prevent bicycle theft.

Bicycle insurance is mandatory for bicycle owners. In case you have another insurance covering bicycle accidents (bicycle insurance), you do not have to purchase it twice. You can purchase insurance from insurance companies or apply a convenience store).



Make sure to follow traffic rules for bicycles. Also, pelase wear a helmet when riding a bicycle. Always lock your bicycle and park it at designated space.

(3) Driving a Car and Riding a Motorcycle

It is mandatory to have a driver's license to drive a car. Should you get into an accident, you may need a substantial amount of compensation money and other expenses. Please consult with your supervisor before you drive a car in Japan.

Note 1. Driver's license in Japan:

There are three ways you can obtain a driver's license in Japan:

1) To complete a driving course and take a written test at designated examination sites (a practical test is not required).

2) To take a written and practical driving test at designated examination sites.

3) To switch your international driver's license to a Japanese driver's license.

Only holders of international driver's license issued by The Geneva Convention on Road Traffic are permitted to drive in Japan. With this international driver's license you are allowed to drive in Japan for up to one year from the date of issue of your international license.

However, if you go to your home country to renew or newly obtain an international driver's license and re-enter Japan within three months, you will not be able to drive here or switch your driver's license to a Japanese one! You have to stay in your country for at least three month after issuing a new international driver's license to drive in Japan!

Note 2. When you get your own car or a motorcycle:

Vehicle insurance is required for cars and motorbikes. The insurance consists of two main

components: 1) compulsory insurance (automobile damages compensation insurance) and 2) optional insurance. All automobile and motorcycle owners are required to obtain compulsory insurance by law. However, Japan's compulsory insurance covers only bodily injury or death to other people. It does not cover property damage, injuries to the driver or passengers, or damage to the vehicle. For this reason, please make sure you also purchase optional insurance.

Note 3. Parking Permission (for Japanese driver's license holders only):
A "Parking Permission" and "Pass Card" are necessary to enter Gifu University by car. Please apply to your faculty/graduate school office.



(4) Traffic Accidents

If you are involved in a traffic accident, follow the following procedures:

① If anyone is injured, call 119 immediately for an ambulance.
② Report the accident to the police (call 110) and obtain a "Traffic Accident Certificate" from the police.
③ Remove anything from the accident site which may disrupt traffic flow.
④ Take notes of the other driver's name, address, telephone number, date of birth, and workplace. If possible, take a picture of the other driver's car plate number, driver's license, damaged parts of both cars and the situation in general for evidence. This might help you avoid additional troubles afterward.
⑤ Report the accident to the faculty /graduate school office.

(5) Disaster Prevention

Japan is an earthquake-prone country, and extra precautions are necessary. Creating an earthquake preparedness plan can help you to know what to do in case an earthquake strikes. Gifu University does a natural disaster prevention drill regularly. Please participate.

Useful materials on disaster prevention:

★Gifu University "Major Disaster Response Manual":

★Gifu International Center "Disaster Guide":

★Institute of Scientific Approaches for Fire & Disaster "Be Prepared for Earthquakes":

(6) Alcohol and Cigarettes – From the Age of 20

In Japan, drinking alcohol and smoking are strictly prohibited by law for anyone under the age of 20, regardless of nationality. It is also illegal to offer alcohol or cigarettes as well as purchase and give them to anyone under 20.

When consuming alcohol, please be mindful of your physical condition and drink in

moderation. Binge drinking and excessive drinking are dangerous. Forcing others to drink is strictly prohibited and constitutes harassment. Please drink responsibly.

5. Paid Garbage Bags

Since October 1, 2026, Gifu City has required residents to use designated garbage bags for regular waste (burnable garbage). Designated bags can be purchased at the university CO-OP, supermarkets, convenience stores, and other stores.

Recyclable waste, such as bottles, cans, PET bottles, and plastic containers and packaging, should be disposed of in transparent or semi-transparent bags, not designated garbage bags.

Garbage separation rules and collection days vary by area, so please check the local rules when you move in.

