

## Residential Formalities

### (1) Alien Registration

All foreigners intending to reside in Japan for 90 days or more must make an Alien Registration with your city, town or village of residence public office.

Items necessary for application

Passport

2 photos

Photo Details

- 4.5 cm (H) × 3.5 cm (W) (Size of face should be about 3 cm)
- taken within 6 months
- no hats and facing front
- no background
- high resolution

### (2) Loss of the Alien Registration Certificate

In case the Alien Registration Certificate is lost, an application for reissuance must be made within 14 days.

Items Necessary for Application

passport

2 photos

letter stating the reason for loss

### (3) Temporary Return to Home Country and Reentry

In case of a temporary return to your home country, a permit for reentry to Japan must be applied for. The reentry permit is limited to one time only.

Items Necessary for Application

airline ticket

student registration certificate

passport

Alien Registration Certificate

3,000 yen revenue stamp

Place of Application

Fukuoka Immigration Bureau Naha Branch

1-15-15 Higawa, Naha City (7F, Naha Government Building No. 1)

Phone: 098-832-4185

Date and Time: Mondays-Fridays, 9 a.m.-noon, 1-4 p.m.

### (4) Extension of the Period of Stay

Extension of the period of stay can be applied starting from two months before the date of expiration at the Fukuoka Immigration Bureau Naha Branch.

Items Necessary for Application

student registration certificate (in case of foreign student)

school records certificate (in case of foreign student)

certificate of bank savings

passport

Alien Registration Certificate

4,000 yen revenue stamp (can be bought within the Naha Government Building No. 1)

(5) Change in the Status of Residence

In order to carry out activities other than those approved under the Status of Residence, approval for the change of the Status of Residence must be obtained from the Fukuoka Immigration Bureau Naha Branch.

Items Necessary for Application

Application for Change in the Status of Residence (form can be obtained at the Fukuoka Immigration Bureau Naha Branch)

Alien Registration Certificate

passport

Since documents for submission will vary depending upon the nature of the activity, please contact the Fukuoka Immigration Bureau Naha Branch for specific instructions.

(6) Acquisition of the Status of Residence

When a child is born to a foreign couple, an application must be made to the Fukuoka Immigration Bureau Naha Branch within 30 days and a Status of Residence must be obtained. In cases when the family is scheduled to leave Japan within 60 days, there is no need to obtain a Status of Residence.