

Guidelines for Japanese Government (MEXT) Scholarship Students and Special Auditor Students (Exchange Students) who wish to apply for a conditional work permit

Center for International Exchange
Aichi University of Education

Underlying the conditions attached to international students receiving the Japanese Government Scholarship (hereafter referred to as “MEXT student”) is the assumption that the Japanese government will provide adequate financial resources so that they can focus on their academic studies without having to worry about their economic situation.

Special Auditor Students (Exchange Students) are exchange students recommended by the partner universities based on " the General Conditions for Implementing Student Exchange" between Aichi University of Education (hereafter referred to as “AUE” and the partner universities. During the period of enrollment at AUE (six months or one year), it is important to concentrate on studies.

It is not expected, nor recommended for the above students with the status of “Student” to obtain a conditional work permit and engage in part-time job **just to save money**.

For the above reasons, **except for the following activities**, AUE does not permit MEXT students and Special Auditor Students (Exchange Students) to obtain a conditional work permit at the regional immigration services agency and do a part-time job.

【The activities permitted by AUE】

- (1) Work that contributes to one's own studies or research activities
- (2) Work performed at the request of public institutions
- (3) Work that contributes to exchange with and contribution to the local community
- (4) Work that contributes to international exchange and friendship between Japan and other countries
- (5) Work that contributes to the improvement of Japanese language skills and the promotion of understanding of Japanese society
- (6) Work that contributes to future employment in Japan, such as internships

If they wish to engage in the above activities, they must follow the procedures as below.

1. The procedures for applying for a conditional work permit.

Before they apply for a conditional work permit at the regional immigration services agency, they need to finish the following procedures inside AUE.

(1) Prior confirmation at AUE

They need to get approval from their academic advisor, and then submit **Form 1** to the Center for International Exchange (hereafter referred to as “the Center”).

(2) Applying and obtaining a conditional work permit

After the Center recognizes the appropriateness of the activity, they can apply for a conditional work permit at the regional immigration service agency to which they belong.

The application for the conditional work permit (Immigration Services Agency)

<https://www.moj.go.jp/isa/applications/procedures/16-8.html>

The conditional work permit under the Status of Residence of “Student” (Immigration Services Agency)

https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri07_00003.html

(3) Reporting the acquisition of the conditional work permit and Notification of place of employment

After they obtain the conditional work permit from the regional immigration services agency, they

must bring their passport and residence card to the Center to report the acquisition.

When you have decided which company you will work for, please submit “**Form 2**” to the Center after receiving confirmation from your academic advisor.

Whenever they change or add a new employer, they must submit Form 2 to the Center too.

2. Notice

(1) Ultimately, the procedure to obtain the conditional work permit must undergo the inspection of the immigration office for approval, as there are cases in which applications are rejected. In addition, they should not engage in any activities that generate payment before receiving the conditional work permit.

In cases where they are going to engage in activities to assist in education or research at the university, such as a TA, RA, or Tutor for international students, or a part-time job to assist research/experiment at the university or internships without rewards, the conditional work permit is not required.

(2) They are allowed to work up to 8 hours/day, 14 hours/week. During long university holidays up to 8 hours/day, 28 hours/week.

Long holidays are defined as summer and spring vacations stipulated by the university. (Golden Week is not a long holiday period.)

(3) The period of the conditional work permit is within the period of stay. If you renew your period of stay, you must reapply for a conditional work permit.

(4) They are NOT allowed to work while taking a leave of absence from school.

(5) They are NOT allowed to work in a sexually oriented or related business.

(6) At the beginning of their new enrollment, AUE recommends that they do not do a part-time job until they know the schedule of their academic and research activities at AUE (e.g., the schedule of classes and instruction, etc.).

(7) When choosing a part-time job after obtaining a conditional work permit, please carefully check whether or not they can work as an international student without interfering with their studies or research activities (working hours, type of work, safety checks, working conditions such as accidental injury coverage, etc.).

【Form 1】 Form to be submitted before application for a conditional work permit

(The information provided on the form will be used only to the extent necessary for the University to conduct its work and will not be used for any other purpose.)