IX. Family Affairs

1. Application for "Dependent" Visa Status

(1) Application for Certificate of Eligibility

International students capable of providing stable financial support for their family can apply for a certificate of eligibility for their family (limited to a spouse and children) to stay in Japan. Permission to Extend Period of Stay

The period of stay for dependent visa holders is limited. Please go the Immigration Services Agency to apply for Permission to Extend Period of Stay before it expires.

(2) Extension of the Period of Stay

The period of stay for dependent visa holders is limited. Please go the Immigration Services Agency to apply for Permission to Extend Period of Stay before it expires.

(3) Notification of a Birth

After a baby is born, one of the parents must submit a notification of birth to the municipal office within 14 days and apply for a certificate of eligibility at the Immigration Services Agency within 30 days from birth.

2. Childhood Education

(1) Nursery School

Nursery school provides childcare to support parents who are working or studying during the day. Please ask the Child Care Division, Gifu City Hall, for entry procedures, child-care fees and etc. (TEL: 058-241-2143)

(2) Kindergarten

Children aged three to six (before entering elementary school) can enter a kindergarten. Application procedures and child-care fees may vary depending on whether it is a public or a private kindergarten. Please consult each kindergarten for more information.



(3) Elementary School and Junior High School

Elementary and Junior High School education is compulsory in Japan but not for foreign nationals. However, they can also enter a Japanese school and study with Japanese children if their parents or guardians wish.

Please consult the School Guidance Division, Gifu City Board of Education, for details

(TEL: 058-214-2193).

3. Work Permit for Dependent Visa Holders (family members)

In principle, dependent visa holders are not permitted to work in Japan. However, they can apply for a work permit at the Immigration Services Agency. If approved, they can work in Japan up to 28 hours per week.

4. Child Welfare and Medical Care

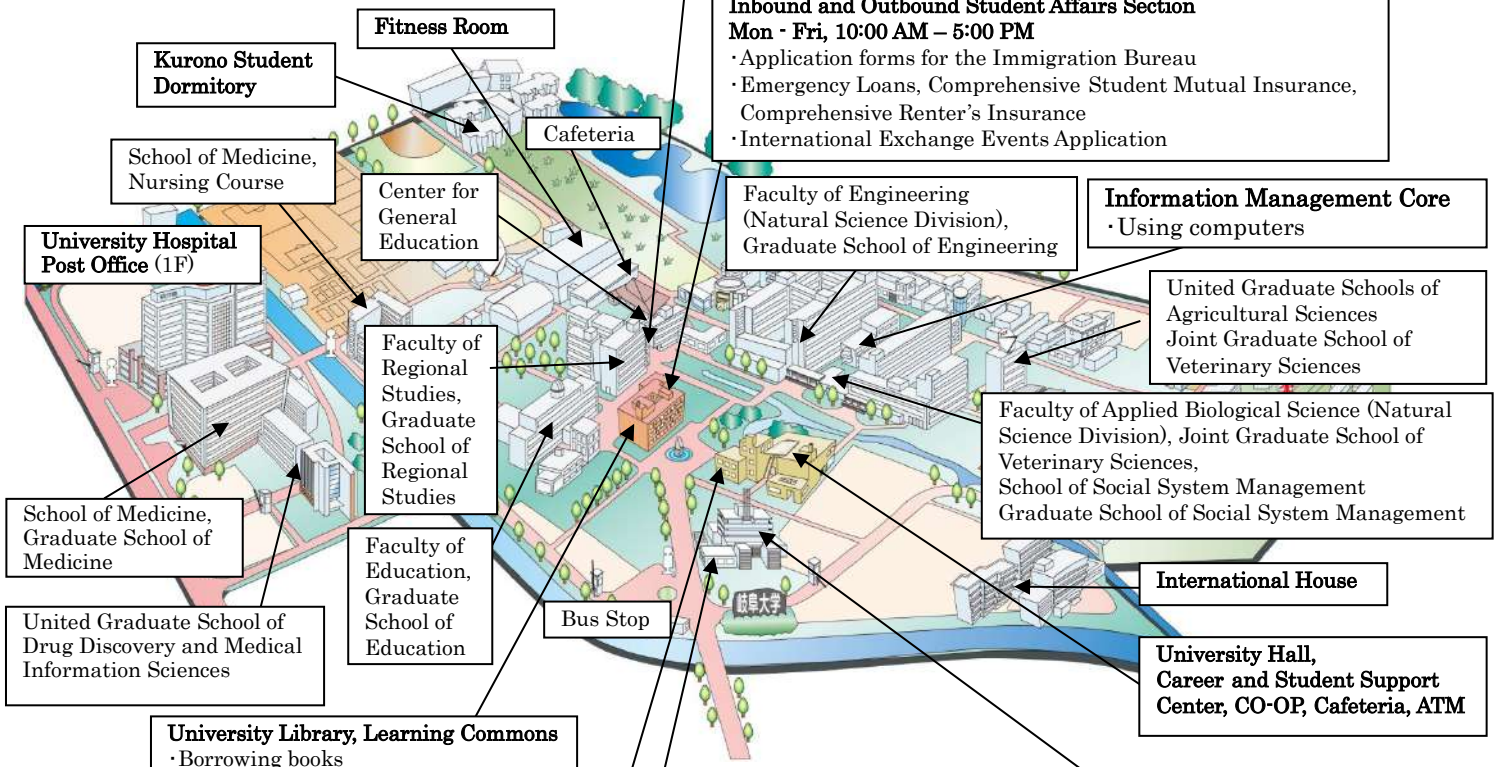
Those who plan childbirth in Japan, please take the necessary documents from your obstetrics, submit a Pregnancy Notification Form (妊娠届出書) to the municipal office and receive a Maternal and Child Health Handbook (母子健康手帳). Also, if you brought an infant to Japan, please submit a Moving-In Notice to the municipal office and get him/her vaccinated according to the List of Routine Vaccinations.

