

Name: _____

Submission date: _____

No.	Document	Prepared	Before submitting
1	Application for change of status of residence 在留資格変更許可申請書	☐	☐ Sign · all pages
APPLICANT's documents			
2	ID photo (3×4cm) 証明写真	☐	☐ Attach photo · name on back
3	Passport パスポート	☐	☐ Original + color copy
4	Residence Card 在留カード	☐	☐ Original + color copy
5	Résumé (CV) 履歴書	☐	☐ Check name · dates
6	Diploma & transcript 卒業証明書・成績証明書	☐	☐ Check name · dates
7	Diploma & transcript (Japanese translation) 卒業証明書・成績証明書の日本語訳	☐	☐ Translator's name on it
8	Income certificate – latest year 個人住民税の課税証明書（最新年度）	☐	☐ Original · issued within 3 months
9	Tax payment certificate – latest year 個人住民税の納税証明書（最新年度）	☐	☐ Original · issued within 3 months
10	Employment Contract / Terms 雇用契約書	☐	☐ Check name · dates
11	Certificate of Employment 在職証明書	☐	☐ Original · issued within 3 months
Documents prepared by the COMPANY			
12	Company's withholding tax summary 給与所得の源泉徴収票等の法定調書合計表の写し	☐	☐ Check name · dates
13	Declaration about the organisation's representative 所属機関の代表者に関する申告書（参考様式）	☐	☐ Check name · dates
14	Company profile 会社案内（沿革・役員・組織・事業内容・主要取引先）	☐	☐ Check name · dates
15	Certificate of company registration 登記事項証明書	☐	☐ Original · issued within 3 months
16	Financial statements 直近年度の決算文書の写し（新設の場合は事業計画書）	☐	☐ Check name · dates

※ This sheet is for your own check – do NOT submit it to Immigration. Case-by-case documents: see the guide.

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