

## Renewal of Student visa/ Change of visa status

### Renewal of your Student Visa

To extend the period of stay on your visa under the Student status of residence, you need to submit the required documents to your regional immigration office before your current visa expires.

**Applications are accepted three months prior to the date of expiration.** Information is available on the Immigration Bureau of Japan website.

<https://www.isa.go.jp/en/applications/procedures/16-3.html>

- ⇒ If your visa expires **before enrollment or within a month after enrollment (before September 30 for Fall enrollee, April 30 for Spring enrollee)** at Tokyo International University (TIU), you are required to visit the Immigration Bureau of Japan and extend the visa on your own. TIU does not offer the visa proxy service. Please contact us for the documents that TIU needs to provide for the application. It takes a few weeks for those documents to be made and sent to you. Therefore, make sure to send us a request well in advance.
- ※If you have renewed your visa before enrollment and have not yet submitted a copy of your residence card to TIU, please send it to us by post mail.
- ⇒ If your visa expires **after October 1 for Fall enrollee, May 1 for Spring enrollee**, you can start the process three months prior to the date of expiration. You need to go to the immigration office by yourself, but the guideline is available at the International Exchange Office.

### Change of your Residence Status

If you currently have a valid residence status other than “Student” and would like to change it to “Student” status, please contact the International Exchange Office at [etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp) so we can give you the instructions.

### Questions

If you have any questions regarding your visa status, please feel free to send an email to the International Exchange Office at [etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp).

**Address to send:**

**Tokyo International University**  
**Attn: International Exchange Office**  
1-13-1 Matobakita, Kawagoe, Saitama 350-1197  
Tel: 049-234-6029