ⓘCampus Map

Center for Japanese Language and Culture
Exchange Lounge
Mon.-Fri. 10:00 AM 5:00 PM

Inbound and Outbound Student Affairs Section
Mon - Fri, 10:00 AM – 5:00 PM
・Application forms for the Immigration Bureau
・Emergency Loans, Comprehensive Student Mutual Insurance, Comprehensive Renter's Insurance
・International Exchange Events Application

Procedure at faculty /graduate school's office
・**See the bulletin board every day and check the most up to date information!** ・
・Documents to be submitted to Immigration
・Application for Permission for Part-time Job
・Notice of Temporary Leave
・Scholarships
・Tuitions
・Japanese Language Courses
・Registration of classes
・Application of Scholarship Certificate
・Issue of Transcript
・Notice of Changing Address
・Notice of Accidents, etc.
・Parking Permission (residents of Int'l House should apply to the Inbound and Outbound Student Affairs Section)
・Entrance Examinations
・Temporal and Eternal Withdrawals
・Non-degree Student's Certificate of Student Status
・International House Application



Student Support Division
・Tuition Fee Exemption (only for degree-seeking students)
・Accident and Casualty Insurance
・Sports Facilities Application for Use (Swimming Pool, Gym, and Tennis Court)
・Re-issue of Student IC Card, Student Discount, Certificate of Student Status, Certificate of Enrollment (for non- degree-seeking students), Academic Transcript, Health Check Certificate, Certificate of Expectation to Graduate (only for degree-seeking students, excluding United Graduate School of Agricultural Science, Joint Graduate School of Veterinary Sciences, and United Graduate School of Drug Discovery and Medical Information Sciences)
・The Lost and Found

※Please be sure to check the business hours of each facility on their website.

