



大阪公立大学
Osaka Metropolitan University

2025年度外国人留学生対象 学生生活オリエンテーション

Student Life Orientation for International Students Enrolling in Spring 2025

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学生課

STUDENT AFFAIRS DIVISION



このオリエンテーションの内容

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8. **Information from the International Student Association**
9. **Q&A Session**

For information about courses and classes, please ask at the orientation conducted by your school, college, or graduate school. (If you are unsure, please contact the Academic Affairs Division.)

1. 外国人留学生の学生生活について(動画視聴 約12分)

Student Life for International Students(Video viewing approx. 12 min.)

Watch the video posted on our website.

2. 授業料引落口座の登録について Tuition Payment Account Registration

● Online Registration of a Tuition Payment Account (Full-time Students Only)



Online registration of a
tuition payment account

*** If you have not registered your account, a transfer slip will be sent to your home.**

Tuition payment date for the first semester: May 27 (Tue.), 2025 (First semester tuition: 267,900 yen)

*** If you have applied for a tuition reduction / exemption, the payment date will be August 27 (Wed.), 2025.**

Deadline for research student tuition payment: April 25 (Fri.), 2025

*** Research students do not need to register an account.**

As a payment notice will be sent to you, please follow the instructions on the notice to complete the payment.

If you have any questions, please contact the
Student Affairs Division.

3. 授業料減免について Tuition Reduction / Exemption

【Application Period】

April 2 (Wed.), 2025

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April 18 (Fri.), 2025, 15:00 (Japan Time)

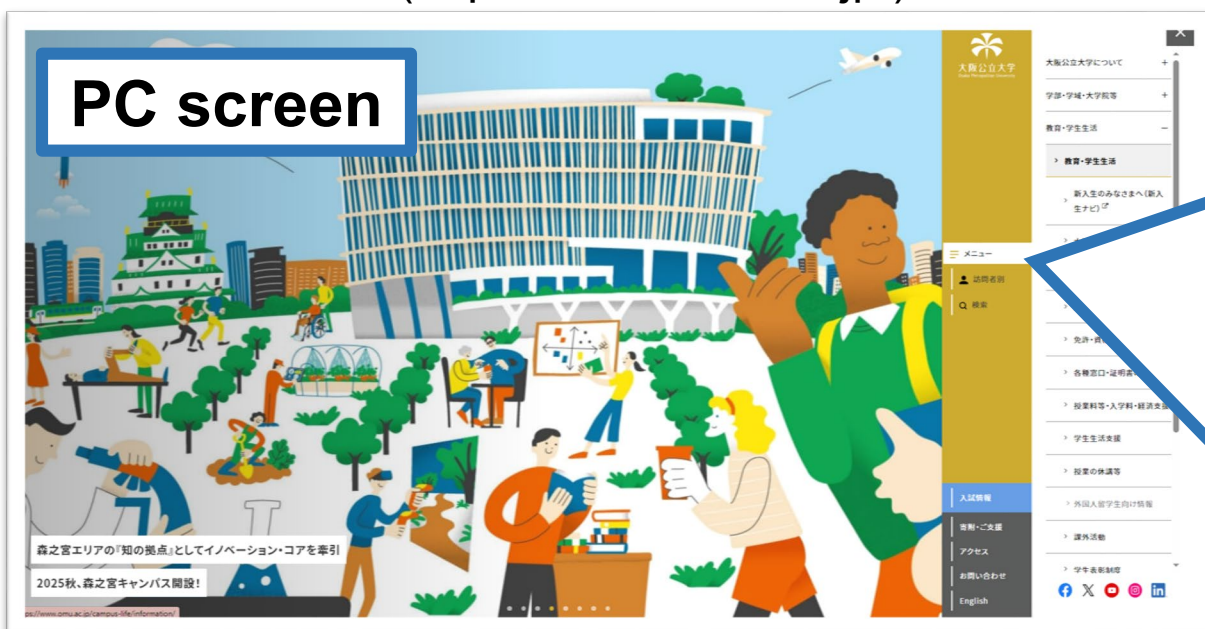


Tuition reduction / exemption

If you have any questions, please contact the
Student Affairs Division.

