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TO: Newly enrolled students (those who are newly entering Japan)

FROM : Student Affairs Section, SOKENDAI

SUBJECT: Application for work permit

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This is to inform you of the procedure for obtaining a work permit in Japan.

If you wish to engage in a part-time job, including that of a research assistant at research institutes, you need to obtain a work permit from the Immigration Office in advance. IT IS ILLEGAL TO WORK IN JAPAN WITHOUT A WORK PERMIT.

You can apply for a work permit during the immigration procedure at the arrival airport. Although it is possible to apply for a work permit after entering Japan, you will need to visit the Immigration Office for this, and the procedure can take a long time. Therefore, we strongly recommend that you apply for a work permit concurrently with the immigration procedure.

For the application, you are required to show the following documents to the immigration inspector:

1. Valid passport and visa
2. Certificate of Eligibility or MEXT Scholarship Student Certificate
3. Embarkation and Disembarkation Card (available in the flight or at the airport)
4. Application for Work Permit (Please fill out the attached form.)

After being granted the landing permission, you will be issued a resident card, which will serve as one of the most important IDs during your stay in Japan. If your application for a work permit is approved, this fact is also printed on the card.

After receiving the work permit, you may engage in part-time work for a total of 28 hours per week. (During the summer and winter breaks, you are permitted to work for up to eight (8) hours per day). Please note that you are NOT allowed to work at an adult entertainment service sector such as a hostess bar or a cabaret, where an attendant serves customers at their table, or a gambling establishment, e.g. a pachinko or game parlor.

Your part-time work permit will be valid as long as your visa is valid. When applying for a visa extension, you can apply for another part-time work permit at the same time.

If you have any questions or concerns regarding this matter, please do not hesitate to contact us at any time.

Sincerely yours,

Student Affairs Section

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## 資 格 外 活 動 許 可 申 請 書

APPLICATION FOR PERMISSION TO ENGAGE IN ACTIVITY OTHER THAN THAT  
PERMITTED UNDER THE STATUS OF RESIDENCE PREVIOUSLY GRANTED

入国管理局長 殿

To the Director General      Regional Immigration Bureau

出入国管理及び難民認定法第19条第2項の規定に基づき、次のとおり資格外活動の許可を申請します。

Pursuant to the provisions of Paragraph 2 of Article 19 of the Immigration Control and Refugee Recognition Act, I hereby apply for permission to engage in activities other than those permitted under the status of residence previously granted.

※ 上陸許可に引き続き資格外活動許可申請を行うことができるのは、上陸の許可により「留学」の在留資格を決定された場合(3月の在留期間を決定された場合を除く。)に限られます。

Persons, who are able to file for this application following acquisition of landing permission, are limited to those who have been granted the status of residence of "Student" based on the landing permission (excluding those who have been granted a period of stay of three (3) months).

1 国 籍・地 域  
Nationality / Region

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2 生 年 月 日  
Date of Birth

年                      月                      日  
Year                      Month                      Day

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3 氏 名  
Name (in English)

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4 性 別  
Sex

男                      女  
Male                      /                      Female

申請人の署名 / 申請書作成年月日  
Signature of the applicant / Date of filling in this form

年                      月                      日  
Year                      Month                      Day

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