List of Residence and Registration Procedures

Types of Application	Documents to be Submitted	Place for Application
1. Moving –in Notice	1. Residence card 2. Passport *** Within 14 days from the date of entry into Japan or moving date.**	Gifu City Hall (1F Citizen Affairs Division)
2. National Health Insurance System	Please join the National Health Insurance System when you go to the municipal government office to submit your moving-in notification.	Gifu City Hall (2F National Health Insurance/Pension Plan Division)
3. National Pension	For the specific information, please ask the National Health Insurance/Pension Plan Division at the city hall.	
4. Application for Permission to Extend Period of Stay	1. Application form for extension of period of stay 2. Face photo 4 cm x 3 cm 3. Certificate of Enrollment 4. Academic Transcript * Research students are required to submit a certificate outlining the details of their research issued by university faculty. 5. Financial Support Information Form 6. Passport 7. Residence card 8. Application fee: see "Reference 3. Fees for Residence Procedures" * You may be required to submit additional information including proof of your expense payment abilities, resume and certificate of your final schooling if the Immigration officer deems them necessary after reviewing your submitted information (for example, due to poor academic performance).	Immigration Services Agency
5. Activities not included in Visa Status (Work permit for Part-time Employment)	1. Application form for a permit to engage in an activity other than that permitted under the status of residence previously granted 2. Passport 3. Residence card 4. Papers detailing the intended activities * No fees for this process.	Immigration Services Agency

6. Temporary Leave and Re-Entry Permit **(If you return to Japan within 1 year: Special Re-Entry Permit System)**	Be sure to present your residence card at departure. Also please check the box of embarkation card for re-entrant to use this system. If your period of stay expires within 1 year after your departure, please ensure that you re-enter Japan before the expiration of your period of stay. *No fees for this process.  	Immigration Services Agency
(If you plan to leave from Japan for more than 1 year: Re-Entry Permit)	If you are planning to leave from Japan for more than 1 year, you need to get re-entry permit. You need to bring followings to the Immigration Services Agency . 1. Application form for a re-entry permit 2. Passport 3. Residence card 4. Student ID card or Certificate of Enrollment 5. Application fee: 4,000 yen/3,500 yen (office/online)	
7.Changes in Status of Residence	1. Application for Change in Status of Residence 2. Face photo 4 cm x 3 cm 3. Proof for change of status of residence (information to clarify your reason for application) 4. Passport 5. Residence card 6. Application fee: see “Reference 3. Fees for Residence Procedures”	Immigration Services Agency

8. Inviting Family Members to Live in Japan	1. Application for Certificate of Eligibility 2. Face photo 4 cm x 3 cm of the family members 2. Documents certifying the relationship between the student (supporter) and the family. This can be a domiciliary register, marriage certificate or birth certificate showing the relationship to the supporter. 3. The student's (supporter's) Residence card or a copy of his/her passport 4. Documents certifying the income of the student (supporter) (information to prove that the student is capable of supporting his/her family.) * The international student's Certificate of Enrollment * An account balance certificate of a bank account held by the student or a certificate of money transfers * Certificates showing scholarship information including amount and period 5. Self-addressed and stamped envelope (a simple registered mail with 460 yen stamp)	Immigration Services Agency

For detailed information about residence procedures, please visit the website of the Immigration Services Agency (available in multiple languages):



Fees for residence procedures for foreign nationals will be revised from October 1, 2026.



Fees required for change of status of residence, extension of period of stay, and other procedures will be revised.
Please note that for applications received by September 30, 2026, even if the permission for such applications is granted on or after October 1, the fees before the revision will apply.

Regarding the Revision of Residence Permission Fee Amounts (Article 25, Paragraph 1 of the Amended Immigration Control Act Enforcement Order)

Permission	How to apply	Before the revision
Permission to change status of residence	At the counter	6,000 Yen
Permission to extend period of stay	At the counter	6,000 Yen
	Online	5,500 Yen

Permitted period	How to apply	After the revision
3 months or less	At the counter	10,000 Yen
	Online	10,000 Yen *
Over 3 months but not more than 6 months	At the counter	18,000 Yen
	Online	15,000 Yen *
Over 6 months but less than 1 year	At the counter	25,000 Yen
	Online	21,000 Yen *
1 year	At the counter	33,000 Yen
	Online	27,000 Yen *
Over 1 year but less than 3 years	At the counter	48,000 Yen
	Online	42,000 Yen *
3 years or more but less than 5 years	At the counter	64,000 Yen
	Online	56,000 Yen *
5 years or more	At the counter	75,000 Yen
	Online	65,000 Yen *