● **Where to Download the Application Documents for Tuition Reduction / Exemption**
OMU website (<https://www.omu.ac.jp/>)

PC screen



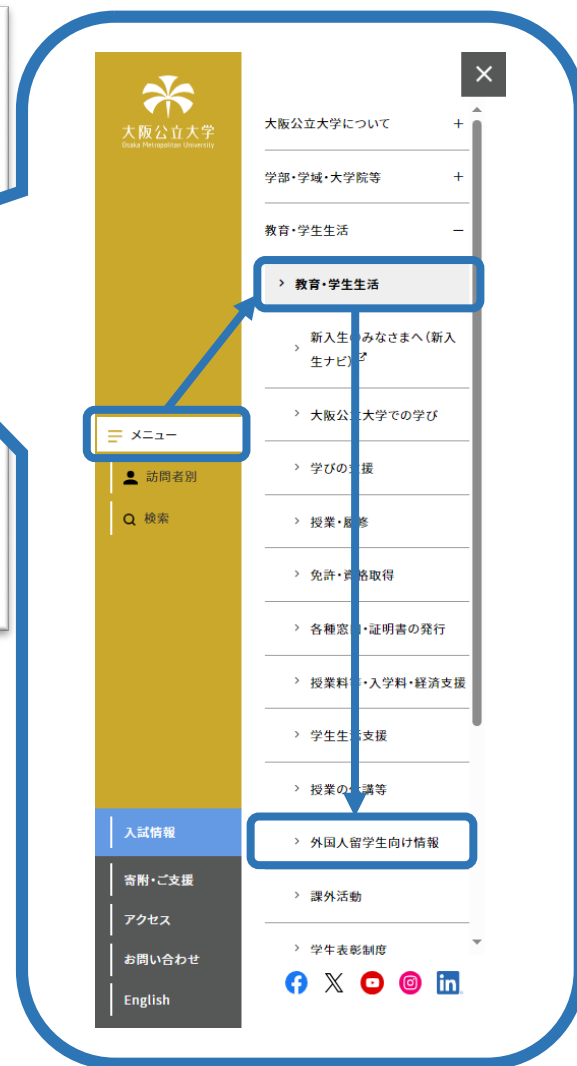
Please navigate as follows:

OMU website >>

メニュー Menu >>

教育・学生生活 Education & Student Life >>

外国人留学生向け情報 For International Students



外国人留学生向け情報 / For International Students

ホーム > 教育・学生生活 > 外国人留学生向け情報 / For International Students

2024年秋入学 私費外国人留学生対象学
ーションについて
Student Life Orientation for Private
International Students Enrolling in
of 2024

経済支援
Financial Aid

日本での生活について
How to Start Living in Japan

在留資格
Status of Residence

日本での就職
Job Hunting in Japan

外国人留学生サ
International
Systems

カウンセリング
Student Coun

経済支援 Financial Aid

ホーム > 教育・学生生活 > 外国人留学生向け情報 > 経済支援 Financial Aid

授業料減免制度
Tuition Reduction/Exemption

奨学金(私費外国人留学生向け)
Scholarships

> 国費外国人留学生制度 Scholarship Students

外国人留学生向け情報 / For International Students

↓↓↓
経済支援 / Financial Aid

↓↓↓
Click on the button labeled “授業料減免制度 /
Tuition Reduction/Exemption.”

授業料減免制度
Tuition Reduction/Exemption

If you have any questions, please contact the
[Student Affairs Division](#).

2025年度 私費外国人留学生授業料減免申請について

AY 2025 Application for Tuition Reduction / Exemption for Privately Funded International Students

2025年度の授業料減免申請について、下記のとおり実施いたします。申請を希望される方は申請期間内に所定の手続きを行ってください。

We will accept applications for AY2025 tuition reduction/exemption as follows. If you would like to apply, please complete the prescribed procedure by the deadline.

Confirmation of financial status of applicants for tuition exemption (Microsoft Forms), please access the URL below and fill out the form.

Some parts omitted

です。)

2025年度私費外国人留学生授業料減免申請について (348.6KB)

*申請についてご不明な点がございましたら、次のアドレスまでメールをしてください。

gr-gks-intlstu (at) omu.ac.jp @に変更してください

Application Procedure

Apply via form (You can complete your application by entering your information in Microsoft Forms and submitting the necessary physical documents.)

> <https://forms.office.com/r/93tjY11tcw>

 [Submission Document Checklist \[Form1\] \(733.1KB\)](#)

***For the application procedure and documents, check the application guidelines below.**

 [AY2025 Application for Tuition Reduction and Exemption for Privately Finded International Student \(279.4KB\)](#)

*If you have any questions about your application, contact us via the following e-mail address.

gr-gks-intlstu (at) omu.ac.jp (Please replace (at) with@.)

