

To: Ritsumeikan Asia Pacific University

Office of International Admissions

**Letter of Intent to Change to Student Residence Status**

This letter is for those who have a status of residence other than *Student* but intend to change it to *Student* for the purpose of studying at Ritsumeikan Asia Pacific University (APU).

NOTE: Changing your status of residence is a very significant decision. Once you change your status of residence, you may not be able to return to your original status of residence. Before submitting this form, please be sure to discuss with your family and consult the Japanese Immigration Bureau to confirm that this is the right decision for you.

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| --- | --- | --- | --- |
| Name |  | Application Number | If you do not have an application number yet, leave blank. |
| Address and Phone Number | Tel: | Current Status of Residence |  |

1. Required Documents

Submit a copy of your current residence card (front and back) to the APU Admissions Office, together with this letter.

1. Confirmation

Read the following conditions and check each box below:

If you have residency status in Japan other than *Student* and were selected to receive the APU Tuition Reduction Scholarship

**The APU Tuition Reduction Scholarship is only available to those with *Student* residence status.** If you are selected for an APU Tuition Reduction Scholarship but have a status of residence other than *Student,* you must change your status of residence to *Student* **by the day before** the official enrollment date at APU (spring enrollment is April 1/fall enrollment is September 21). If you do not change your status of residence to *Student* by the day before your enrollment date, **your APU Tuition Reduction Scholarship will be revoked**.

* I understand that if I do not change my status of residence by the day before my enrollment date at

APU, my APU Tuition Reduction Scholarship will be revoked.

If your current residence status is *Designated Activities*

Confirm with the Japanese Immigration Bureau in your area of jurisdiction that your status of residence can be changed from *Designated Activities* to *Student* while you are residing in Japan. If your status of residence cannot be changed from within Japan, please contact the Admissions Office at [applied@apu.ac.jp](mailto:applied@apu.ac.jp) immediately.

In addition to this letter and a copy of both sides of your residence card, submit a copy of the “Designation” page in your passport that shows the category of your *Designated Activities* visa.

* I have confirmed with the Japanese Immigration Bureau that my status of residence can be changed

from *Designated Activities* to *Student* while I am residing in Japan.

Please print your name and sign below. You must write the signature yourself.

**I hereby confirm that I acknowledge all of the information above, and I intend to change my status**

**of residence to *Student* by the day before the enrollment date at APU*.***

Name

Signature

Year

Month

Date