Permission	How to apply	Before the revision
Permission to Permament residence	At the counter	10,000 Yen

Permission	How to apply	After the revision
Permission to Permament residence	At the counter	200,000 Yen

* For online applications, fee payment methods are limited to convenience store payment or bank payment only; payment by revenue stamps is not accepted. In addition to the fees mentioned above, a separate transaction fee will also be required. For details, please check the Immigration Services Agency website.

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◀ Immigration and Immigration Control Agency Home Page TOP
https://www.moj.go.jp/isa/

About Online Application ▶
https://www.moj.go.jp/isa/applications/online/onlineshinsei.html

Q & A

Q1 How can I pay the fees?

A

The fee payment method varies depending on the application method.

For applications submitted at a counter

When receiving permission for an application submitted at a counter, fees must be paid using revenue stamps.

As shops and convenience stores located in each Regional Immigration Services Bureau have limited stock of revenue stamps, when coming to receive the results of the examination, please purchase revenue stamps for the amount indicated on the postcard we send in advance at a large post office or similar establishment before visiting the Regional Immigration Services Bureau, whenever possible.

Please note that revenue stamps can only be purchased with cash.

Click here for information on revenue stamp combinations

For online applications

When receiving permission for an application submitted through the online residence application system, fees must be paid via convenience store payment or bank payment, regardless of whether the documents are delivered by mail or collected at a counter.

Regarding bank payment, you can make cashless payments by using internet banking.

After the examination completion email is sent, a separate payment instruction email will be sent (to the email address registered at the time of user information registration), so please check the email instructions when making the payment.

Click here for details

Q & A

Q2 When will I know the amount of fees I need to pay?

A

For applications submitted at a counter, the amount of fees to be paid will be indicated on the postcard sent after the examination is completed, so please check it.

For online applications, the amount of fees to be paid will be indicated in the email with the payment link that will be sent separately after the examination completion email, so please check it.

Q3 Are there cases where fees may be reduced?

A

Fees may be reduced for persons who are recognized as being in financial hardship to a degree comparable to persons requiring protection as stipulated in the Public Assistance Act and who require humanitarian consideration.

Cases that may potentially qualify for fee reduction are described in the “Guidelines for Persons Eligible for Fee Reduction for Permission of Change of Status of Residence or Extension of Period of Stay.”