Click on the links here to download the application guidelines, application documents, and other necessary documents.

If you have any questions, please contact the Student Affairs Division.

● Documents to Be Submitted for Tuition Reduction / Exemption

【Documents to be submitted by all applicants】

Confirmation of financial status of applicants for tuition exemption

Submission of this document is completed by filling out Microsoft Forms.

Each applicant is permitted to fill out Microsoft Forms only once. Be careful not to make any mistakes.

Submission Document Checklist(Form 1)

Refer to this checklist to prepare the necessary documents.

Certificate of Residence

- The certificate to be submitted must list all individuals living in the same household as the applicant.
- A certificate that lists only the applicant is not acceptable if the applicant lives with others.
- The certificate must be issued on or after April 1, 2025.
- The certificate must clearly state the applicant's status of residence and period of stay in Japan.

If you have any questions, please contact the
Student Affairs Division.

【Documents to be submitted by all applicants】

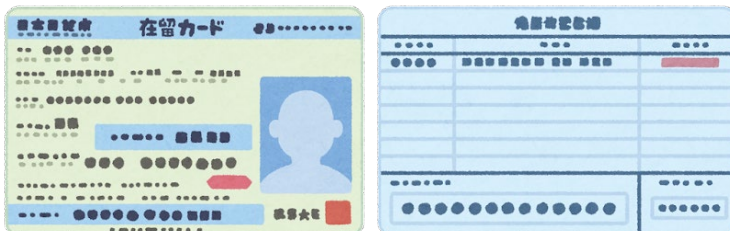
National health insurance certificate

If you are in the process of applying for National Health Insurance, submit a copy of the application acceptance slip issued by your local municipal office. Once you obtain your Eligibility Confirmation Letter (shikaku-kakunin-sho) be sure to submit a copy of it at a later date.

Residence Card

- Tuition reduction / exemption for privately funded international students **is available only to students whose status of residence is “Student.”**
- **Students whose status of residence is “Dependent,” “Permanent,” or any other status are not eligible to apply.**
- If you are in the process of extending the validity period of your residence card and do not currently have it, submit a copy of a document proving that your extension application is in progress.
- If you are in the process of applying for a Certificate of Eligibility (CoE) and do not yet have a residence card, submit a document proving that you have applied for a CoE with the status of residence of “Student.”

Once you obtain your residence card, submit a copy of both the front and back sides.



If you have any questions, please contact the
Student Affairs Division.

【Documents to be submitted by applicable applicants】

If the applicant has a part-time job

The most recent payment slip or the passbook of the account to which the applicant's wage was transferred (for 3 months)

If the applicant pays rent

The entire rental contract (all pages)

(The contract must include the contract term, the name of the contract holder, the rent amount, and whether the applicant lives with others.)

* Applicants residing in Osaka Metropolitan University's dormitory for international students, Orion International House, or Ono Women's Dormitory do not need to submit this document.

If any of the applicant's family members living in Japan has salary income

* Please submit one of the following documents:

- Withholding slip for the previous year's salary income
- Payment slip at the time of application
- Certificates of the previous year's municipal tax and prefectural tax
- Another document showing monthly income at the time of application

【 What you need to do to apply for tuition reduction / exemption 】

- (1) Download the required documents.
- (2) Fill out the Microsoft Forms (Confirmation of financial status of applicants for tuition exemption).
- (3) Submit the application documents.

【Intensive Reception Period】

- April 9 (Wed.) to 15 (Tue.)
Nakamozu Campus:
Counter No.3 Student Affairs Division, 1st floor, Building A3
 - April 16 (Wed.) to 18 (Fri.), 12:00 – 15:00
Sugimoto Campus:
Meeting Room No.1, 2nd Floor, Student Support Center
- * No counter service will be available at Sugimoto Campus.
Please make sure to submit your documents during the designated reception period.

4. 在留資格・在留カード Status of Residence and Residence Card



大阪公立大学
Osaka Metropolitan University

- Your status of residence is “Student.” If you take a leave of absence, withdraw, or graduate from OMU, you will forfeit your status of residence.
- The university will also need to verify your status of residence and period of stay in Japan. **Please make sure to upload a copy of your residence card (both front and back) to the student portal (UNIPA).**
- You must carry your residence card with you at all times.



How to upload your
residence card



- **Three essential procedures at the city (ward) office of your residence upon arrival in Japan or moving to a new address**

- **Resident registration:**

Your address will be recorded on the back of your residence card.

