

## Extension of Period of Stay

	Required Documents List	Acquisition
1	Application for Extension of Period of Stay	<a href="#">Application for Extension of Period of Stay (PDF)</a> (Forms are also available at the IAD)
2	Passport / Residence Card of the applicant	—
3	A Photo of Applicant (height 4cm × width 3cm) (Taken within the last 3 months. Photo data (50KB or less) for online application)	<a href="#">Photo submission requirements</a>
4	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 not be issued by a issuing machine.	Education Support Div.
5	Documents that prove your grades 1) Undergraduate/Graduate Students : Transcript 2) Research Students : "Evaluation form on the research results" issued by a supervisor 3) Auditors : "Certificate of Acquired Credits", etc. ※If you have been enrolled in a Japanese Language School before entering Tottori University, submit a transcript and attendance information from the Japanese language school.	Education Support Div.
6	Documents which certify admission 1) Undergraduate/Graduate Students : A Photocopy of Certificate of Entrance Permit 2) Research Students : A Photocopy of Entrance Permit, Research Plans issued by supervisor 3) Auditors : A Photocopy of Entrance Permit, Documents about registered courses which mentions auditing subjects and class hours	Each Faculty/Supervisor
7	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) 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  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) ② Documents that certify the relationship between the applicant and the supporter. ③ One 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)	<a href="#">Please click here to obtain the "Certificate of Scholarship".</a>
8	<a href="#">Certificate of Payment of Fee ( ¥ 4,000 worth of "inshi" (revenue stamp) must be pasted on.)</a>	Inshi Stamps can be purchased at Post Offices, and affix them to the fee payment form.  ※NOTE: The fee will change if you apply on or after April 1, 2025. For details, please check here.
	【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 resister which has your name written in Kanji, if your passport doesn't show your name in Kanji.	<a href="#">Application for Kanji Name Notation on Residence Card</a>