



Part Time Job

Part Time Job (1)



Apply for Work Permit!

Students with a student visa who want to take a part time job must obtain a **work permit** (*Permission to engage in activity other than that permitted under the visa status previously granted*) from the Immigration Bureau beforehand.

After obtaining the permit students are allowed to work part-time up to **28 hours per week** (up to 8 hours per day during summer, winter, and spring break period).

Part Time Job (2)



Apply for Work Permit!

International students are **NOT allowed to work without a work permit** or to have **a job prohibited by the Immigration Law**, such as jobs at bars and pachinko parlors, etc.

It is prohibited to work in such places even as kitchen staff. If there are any violations to the conditions of the part-time work permit, you will be **punished by a fine or forced to leave Japan.**



How to apply

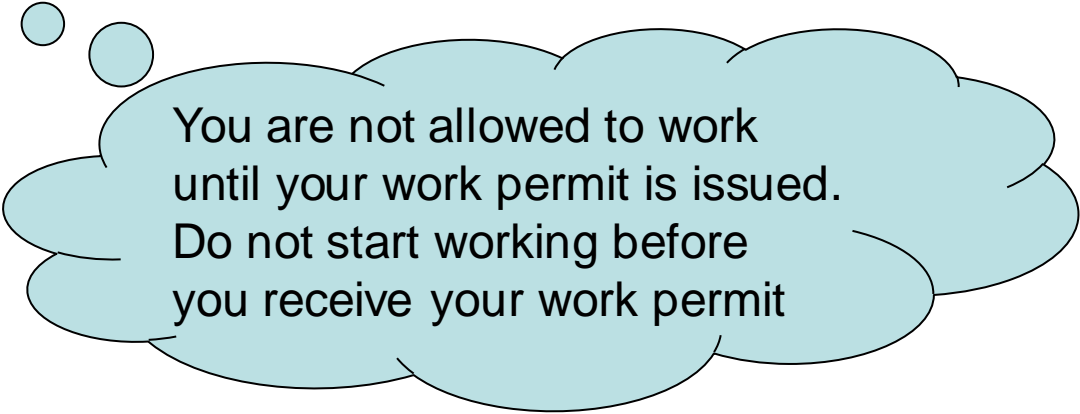
Please submit the following documents to the Immigration Bureau:

1. Application for Permission to Engage in Activities other than those permitted by the status of residence (Please download the form from the website of the Ministry of Justice.)
2. Document stating what kind of job you are going to have (Ex: a copy of your job contract)
→ This document is not required if you have not found a job yet.
3. Passport
4. Residence Card
5. Student ID



Advice (1)

Your work permit will be issued within 2 weeks to 2 months after application. You can apply for a work permit even if you do not have a part time job yet, so if you are planning to work, please **apply in advance**.



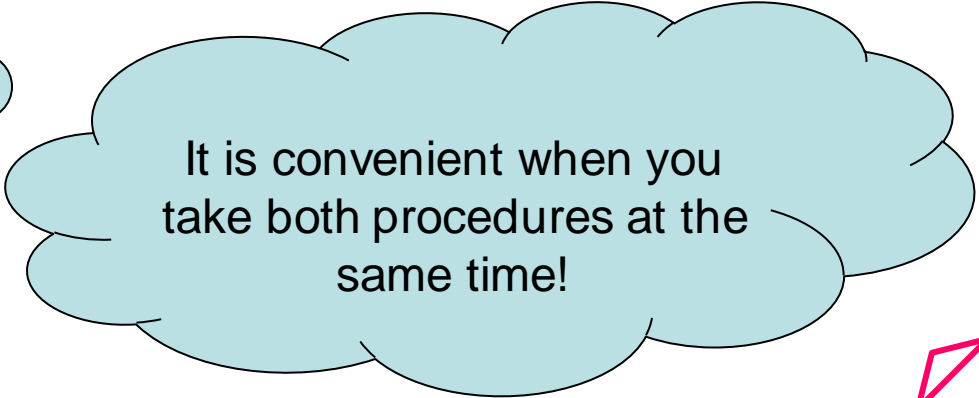
You are not allowed to work until your work permit is issued. Do not start working before you receive your work permit



Advice (2)

Your work permit will expire the moment your visa status expires.

Please do not forget to extend your work permit when you take the necessary procedures to extend your period of stay at the Immigration Bureau.



It is convenient when you take both procedures at the same time!

Part Time Job (6)



After you receive your work permit . . .

After you received a work permit seal on the back side of your residence card, **submit a copy of your residence card (front and back sides)** to the Student Life Section at SFC.

Part Time Job (7)



Please also check the Part Time Job information
in International Student Handbook!

<Part-time Jobs >

<https://giga.sfc.keio.ac.jp/wp-content/uploads/2020/06/4-6-Part-time-jobs.pdf>

<Registration of Residence>

<https://giga.sfc.keio.ac.jp/wp-content/uploads/2020/03/2-4-Registration-of-Residence.pdf>