- **Enrollment in National Health Insurance:**

International students who stay in Japan for more than three months must enroll in the National Health Insurance program, along with their family members living in the same household.

You will be responsible for 30% of any medical treatment costs.

*Certain special treatments are not covered.

- **Enrollment in National Pension:**

International students aged 20 or older must enroll in the National Pension program.

- **Students who enroll at OMU from a Japanese language school or other institution must submit a “Notification of Affiliated Organization”* to the Immigration Services Agency of Japan.**

*Notification of leaving or transferring from the affiliated organization

https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html



【After entry into Japan】



【Changing institutions of affiliation】

- You cannot stay in Japan beyond the authorized period of stay.
You must complete the necessary procedures before the expiration date.
You can apply for an extension of your period of stay up to three months before the expiration date. Submit your application for extension as early as possible.

The following pages provide information on how to apply for an extension of your period of stay.

 **NEXT** 

Status of Residence

Home > Campus life > Status of Residence



【 Status of Residence】


Carrying your Residence Card at all times

Your Residence Card is an important document that serves as a “certificate” to prove that you are a legal resident with a residence status and period of stay that allows you to stay in Japan for a medium- to long-term period. Therefore, make sure to carry it with you at all times.

Registering Residence Card information

Be sure to register information about your Residence Card on the student portal (UNIPA) upon enrollment at the university.

Also, when you update your Residence Card, including updating your period of stay or changing your residence status, you must register such new information regarding your Residence Card on the student portal.

> [How to Register Your Residence Card \(university website\)](#) 

> [1. Changing institutions of affiliation \(when you move to a language school or another university in Japan\)](#)

> [2. Renewing your period of stay](#)

> [3. Changing your residence status \(when you wish to change your residence status to “Student”\)](#)

> [4. Permission to engage in activities other than those permitted by your status of residence \(for working part-time\)](#)

5. > [Intending to continue job hunting in Japan after graduation](#) 

Please navigate as follows:

ホーム Home >>

教育・学生生活 Education & Student Life >>
外国人留学生向け情報 For International Students >>

在留資格 Status of Residence >>

Click on the link labeled “(2) 在留期間の更新”
(Extension of Period of Stay)”

> [2. Renewing your period of stay](#)

2. Renewing your period of stay

If you plan to continue to stay in Japan beyond your initial period of stay for reasons such as going on to higher education or moving up to the next grade, you are required to apply for renewal of your period of stay. Since the Immigration Services Agency accepts applications for renewal permission from three months before the expiration date of your period of stay, make sure to submit the required documents listed below and complete the procedure on or before the day your period of stay expires.

If you exceed the expiration date of your stay even by one day, you will be treated as an illegal resident. Exercise extreme caution and be sure to complete the procedure to renew your period of stay as soon as possible. The Immigration Services Agency is particularly busy during periods of school enrollment and advancement to higher education as well as long vacations. Make sure to go through the procedure as soon as possible.

Required documents for the "Student" status of residence:

(1)	Permit to Renew Period of Stay (An application form for applicants, etc. to complete)	The form can be downloaded from the website of the Immigration Services Agency.
(2)	Permit to Renew Period of Stay (An application form for institutions of affiliation, etc. to complete)	Request your campus to issue the form.
(3)	Passport (to show to the Agency)	
(3)	Residence Card (to show to the Agency)	
(4)	A list of documents to be submitted	The form can be downloaded from the website of the Immigration Services Agency. Download from the hyperlink "a. Institutions that have been notified that they are appropriate schools (Class I or Class II)* under the section "(1) Universities (including junior colleges and graduate schools), equivalent institutions, and technical colleges (including accredited Japanese language institutions)."
(5)	Certificate of enrollment *Certificate of Research Student for research students	Certificates can be issued by the automatic certificate issuance machines located on the university campuses. • Issuance of certificates* *The Academic Affairs Division issues certificates for research students.
(6)	Academic records (transcript) *Research students are not required to submit academic records.	Certificates can be issued by the automatic certificate issuance machines located on the university campuses.
(7)	Fee: 4,000 yen	
(8)	One photo	The photo must be 4 cm (length) × 3 cm (width) and photographed within the last three months.

