

Change of Status of Residence

| | Required Documents List | Acquisition |
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| 1 | Application for Change of Status of Residence | Application for Change of Status of Residence (PDF) (Forms are also available at the IAD) |
| 2 | Passport / Residence Card | — |
| 3 | A Photo of Applicant (height 4cm × width 3cm) (Taken within the last 3 months. Photo data (50KB or less) for online application) | Photo submission requirements |
| 4 | Certificate of Payment of Fee (¥4,000 worth of "inshi" (revenue stamp) must be pasted on.) | Inshi Stamps can be purchased at Post Offices, and affix them to the fee payment form. |
| 5 | A Photocopy of a Certificate of Entrance Permit issued by Tottori University 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 3) Auditors : A Photocopy of Entrance Permit, Documents about registered courses which mentions auditing subjects and class hours | Each Faculty/Supervisor |
| 6 | Documents which certify financial competency to cover all the costs thinkable during the applicant's stay in Japan (Either 1) or 2)) 1) If the applicant covers the costs including school and living expenses; (One of ①-③) ①Certificate of Scholarship ②Certificate of Bank Deposit or A Photocopy of the Passbook(In case of the Passbook, submit a copy of the page that shows your balance and your name.) ③Certificate of Remittance 2) If a person other than the applicant covers the costs including school and living expenses; (All of ①-③) ① "Letter of Financial Gurantee" (an explanatory document prepared by a financial supporter) ②Documents that certify the relationship between the applicant and the supporter. ③One or more documents about the financial supporter mentioned below that prove financial capability of the supporter and relationship between the applicant and the 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) | Please click here to obtain the "Certificate of Scholarship". |
| | 【Applicants interested in this only】 Application for Indication of Name using Kanji Characters on the Residence Card ※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 does not show your name in Kanji. | Application for Kanji Name Notation on Residence Card |