

Notification to the Immigration Services Agency of Japan

Guidance on procedures when changing jobs or affiliated organizations

Foreign nationals residing in Japan with a status of residence are required to submit a notification to the Immigration Services Agency of Japan when there is a change in their place of work or other affiliated organization.

This may also apply when you join this University. Please check the website of the Immigration Services Agency of Japan and the information below. If you are required to submit a notification, please do so **within 14 days from the date on which the relevant event occurred.**

* Immigration Services Agency of Japan website

<https://www.moj.go.jp/isa/applications/procedures/?hl=en#midashi05>

1. Persons subject to notification

Foreign nationals with any of the following statuses of residence are subject to this notification requirement.

- Professor
- Researcher
- Instructor
- Engineer/Specialist in Humanities/International Services
- Other work-related statuses of residence, etc.

* Persons with statuses such as “Permanent Resident” or “Spouse or Child of Japanese National” are not subject to this notification requirement.

2. Cases where notification is required

You are required to submit a notification if any of the following applies.

- You have left your previous place of work.
- You have been employed by this University.
- Your affiliated organization, such as your place of work, has changed.

* If you change jobs, you must submit both:

a notification of leaving your previous organization and a notification concerning your new organization.

3. Submission deadline

Please submit each notification **within the following deadline.**

- Notification of leaving your previous organization: within 14 days from the date of leaving
- Notification concerning your new organization: within 14 days from the date you start work

* These deadlines are prescribed by law and must be observed.

4. How to submit a notification

Notifications may be submitted by any of the following methods.

(1) Online submission (recommended)

Use the Electronic Notification System of the Immigration Services Agency of Japan. The system is available 24 hours a day.

* Electronic Notification System of the Immigration Services Agency of Japan
https://www.moj.go.jp/isa/applications/online/i-ens_index.html?hl=en

(2) Submission by post

Prepare the prescribed notification form, attach a copy of your residence card, and send it by post.

(3) Submission at a service counter

Submit the notification in person at your nearest Regional Immigration Services Bureau.

5. Important notes

(1) The notification must be submitted by the foreign national concerned

This notification is the responsibility of the foreign national concerned. The University does not submit the notification on your behalf.

(2) Advance submission is not accepted

Notifications cannot be submitted before you join or leave an organization. Please submit the notification only after the relevant event has occurred.

Reference: Simple procedure flow

(1) Leave your previous place of work



(2) Submit a notification of leaving your previous organization within 14 days



(3) Be employed by this University and start work



(4) Submit a notification concerning your new organization within 14 days