Notes:

1. Since certificates issued at the university office take about one week from receiving an application to issuing the document, make sure to allow ample time to complete an application.
2. If you are enrolled in our university after completing a Japanese language school and extend your period of stay, you need a certificate of attendance (if available), academic records (transcript), and a certificate of course completion from your time previous Japanese language school.
3. If you are enrolled in our university after graduating from another university and extend your period of stay, you need academic records (transcript) and a graduation certificate from your previous university.
4. If you take a leave of absence or repeat a year, you need a "letter of reason" detailing the reason for taking a leave of absence or repeating a year, your study plan until graduation, and so on.
5. In addition, you may be required to submit additional certificates or other documents due to the judgment of the Immigration Services Agency.

For information regarding downloading application forms and documents, please refer to the website of the Immigration Services Agency.

Immigration Services Agency (external site)

> <https://www.mof.go.jp/isa/applications/status/student.html>

1.

1. Read "(2)Renewing your period of stay" (Extension of Period of Stay).



2. Check the required documents listed under "【Required documents for the "Student" status of residence:" .



3. Download the necessary forms by clicking on the link labeled "" The page for the "Student" Status of Residence "" (Immigration Services Agency of Japan's website).

3.



組織・採用



出入国手続



在留手続



在留支援



退去強制手続



難民の認定等



政策情報（会議・統計等）



広報・情報公開等

[トップページ](#) > [在留手続](#) > [在留資格から探す](#) > 在留資格「留学」

在留資格「留学」

Click on the button labeled“日本語” to select your language.

の高等部、中学校（義務教育学校の後期課程の前期課程を含む。）若しくは特別支援教育を受ける活動。

- 日本語
- English
- 中文（繁体字）
- 中文（簡体字）
- 한국어
- Orang Indonesia
- Español
- ภาษาไทย
- Mongrol
- Tagalog
- Português
- Tiếng việt
- မြန်မာ
- नेपाली
- සිංහල
- 日本語

- 在留資格変更許可申請
- 在留資格変更許可申請
- 在留期間更新許可申請
- 在留資格取得許可申請
- この在留資格で在留中の方に必要な届出
- 参考資料



Application form for extension of period of stay

This is an application for those who are already residing in Japan with this status of residence and wish to continue to reside in Japan under this status of residence.

1. Application for extension of period of stay: 1 copy
You can download it from below.
[Application for extension of period of stay \(PDF:241KB\)](#)
[Application for Permit to Renew Period of Stay \(Excel:113KB\)](#)

Download “Application for extension of period of stay”.

1. Application for extension of period of stay: 1 copy

You can download it from below.

[Application for extension of period of stay \(PDF:241KB\)](#)

[Application for Permit to Renew Period of Stay \(Excel:113KB\)](#)

2. Photo 1 sheet ([Photos that meet the specified standards](#) and attach it to the application form)

*You may submit a printed copy of your photo in the photo attachment section of the application form. However, if you submit an application using an inappropriate photo that does not meet the specified standards, you will be asked to take a new photo.

*People under the age of 16 do not need to submit a photo. However, if you are applying for a status of residence other than mid- to long-term residence, you do not need to submit a photo.

3. Present your passport and residence card

4. Other required documents

[Important points to note when applying \(PDF: 99KB\)](#)

[Attached table \(PDF: 29KB\)](#)

[Declaration of living expenses \(PDF: 66KB\)](#)

[List of certificates related to scholarship payment \(PDF: 106KB\)](#)

[Attachment \(Various Confirmation Documents\) \(Excel:94KB\)](#)

- (1) Universities (including junior colleges and graduate schools), equivalent institutions, and technical colleges (excluding accredited Japanese language institutions).

a. [Institutions that have been notified that they are appropriate schools \(Class I or Class II\) \(PDF: 117KB\)](#)

b. [Institutions that have not received notification that they are appropriate schools \(PDF: 121KB\)](#)

(Note 1) If you are planning to enroll in or after April 2030, excluding international students at accredited Japanese language institutions, full-time students, exchange students, and government-sponsored students, please see (2) below.

* Full-time students are those who enroll with the aim of obtaining a degree or title.

(Note 2) For international students at accredited Japanese language institutions, please see (3) below.

(2) Vocational schools, miscellaneous schools, and institutions equivalent to miscellaneous schools in terms of facilities and

Download “a. Institutions that have been notified that they are appropriate schools (Class I or Class II) (PDF: 117 KB)” .

