

Issuance of Recommendation Letters and Applying for a Visa to stay in Japan for Job Hunting after Graduation (Important)

APU Career Office

For international students who would have been job hunting in Japan and would like to continue their job hunting activities even after graduation, the Immigration Bureau has a system in place so that you may have your visa status of residence changed just for that purpose. However, in order to apply to have your visa changed, you must submit a recommendation letter from the university. The process to obtain that recommendation letter is as written below.

1. System Outline of Changing Status of Residence

After receiving the recommendation letter to change your status of residence for the purpose of continuing job hunting post-graduation from the university by meeting certain criteria, you may then have your visa status changed from a "student visa" to that of a "designated activities visa" that will allow you to stay in Japan for a maximum of 6 months post-graduation.

2. Eligibility Criteria for Applying for the Recommendation Letter

- (1) scheduled to graduate March 2021
- (2) currently active in job hunting within Japan (possess a record of job hunting activities)
- (3) has not yet received a job offer by the time of application
- (4) hold strong intentions to continue job hunting activities within Japan even after graduation
- (5) have a set job hunting schedule going forward
- (6) possess a high level of Japanese proficiency (e.g. it is strongly recommended to have Japanese Language Proficiency Test N2 certification and/ or completed up to the Advanced Japanese level within the university, etc.)
- (7) have not received any disciplinary actions by the university and possess sufficient funds to cover expenses during the period of stay

3. Required Documents for Applying for the Recommendation Letter

- (1) 推薦状発行依頼書兼誓約書 (Written Oath for the Recommendation Letter Application Form)
- (2) 推薦状発行依頼書 (基本情報) (Recommendation Letter Application Form (general information))
- (3) 日本での就職・就職活動について (In regards to your job hunting in Japan)
- (4) これまでの就職活動状況について (In regards to your current job hunting situation)
 - ① Evidence of your job hunting activities up until now (e.g. copies of e-mails from companies, etc.)
 - ② Copies of Entry Sheets/rirekisho that was submitted to companies (at least more than one company)
- (5) 今後の具体的な就職活動スケジュール (detailed job hunting schedule going forward)
- (6) Transcript of Academic Record
- (7) Certificate of Prospective Graduation
- (8) Copy of current bank account balance or verification of money transfer

4. Application Process for the Recommendation Letter

- ① Submit Recommendation Letter Application Form with all required documents to the Career Office
(Deadline: Friday, January 15th 2021 @ 16:30).
(Submit your documents to career2@apu.ac.jp, with "Designated Activity (Job Hunting) + (Your name)" in the subject)
- ② Document screening and verification by the Career Office of your overall activities as a student.
Report any instances in which you have received disciplinary actions by APU for your actions (e.g. driving without a license, theft, cheating, damage/loss of university property, etc.).
- ③ Interview with the Dean of Careers (Career Office) on Zoom/ **Monday, February 8th - Friday, February 12th**
Document screening results will be announced on Friday, January 29th. Only those who have passed the document screening will undergo interviews on Zoom with the Career Office.
- ④ Announcement of Final Results / **Thursday, March 4th**
Career Office will then issue the recommendation letters to those who have passed.

5. Application Deadline for the Recommendation Letter

For those interested in the applying for the recommendation letter, submit all required documents to the Career Office by **Friday, January 15th 2021 @ 16:30**. **Submissions after the deadline will not be accepted under any circumstances.**

6. Other

In general, only one recommendation letter will be issued to each student, and you will be required to report to the APU Career Office when you have received a job offer. When processing your application through the system with the Immigration Bureau, be sure to process it while your current "student visa" is still valid, not after it has expired.

«Caution!» You must apply for the change in status of residence with the Immigration Bureau yourself personally. Having the recommendation letter from the university does not guarantee that you will receive the "designated activities" visa.