

Guidelines for requesting Support for a Designated Activity Visa for a Job Hunt in 2020

Updated March 2020 by Career Support



First of all, international students are required to change their visa status from student to “Designated Activity¹” if they hope to continue job hunting in Japan after graduation. They have to go to immigration bureaus by themselves with the documents required by immigration bureau. This is a guideline for 2nd year students and 1-year MBA students who are active job hunters and would like to continue job hunting after graduation. Please read all and refer to the website of Ministry of Justice and the followings.

NOTE: If your scholarship provides you with a return ticket, and you accept that return ticket, you are NO LONGER ELIGIBLE to receive support from IUJ for a change to a Designated Activity Visa. You are giving up your visa status in Japan, and must start over if you come back to Japan.

¹The length of the initial Designated Activity Visa is 6 months. **You may be able to renew one more time for a total of 12 months.** This depends on your circumstances and expression of need. A second letter of support from IUJ is required.

The website of Ministry of Justice in Japanese

http://www.moj.go.jp/ONLINE/IMMIGRATION/ZAIRYU_HENKO/zairyu_henko10_21_10.html

Documents to submit to the Immigration bureau

1. Application Form <http://www.moj.go.jp/content/001290156.xlsx>
2. Photo (Vertical 4cm x horizontal 3cm)
3. Passport and Residence card
4. Financial statement showing you can provide for yourself through the 180 days



If you will have another provide you with financial support, you need them to prepare a financial statement, and a document stating why they are supporting you, their relationship with you, and for how long they will be able to provide for you financially. This person doesn't necessarily need to be in Japan. For questions, please refer to the Immigration Bureau directly.

5. Certificate of Graduation from IUJ

Request this to ofcgsir@iuj.ac.jp or ofcgsim@iuj.ac.jp and ask for 1 document, in Japanese, and arrange payments through credit card (or get this before you leave IUJ).

6. A recommendation letter from IUJ (Career Support)

7. Document showing you are actively engaged in Job Hunting²

This can be emails from a Headhunter who is assisting you, or a company you interviewing with and awaiting results, etc.

2 Example of Document showing outside support

The following kinds of information may be very helpful to your application process, and should be written in Japanese to show that you have support beyond IUJ and that you are an active job hunter. It should be addressed to IUJ's Career

Counseling and Services and will be used as back up in the case there is an inquiry from Immigration. The letter should state:

- ✓ The candidate is working with a 3rd party for the job hunt, and has interviews scheduled through them, or that results after such interviews are not yet available.
 - ✓ The 3rd party feels confident the candidate will be employed within 3 months or probably sooner, but the candidate likely will need a bit more time than his/her current visa shows.
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Which office you should go; <http://www.immi-moj.go.jp/english/soshiki/kikou/tokyo.html>

1. Those living in Tokyo have to go to the office in Tokyo.

Tokyo Regional Immigration Bureau: 5-5-30 Konan, Minato-ku, Tokyo

2. Those living in Niigata Pref. can choose the office in Tokyo or Niigata city. *

Niigata Branch Office: Niigata Airport Terminal Bldg., 3710 Matsuhama-cho, Higashi-ku, Niigata City, Niigata Pref.

*Please keep in mind that you need to go to the same office to receive a new residence card after the screening.

Conditions for requesting IUJ to issue a recommendation letter

IUJ will issue the recommendation letter **only for the active job hunters who hope to continue job hunting after graduation. IUJ don't issue a recommendation letter for the students who want to start job hunting just before/after graduation.**

You must meet all the following conditions.

1. Be an active job hunter
2. Be in good professional standing with IUJ
3. Be in good communication with the Career Support
4. Have a solid plan for the job hunt expressed to Career Support and provide frequent updates (weekly)
5. Have evidence of enough financial resources to live in Japan for at least 6 months
- 6. Be registered on Career Access by Friday, March 13th 2020.**
- 7. More than 3 times in total to participate in**
 - companies' info sessions which were held in IUJ and/or out of IUJ and include online sessions
 - Job fairs
 - interviews which were held in IUJ and/or out of IUJ and include online interviews
- 8. Have Applied for more than 5 companies continuously***

*We don't accept the applications only for 5 companies at the same time.
- 9. Submit a "Recommendation Letter Request Form" to Career Support with your active job hunting record**

About an application form, please refer to the last page on this document.

What you should do to IUJ

<input checked="" type="checkbox"/>	By when	Must do
<input type="checkbox"/>	March 13 th 2020	Register to Career Access
<input type="checkbox"/>	Until you get a job offer	Continue Active job hunt and keep the track record

☐	The end of May	Request the recommendation letter with the application form and job hunting record*
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*This record must show

- you participated in companies' info sessions and interviews more than 3 times in total
- you have applied for more than 5 companies

Career Access

<https://www.iuj.ac.jp/CareerSupport/Login>

ID: your IUJ google account before @

PW: the same as google account

The procedure before applying for changing your visa status

1. Register to Career Access **by March 13th, 2020**
2. Make efforts to get a job actively while working hard on assignments, research paper or thesis
3. Check “Conditions for requesting IUJ to issue a recommendation letter”
4. Request a recommendation letter with the application form and your active job hunting record
5. Career Support decides and informs you of the result by email after receiving the documents

If you're eligible to change your visa status

6. Request Certificate of Graduation from IUJ to OAA
7. After graduation, have an established address in the city you are job hunting in, and have your Resident's Card changed to reflect that new address.
 - Be sure to complete the MOVE OUT, and MOVE IN formalities with our City Office here, and your new City Office in your next destination.
8. Provide photos of both sides of your residence card which has your new address to Career Support by email
9. Career Support issues a recommendation letter and sends it to your new address
10. Go to immigration office with the documents and apply

Year 年 Month 月 Day 日

推 薦 状 発 行 願

Recommendation Letter Request Form

Dear Career Support Team in International University of Japan,

Student ID: _____

Name: _____

Graduation Expected: Month / Year

Program: _____

Phone: _____

Email: _____

I'd like to request you to issue the recommendation letter for continuing job hunting in Japan after graduation. I've been making efforts to get a job while I've been working hard on assignments, research paper or thesis, but I haven't found it yet.

I believe that I am an active job hunter and submit the documents to show my job hunting record with this form. I promise you to follow the requirements on the Guidelines.

私は、在学中より就職活動を行っているので、修了後も継続して就職活動をするため、推薦状の発行を申請いたします。本推薦状発行願と共に今までの就職活動履歴がわかる資料についても提出いたします。

国際大学が作成した推薦状発行に関する規約に従うことを誓約します。

Job Searching and Application Log

Name: _____

Student ID: _____

Company name	Contact person	Name of position	Application date	Response date	Interview date	Name(s) and contact info. of the interviewer(s)	Result