

Extension of Period of Stay

Required Documents List	Acquisition
Application for Extension of Period of Stay	IAD
Passport / Residence Card	
Application for Indication of Name using Kanji Characters on the Residence Card (Applicants interested in this only) ※If you would like to have your name in Kanji on your residence card, please submit this application. Please submit your family register which has your name written in Kanji, if your passport doesn't show your name in Kanji.	IAD
A Photo of Applicant (height 4cm × width 3cm) ※Latest Photo only. Same photo as current residence card is not accepted.	
Certificate of Payment of Fee (¥4,000 worth of "inshi" (revenue stamp) must be pasted on.)	Post Office etc. for "inshi"
Certificate of Enrollment ※The one in which whole enrollment period is written. Please ask to issue the certificate at the counter of Education Support Div. The certificate is issued by a issuing machine will NOT be accepted.	Education Support Div.
Documents that prove your grades 1) Undergraduate/Graduate Students : Transcript 2) Research Students : "Evaluation form on the research results" issued by a guidance teacher 3) Auditors : "Certificate of acquired credits", etc. ※If you have been enrolled in a Japanese language school before entering Tottori University and you do not receive a transcript at the time of application, submit a transcript and attendance information from the Japanese language school	Education Support Div.
Documents that prove your enrollment 1) Undergraduate/Graduate Students : A photocopy of Certificate of Entrance Permit 2) Research Students : A Photocopy of Entrance Permit, Research Plans issued by a guidance teacher (※"A Certificate of continuation issued by a faculty" is required for extension of period) 3) Auditors : A Photocopy of Continuation permit, Documents about registered courses which mentions auditing subjects and class hours	Each Faculty/ guidance teacher
Documents which certify financial competency to cover all the costs thinkable during applicant's stay in Japan (Either A or B) A. If applicant cover the costs including school and living expenses; (One of ①~③) ① Certificate of Scholarship ② Certificate of Bank Deposit or A Photocopy of Passbook (In case of Passbook, submit a copy of page that shows your balance and your name.) ③ Certificate of Remittance B. If a person other than the applicant cover the costs including school and living expenses;(All of ①~③) ① "Keihi-shibensho" (an explanatory document prepared by a financial supporter) ② Documents that certify the relationship between the applicant and supporter. ③ One or more documents about the financial supporter mentioned below that prove financial capability of the supporter and relationship between applicant and supporter. · Tax & Income Certificate · Certificate of Income and Withholding Tax · Photocopy of Income-tax Returns · Certificate of Bank Deposit (tax & income certificate or certificate of employment that proves the process of building up the deposit is also required)	

※If you repeat or withdraw from the University, Tottori University will not make applications on behalf of international students. You must apply to the immigration office by yourself with the above mentioned documents and the Statement of Reasons issued by both applicant and their supervisor.