Click here for details

Contact information



Regional Immigration Services Bureaus and district offices

Sapporo Regional Immigration Services Bureau	〒060-0042 Sapporo Third Joint Government Building, Odori-nishi 12 Chome, Chuo-ku, Sapporo-shi, Hokkaido		TEL: 0570-003259 (IP Phone/International Call: 011-211-5701, 011-876-8015)
Sendai Regional Immigration Services Bureau	〒983-0842 Sendai Second Legal Affairs Joint Government Building, 1-3-20 Gorin, Miyagino-ku, Sendai-shi, Miyagi		TEL: 0570-022259 (IP Phone/International Call: 022-256-7025)
Tokyo Regional Immigration Services Bureau	〒108-8255 5-5-30 Konan, Minato-ku, Tokyo		TEL: 0570-034259 (IP Phone/International Call: 03-5796-7234)
Tokyo Regional Immigration Services Bureau, Yotsuya Building	〒160-0004 Yotsuya Tower 13F & 14F 1-6-1 Yotsuya, Shinjuku-ku, Tokyo		TEL: 0570-011000
	Status of Residence Registration Division	Notifications connected to an affiliated organization, notifications from an affiliated organization	TEL: 03-5363-3032
	First Online Review Division	Status of Residence Online Application Procedures	TEL: 03-5363-3030
Narita Airport District Immigration Services Office	〒282-0004 6th floor, Terminal 2, Narita International Airport, 1-1 Azafurugome, Furugome, Narita-shi, Chiba		TEL: 0476-34-2222 (main switchboard) TEL: 0476-34-2211
Haneda Airport District Immigration Services Office	〒144-0041 Haneda Airport CIQ Building, 2-6-4 Haneda-Kuko, Ota-ku, Tokyo		TEL: 03-5708-3202 (main switchboard)
Yokohama District Immigration Services Office	〒236-0002 10-7 Torihama-cho, Kanazawa-ku, Yokohama-shi, Kanagawa		TEL: 0570-045259 (IP Phone/International Call: 045-769-1729)
Nagoya Regional Immigration Services Bureau	〒455-8601 5-18, Shoho-cho, Minato-ku, Nagoya-shi, Aichi		TEL: 0570-052259 (IP Phone/International Call: 052-217-8944)
Chubu Airport District Immigration Services Office	〒479-0881 3rd floor, CIQ Building, 1-1 Centrair, Tokoname-shi, Aichi		TEL: 0569-38-7410 (main switchboard)
Osaka Regional Immigration Services Bureau	〒559-0034 1-29-53 Nankou-Kita, Suminoe-ku, Osaka-shi, Osaka		TEL: 0570-064259 (IP Phone/International Call: 06-4703-2050)
Kansai Airport District Immigration Services Office	〒549-0011 1 Senshu-Kuko-Naka, Tajiri-cho, Sennan-gun, Osaka		TEL: 072-455-1453 (main switchboard)
Kobe District Immigration Services Office	〒650-0024 Kobe District Joint Government Building, 29 Kaigan-dori, Chuo-ku, Kobe-shi, Hyogo		TEL: 078-391-6377 (main switchboard)
Hiroshima Regional Immigration Services Bureau	〒730-0012 Hiroshima General Legal Affairs Building, 2-31 Kami-hacchoubori, Naka-ku, Hiroshima-shi, Hiroshima		TEL: 082-221-4411 (main switchboard)
Takamatsu Regional Immigration Services Bureau	〒760-0033 Takamatsu Legal Affairs Joint Government Building, 1-1 Marunouchi, Takamatsu-shi, Kagawa (General Affairs Section, Security Department)		TEL: 087-822-5852 (main switchboard)
	〒760-0011 Hamanocho Branch Office, 72-9, Hamanocho, Takamatsu-shi, Kagawa (In charge of Examination)		TEL: 087-822-5851
Fukuoka Regional Immigration Services Bureau	〒810-0073 Fukuoka First General Legal Affairs Building, 3-5-25 Maizuru, Chuo-ku, Fukuoka-shi, Fukuoka		TEL: 092-717-5420 (main switchboard)
Naha District Immigration Services Office	〒900-0022 Naha First District Joint Government Building, 1-15-15 Higawa, Naha-shi, Okinawa		TEL: 098-832-4185 (main switchboard)
Higashi-Nihon Immigration Center	〒300-1288 1766-1 Kuno-cho, Ushiku-shi, Ibaraki		TEL: 029-875-1291 (main switchboard)
Omura Immigration Center	〒856-0817 644-3 Kogashima-machi, Omura-shi, Nagasaki		TEL: 0957-52-2121 (main switchboard)

Residents Support Center (FRESC)

Foreign Residents Support Center	〒160-0004 Yotsuya Tower 13F 1-6-1 Yotsuya, Shinjuku-ku, Tokyo	TEL: 0570-011000 (IP Phone/International Call: 03-5363-3013)

Immigration Information Centers, etc.

Face-to-Face Consultation	The above-mentioned regional immigration services bureaus and district offices (excluding the Tokyo Regional Immigration Services Bureau Yotsuya Branch Office, airport offices and immigration centers)
Consultation phone	TEL: 0570-013904 (IP Phone/International Call: 03-5796-7112)

ISA

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〒100-8973 Central Government Building No. 6, 1-1-1, Kasumigaseki, Chiyoda-ku, Tokyo
TEL: 045-370-9755 (main switchboard)
https://www.moj.go.jp/isa/index.html

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