

July 7, 2010

To all international students:

International Service Office

Information regarding

WORK PERMITS

“College Student” visas do not permit the holder to engage in any paid activities. If they wish to work part-time, they must apply for and receive a (*shikakugai katsudou kyoka*) work permit. As of July 1st 2010, applying for a work permit involves the following steps:

1. All “College Students” who are permitted to work, will be able to engage in work activities for **up to and not exceeding 28 hours per week**.

(During university holidays, international students may work for up to and not exceeding 8 hours per day)

[NOTE] An application must be made to upgrade a permit for 14 hours of part-time work per week (auditing students), to 28 hours per week.

2. An **“Official Letter of Recommendation” is no longer required** to make an application. Consequently, the related “Request Form” and “Attachment” are also no longer necessary.

* When applying in person, *international students no longer need to obtain an “Official Letter of Recommendation” from the International Service Office*. Apply directly to the Immigration Bureau for the permit. You will need to take an application form for the work permit, your passport and alien registration card.

* When applying by way of an agent, you will be required to hand in an application form for the work permit, a photocopy of your alien registration card, and a photocopy of your passport to your faculty/graduate school of affiliation by the designated due date. You will also be required to take your passport to the International Service Office on their monthly deadline of the 30th.

3. Teaching or research assistant positions that are contracted for paid activities with the university need not apply for a work permit.

<CAUTION>

Part-time jobs that may be engaged in by visa holding students are limited to those within the bounds of public order and morals. Jobs that are involved with and/or are related to the 'adult entertainment business', are not permitted.

- 1) Persons found to be working without a permit will be subject to deportation and/or other penalties (a maximum sentence of 3 years of penal labor, imprisonment, **a maximum fine of 3 million yen**, or a combination of).
- 2) The permit may be voided if there is a breach of conditions.
- 3) Working is not permitted during a leave of absence from school.