

# **Application for Extension of Period of Stay for Japanese Visa**

(Prefectural SHS ALT Edition Guide)

## **Disclaimer:**

This guide is intended to help applicants better understand the inquiries in the application. The content of this guide is unofficial and does not guarantee that your application will be accepted. If there are any discrepancies, you are responsible for contacting the Immigration Bureau for clarifications prior to visiting and correcting any errors that may be present in your application. It is highly suggested that you request your supervisor to assist you with interpreting the “For applicant” part of the application and have them complete the “For organization” part of the application. If there are any questions, feel free to contact the ALT PA or directly contact the Immigration Bureau.

## **Introduction:**

If you are reading this guide, then you are most likely a prefectural SHS ALT in Kumamoto Prefecture and are applying to extend your Period of Stay for your Japanese visa since you are currently on your third or fourth year on the JET Programme and have accepted reappointment for another year. Unless you are changing your Status of Residence due to changing your occupation from ALT to something else, which would be a different application form, please download the application form for extending your period of stay for your Japanese visa under “Professor; Instructor” at the following website: <https://www.isa.go.jp/en/applications/procedures/16-3-1.html>. Next, have your residence card and passport readily available for reference while filling out the application. Once you have completed the application in Excel, or if you are filling out the application by hand, be sure to print the application on A4 paper.

## **Things you will need to complete and submit with the application:**

- Application Form
- Residence Card
- Passport
- Health Insurance Card
- Copy of most recent “Notice of Working Conditions”
  - 勤務条件通知書
- Copy of most recent “CO Intent to Reappoint/Participant Intent as to Reappointment”
  - 再任用意思通知兼意思確認調書

*NOTE: There are a supplementary sample and an attachment template to this guide available. The parts marked yellow in the sample should be information relevant to you. The parts marked orange in the sample should be the same as what you should fill out in your application.*

**“For applicant” (申請人用) Section:**

*Part One –*

1. Your country of origin as stated on your residence card.
2. Your birthday.
3. Your name as stated on your residence card and passport. ([LAST NAME] [FIRST NAME])
4. Circle your sex as stated on your residence card.
5. Circle your marital status.
6. Input “ALT” in the space provided.
7. Your hometown or place of residence prior to living in Japan. This can be written in ALL CAPS and in roman characters.
8. Your address in Japan.
9. Your Japanese telephone number (if applicable) and cellphone number.
10. (1) Your passport number and (2) the date of expiration as stated in your passport.
11. Your status of residence, period of stay, and date of expiration as stated on your residence card.
12. Your residence card number as stated on your residence card.
13. Input “1 年” in the space provided for desired length of extension. Even if you intend to stay for up to five years on JET, the reappointment period is a yearly period so immigration services in Kumamoto will typically only permit an extension of your period of stay until the completion of your re-appointment period after your first three years on the JET Programme.
14. Your reason for extension is up for you to decide, but simply stating “仕事のため” (which means “For working purposes” in Japanese) is sufficient.
15. If you have any criminal records or traffic violations in Japan or overseas, circle “<sup>有</sup>Yes” and provide a simple explanation in Japanese. Otherwise, circle “<sup>無</sup>No”.
16. If you are residing in Japan alone, circle “<sup>無</sup>No”. If you are residing with family members, “<sup>有</sup>Yes” and list your family members in the space provided along with the extra information asked. If you run out of space, then you should complete the list on a separate sheet of paper and then attach it to the application form.

*Part Two –*

17. This is your place of work. Insert your base school’s full official name, address, and phone number in the space provided for (1). If you have visit schools, input their information in (2) and (3). If you need more space than provided, then attach a separate sheet with the information (this attachment can be the same as the one that will be used for the “For organization, part 1” section).
18. Your latest education history. For (1), most likely, you will fill in the box for “外国” (foreign country). For (2), fill in the box for the degree you obtained. For (3), input the name of your

- educational institution in ALL CAPS. In (4), input the date of your graduation. This date should be on your diplomat that you submitted with your application for the JET Programme.
19. Choose and fill in the box most relevant to your major field of study. This selection should correlate with what you submitted in your application for the JET Programme.
  20. Input your work experience, including your experience in overseas and in Japan.
  21. If you have a teaching certificate, then circle “Yes”. Otherwise, circle “No”.
  22. Input the amount of teaching experience (in years) you have with teaching English, including your time as an ALT.
  23. Input the amount of experience you have with studying English. This includes the time you spent studying English in school from primary school to higher education level school. Most ALTs should have at least 12 years of experience of studying English.

*Part Three –*

24. If someone besides the applicant (You) are submitting this application, then input their information in the space provided for (1-3). If someone else besides you is submitting this application, then you will need to obtain and attach separate documents in addition to what is listed in the Kumamoto Visa Guide. Please call and confirm with the Immigration Bureau.
- If you sign with your regular signature, it may be a good idea to include your name in ALL CAPS and block print, too. Be sure to include the date when you complete and sign this application.

**“For organization” Section:**

*Part One –*

1. The applicant’s name (1) and residence card number (2) as stated on their residence card.
2. Fill in the box for “<sup>雇</sup>用”.
3. For (1), (2), (4-7), input the information as listed in the sample. (3) is the national health insurance (through employment) application number that can be found at the top right portion of the application form.
4. Input the applicant’s base school’s information in (1) and (4-7); leave (2) and (3) blank (they should theoretically be the same as the information in #3). If the applicant attends visiting schools in addition to the base school, please provide all of the visiting schools’ information in the attachment template and submit it with the application.
5. Input “20” in the first space provided.
6. In Japanese, describe the applicant’s job position in simple terms. A list of the applicant’s work duties can be found in the applicant’s working conditions.
7. Fill in the box for “<sup>定めあり</sup>Fixed” and then input the year and month of the end of the re-appointment period that can be found in the reappointment reply form.

8. Input “外国語指導助手” in the space provided.
9. ALTs are Employees for the Fiscal Year, so they are not really a full-time employee nor a part-time employee. However, this position is closest to a part-time employee. Fill in the box for  
非常勤  
“Part-time service”.
10. Fill in the box for “Monthly” and then input the applicant’s current monthly salary in the space provided. This amount should match what is stated in the applicant’s working conditions.

For the signature line, write the name of the contracting organization, which is “熊本県教育庁市町村教育局義務教育課” and then put “課長 藤岡 寛成” beside it (it means Division Chief Hiroshige Fujioka). Date the document and you will be finished. (A seal is not necessary.)

**Conclusion:**

The application requires a lot of different parties working together to complete the application, so it is recommended to start filling out the application by as early as at least three months before the end of your period of stay on your residence card and submit the application as late as at least one month before then. For more information on the process, please refer to the Kumamoto Visa Guide.