(1) Universities (including junior colleges and graduate schools), equivalent institutions, and technical colleges (excluding accredited Japanese language institutions).

a. [Institutions that have been notified that they are appropriate schools \(Class I or Class II\) \(PDF: 117KB\)](#)

Documents to be submitted

- **Application for Extension of Period of Stay**

【Offices responsible for issuing the pages to be completed by the affiliated organization】

Sugimoto Campus (Including students affiliated with the Umeda Satellite)	Educational Coordination Service, Academic Affairs Division 【1st Floor, Student Support Center】
Nakamozu Campus	International Students Support Section, Student Affairs Division 【Counter No. 3, 1st Floor, Building A3】

If you are enrolled at a campus other than those listed above, please contact the Educational Affairs Division or Student and Educational Affairs Service at your campus.

• a. Institutions that have been notified that they are appropriate schools (Class I or Class II)

※ 適正校（クラスⅠ又はクラスⅡ）である旨の通知を受けた大学（短期大学、大学院を含む。）、大学に準ずる機関、高等専門学校（認定日本語教育機関を除く。）に入学する場合の提出書類一覧表

番号	必要書類	提出の要否	提出書類 いずれか 選択	備考
1	在留期間更新許可申請書	○	有	無
2	提出書類一覧表（本表及び別紙「各種確認書」）	○	有	無
3	出席証明書（発行可能な場合）、成績証明書及び卒業証明書（提出の在留期間更新時に在籍した全ての教育機関に係る証明書）	○	有	無
4	研究・習得を証する文書	△ (備考欄参照)	有	大学等において、専ら修業によらない研究・習得を証する文書として受け入れられる場合
5	履修歴の写し（履修科目及び履修時間を証する文書）	△ (備考欄参照)	有	大学等において、専ら修業によらない履修歴を証する文書として受け入れられることが申請時に決定している場合
6	大学の管理記録を説明する文書	△ (備考欄参照)	有	大学の管理記録において授業を行う大学院の研究科において、専ら夜間通学して授業を受ける場合
7	入学証明書（入学時に申請する場合は入学許可書）	○	有	無

月 まで
(Month)

Page 1

Page 2

3. Certificate of Attendance (if available), Academic Transcript, and Graduation Certificate (most recent...)

If this is **your first year** at OMU, **you do not need to submit** an academic transcript. If you have previously attended a Japanese language school or another university before enrolling at OMU, you must submit the relevant documents.

- OMU has been accredited as an appropriate school by the Immigration Services Agency of Japan.
- Institutions accredited as appropriate schools require fewer documents and have a smoother application process compared to non-accredited schools.
- This document consists of two pages. The first page is a list of documents to be submitted and the second page is a language proficiency verification form. Fill out the second page with details of your Japanese language proficiency.
- Check the list, prepare the documents marked with a circle (○) (mandatory), and for other documents marked with a triangle (△), prepare them if applicable. After signing the signature section, submit the complete set to the Osaka Regional Immigration Services Bureau.

5. その他注意事項

Other Important Notes

- If you wish to work part-time, you must first obtain permission from the Immigration Services Agency of Japan.

Additionally, you are strictly prohibited from working in establishments engaged in the adult entertainment business, such as bars.

- Even if you receive permission, there are strict limits on your working hours. Generally, you may work up to 28 hours per week. During the periods from March 20 to April 7 (spring vacation), August 10 to September 23 (summer vacation), and December 24 to January 7 (winter vacation), you may work up to 8 hours per day and 40 hours per week.

[Important Notice]

Your status of residence may not be renewed not only if you engage in illegal employment (such as working more hours than permitted or engaging in prohibited jobs) or other illegal activities, but also if your academic performance is poor.

To enjoy your student life, be sure to follow the law and stay committed to your studies.

<Leaving Japan Temporarily>

- If you plan to leave Japan temporarily for a trip or to return to your home country, submit a “Notification of Temporary Leave” online to the university.
- Before your departure, make sure to check the expiration date of your period of stay.
(If your period of stay expires before your return, you will need to apply for a new status of residence.)
- If you plan to return to Japan within one year, you can leave the country with a Special Re-entry Permit. For more details, please check the Immigration Services Agency of Japan’s website.
- If you do not return to Japan within one year of your departure, your status of residence may be revoked.

Please be mindful of your travel plans.



【一時出国するとき/ Leaving Japan temporarily】

Thank you for your attention.

If you have any questions or need further assistance, feel free to visit the Student Affairs Division. Our staff will be happy to help you!

Sugimoto Campus: 1st Floor, Student Support Center, Student Affairs Division TEL: 06-6605-3608

Nakamozu Campus: 1st Floor, Building A3, Student Affairs Division TEL: 072-254-6243

E-mail: gr-gks-intlstu@omu.ac.jp