

Checklist of documents required for application for extension of period of stay

○ is "required". △ is only required for those who are applicable. The blank space is "not required".

Student Status	Regular Undergraduate Student	Regular Master's Course Student	Regular Doctoral Program Student	Elective Course Student	Research Student
必要書類					
Application form for Extension of Period of Stay ※including 2-page form for organization issued by the university	○	○	○	○	○
Passport ※Present the original copy at the Immigration Bureau	○	○	○	○	○
Residence Card ※Present the original copy at the Immigration Bureau	○	○	○	○	○
Student ID ※Present the original copy at the Immigration Bureau ※Not required before enrollment	○	○	○	○	○
Certificate of Enrollment ※Certificate of Admission before enrollment	○	○	○	○	○
Transcript ※Not required if less than one semester after enrollment	○	○	○	○	○
Certificate of (expected) Graduation from the previous schools (Note 1) ※If not available, Certificate of Enrollment Period ※If withdrawal, Certificate of Withdrawal	△	△	△	△	△
Transcripts from previous schools (Note 1) ※Certificate of Attendance as well for a Japanese language school	△	△	△	△	△
Certificates of Course Enrollment from previous schools (Note 1) ※If you were an elective course student (non-degree student mainly taking classes)	△	△	△	△	
Certificate of Research Contents from previous schools (Note 1) ※If you were a research student (non-degree student mainly conducting research)		△	△		△
Certificate of Course Enrollment				○	
Certificate of Research Contents					○
Description of Expenses ※For University confirmation only. Not required to submit to the Immigration Services Bureau.	○	○	○	○	○
List of documents to submit ※Submit to the Immigration Services Bureau only. No need to submit to the university.	○	○	○	○	○
Confirmation of Language Ability ※Only those who are applicable (Note 2) ※Submit to the Immigration Services Bureau only. No need to submit to the university.	△	△	△	△	
Documents about expenses ※Only those who are applicable (Note 3) ※Submit to the Immigration Services Bureau only. No need to submit to the university.	△	△	△	△	△
Others (If instructed by the handling office.)	△	△	△	△	△

Note 1: "Previous schools" : Educational institutions in Japan you had attended (or are attending) before you enrolled (you enroll) in Waseda within the period of validity of your current residence card.

Examples: If you enroll in Waseda from a Japanese language school, it is the Japanese language school. If you enroll in a Master's course from a Bachelor's degree course at Waseda, the previous school is the undergraduate school at Waseda. If you transfer from non-degree student to degree student in the same course at Waseda, it is the period when you were a non-degree student.

Note 2 : Only those who have enrolled/will enroll in Waseda from another educational institution within the period of validity of their current residence card will need to submit this form. Those who go on to higher education within Waseda will not.

Note 3 : The cases which require submission of documents ⇒ If the person paying your expenses has changed since your most recent application for residence · If you have received/will receive a scholarship newly since your most recent application for residence (excluding MEXT scholarship) · If you have violated the terms of your status of residence when engaging in activities other than those permitted under your status of residence and were warned by the Immigration Bureau when you applied to extend your period of stay last time