

Guidelines for Japanese Government (MEXT) Scholarship Students who wish to work part-time

Center for International Affairs, Tottori University

Japanese government (MEXT) scholarship students (hereinafter referred to as “MEXT students”) receiving scholarships from the Japanese government for their study and living must follow the procedures prescribed by Tottori University before engaging in part-time work to the extent that it does not interfere with their studies.

1. Desirable part-time jobs for MEXT students

- (1) Part-time work that contributes to students’ studies and research activities
- (2) Part-time work performed in response to a request from a public agency
- (3) Part-time work that contributes to interaction with and contribution to the local community
- (4) Part-time work that contributes to international exchange and friendship between Japan and other countries
- (5) Part-time work that contributes to the improvement of Japanese language skills and understanding of Japanese society
- (6) Internships and other part-time jobs that contribute to future employment in Japan

2. Application Procedures

The Immigration Service Agency will grant permission to engage in an activity other than that permitted under the status of residence (hereinafter referred to as “the permission”), and Tottori University will also take the following procedures.

(1) Prior application

MEXT students must apply for permission at the Immigration Services Agency after obtaining approval from their supervisor.

(2) Reporting the acquisition of permission

MEXT students must bring their passports and residence cards to the IAD after they obtain permission from the Immigration Services Agency.

(3) Notification of Place of Employment

MEXT students who have obtained permission must submit a notification (*Form 1*) to the IAD when they find part-time work.

MEXT students must submit a notification (*Form 1*) to the IAD whenever they change or add a new part-time work.

3. Notes

- (1) In some cases, permission is not granted even if an application is filed. You may not engage in remunerated activities prior to obtaining permission.
- (2) Students are permitted to work part-time for up to 28 hours/week (up to 8 hours/day during long holidays).
- (3) Students are not allowed to work part-time during their leave of absence.
- (4) Students may not work part-time in a sexually oriented business.
- (5) Students do not need permission if they engage in an internship for which they are not paid.
- (6) Research students are not allowed to work part-time.

<Reference>

-Application for permission to engage in activities other than that permitted under the status of residence previously granted (Immigration Service Agency)

<https://www.moj.go.jp/isa/applications/procedures/16-8.html?hl=en>

-Regarding permission to engage in activities other than that permitted under the residence status of “Student” (Immigration Service Agency)

https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri07_00003.html?hl=en

Date: / /

Notification of part-time work permission for MEXT Students

To: Director, Center for International Affairs

The part-time work I will be doing is as follows (Circle the applicable items from (1) - (6)).

- (1) Part-time work that contributes to students' studies and research activities
- (2) Part-time work performed in response to a request from a public agency
- (3) Part-time work that contributes to interaction with and contribution to the local community
- (4) Part-time work that contributes to international exchange and friendship between Japan and other countries
- (5) Part-time work that contributes to the improvement of Japanese language skills and understanding of Japanese society
- (6) Internships and other part-time jobs that contribute to future employment in Japan

Check (✓) the boxes that you have checked and submit the form.

- ☐ I am submitting this notification with a copy of my permit.
- ☐ I will give top priority to my studies and research, and if my part-time job interferes with my studies or research, I will concentrate on my studies or research.
- ☐ I will work part-time after checking the items above.

Name	
Faculty	
Student ID number	
Nationality / Region	
Outline of the part-time work (name of employer (shop/branch) / contents of work etc.)	
Total number of hours of part-time work /week	hours
Total number of hours of studies and research /week (Number of hours of class/research hours)	hours

I agree with the above information.

Supervisor (Signature)