Full Name : _____ **Nationality :** _____

Student ID number : _____

Status : ☐ MEXT Scholarship Students ☐ Special Auditor Students (Exchange Students)

【Applicant's Pledge】 I hereby pledge not to engage in any work other than the following activities and not disrupt my academic or research activities. Suppose any inconvenience or disadvantage should arise as a result of a violation of this pledge or misrepresentation. In that case, I will take responsibility for my own actions and will not ask for compensation from the University.

[Year/Month/Date : ____/____/____]

【Summary of planned activities】

(1) Please fill in the following information regarding the part-time job (activities) you plan to do.

- ・ What kind of place (type of business, name of the company, etc.)

- ・ What kind of jobs (the contents of the job, type of work, etc.)

- ・ How much do you do (total hours of part-time job per week)

- ・ Total hours of study and research per week when you do a part-time job

(2) Based on the contents of the above (1) , please check the activities from ①to⑥ below that are permitted by AUE.

- ☐ ① Work that contributes to one's own studies or research activities
- ☐ ② Work performed at the request of public institutions
- ☐ ③ Work that contributes to exchange with and contribution to the local community
- ☐ ④ Work that contributes to international exchange and friendship between Japan and other countries
- ☐ ⑤ Work that contributes to the improvement of Japanese language skills and the promotion of understanding of Japanese society
- ☐ ⑥ Work that contributes to future employment in Japan, such as internships

The above information has been approved.

Advisor (signature) :

Notice: Before filling out this form, please read the “Guidelines for Japanese Government (MEXT) Scholarship Students and Special Auditor Students (Exchange Students) who wish to apply for a conditional work permit” carefully.

※ 【Write-in columns by the Center for International Exchange】

Result of screening	Date of informing applicant	Method to informing
Permitted / Not Permitted	YY MM DD	Oral notice, e-mail, other ()

[Form 2] Form to be submitted after the place of employment has been decided or changed
 (The information provided on the form will be used only to the extent necessary for the University to conduct its work and will not be used for any other purpose.)

Full Name : _____ Nationality : _____

Student ID number : _____

Status : ☐ MEXT Scholarship Students ☐ Special Auditor Students (Exchange Students)

[Applicant's Pledge] I hereby pledge not to engage in any work other than the following activities and not disrupt my academic or research activities. Suppose any inconvenience or disadvantage should arise as a result of a violation of this pledge or misrepresentation. In that case, I will take responsibility for my own actions and will not ask for compensation from the University.

[Year/Month/Date : _____/_____/_____]

[Information about the job that has been decided.]

(1) Information of job place(s)

No.	Name of Company	Address or Name of branch	work contents/type of job	hours per week
1				
2				
3				
				Total Hours
Total hours of study and research per week				Hours

*If you get a job or change the job that requires a conditional work permit, please submit this form with all the jobs you are doing, even jobs that do not need the permit like TA, RA, tutor, or internships without rewards.

(2) Based on the contents of the above (1), please check the activities from ① to ⑥ below that are permitted by AUE.

- ☐ ① Work that contributes to one's own studies or research activities (No. _____)
- ☐ ② Work performed at the request of public institutions (No. _____)
- ☐ ③ Work that contributes to exchange with and contribution to the local community (No. _____)
- ☐ ④ Work that contributes to international exchange and friendship between Japan and other countries (No. _____)
- ☐ ⑤ Work that contributes to the improvement of Japanese language skills and the promotion of understanding of Japanese society (No. _____)
- ☐ ⑥ Work that contributes to future employment in Japan, such as internships (No. _____)

The above information has been approved.

Advisor (signature) : _____

Notice: Before filling out this form, please read the "Guidelines for Japanese Government (MEXT) Scholarship Students and Special Auditor Students (Exchange Students) who wish to apply for a conditional work permit" carefully.

※ **[Write-in columns by the Center for International Exchange]**

Result of screening	Date of informing applicant	Method to informing
Permitted / Not Permitted	YY MM DD	Oral notice, e-mail, other ()