

# Procedures for Entry and Residence in Japan

## 1. Residence Card

A Resident Card will be issued to persons residing in Japan who have been granted a status of residence with a period of stay of more than three months. The residence card is an important document required for opening a bank account, obtaining a cell phone and similar activities. Foreign residents are required to carry their residence card at all times.



Residence Card

## 2. Resident Registration

Those who have received a Resident Card at a port of entry/departure are asked to visit the municipal office where they live with their resident card, and notify the Ministry of Justice where they live within 14 days of finding a place to settle down. Also, if you move into a new residence, you are required to report the new address to the local ward/municipal office within 14 days after you move.

## 3. Extension of Stay

If you wish to stay beyond the period of residence as determined when you entered Japan or to change your residence status, you must apply for an extension of stay at the Immigration Bureau. The application can be accepted three months prior to the expiration of your period.

**The immigration office is relocated;**

【New address】

Fukuoka Legal Affairs Government Complex No. 1, 3-5-25, Maizuru, Chuo-ku, Fukuoka City

【service opening at new address】 Monday, December 19, 2016

【New telephone number】 092-717-5420

#### **4. Short Leave from Japan and Re-entry**

Those departing Japan with a passport and Resident Card who plan to re-enter Japan within one year and before the expiration of their period of stay, will, in principle, not be required to apply for a Re-entry Permit. However, residents who fail to re-enter Japan within the valid period will lose their resident status.

#### **5. Procedures for Family Members**

The spouse or children of those residing in Japan under the status of “Professor” etc. are eligible for the Status of residence of “Dependent”. If the overseas researcher is already in Japan, the researcher can either submit an Application for the Certificate of Eligibility (COE) at Fukuoka immigration bureau for his/her family to obtain a visa, or the main family member can apply at a Japanese Embassy or consulate abroad.

#### **6. Re-issuance of a Residence Card**

If your residence card is stolen or missing, you must report to the Fukuoka Immigration Bureau within 14 days from the date you notice the fact. In this case, you are asked to submit a document to certify that you lost your residence card ( e.g. loss notification certificate, theft report certificate ).