

To International Students' Academic Supervisors/Class Teachers

Request to Write a Letter to the Immigration Bureau
for Students Who Need to Extend Visa beyond the Standard Length of Enrollment or Whose
Annually Earned Scores are not Sufficient

For students who need to extend their student visa due to the delay of graduation and undergraduate students who have earned 25 or less credit in any of the academic year so far, a letter written by their academic supervisor/class teacher to explain the students' study progress and situation is required to submit to the Immigration Bureau. Please write a letter for your student including the points indicate in the example below. As Division of Student Exchange needs to check the contents of the letter before issuing the visa extension application of the university parts and file it at the office, your letter should not be sealed in an envelope.

Example

Date:

Dear Director-General,
Tokyo Regional Immigration Bureau,

Reason for Extra Extension

- Name, school, programme, grade and nationality of the student
- Current study conditions/situations
- The reason why the student needs an extra length of his/her study at the university than the standard length of the period of the programme
- Agenda from the present to the graduation

October, 20XX Submission of Thesis
December, 20XX

.
.
.

March, 20XX Completion of the programme

-Date of Graduation

Signature

Name

Faculty, Title

University of Tsukuba

1-1-1 Tennodai, Tsukuba-shi, Ibaraki

Phone

Email

[IMPORTANT] For the second-time extension due to delay of study progress for undergraduate students
Recently, the Immigration Bureau's screening is very strict about undergraduate students' visa extension due to delay of study progress. Particularly the second-time extension due to the delay of study may result in rejection. If your student needs to extend visa again for the second time, he/she needs to write a letter of reason and also the supervisor's letter of reason explaining why the student could not finish the programme in the standard length of enrollment, how and when he/she can be expected to complete the program is required. Along with this a detailed course taking plan is required. The cooperative work by the student, Academic Service Office, Division of Student Exchange and the student's supervisor is necessary.

Thank you for your understanding and cooperation.