

Name: _____

Submission date: _____

No.	Document	Prepared	Before submitting
1	Application for extension of period of stay 在留期間更新許可申請書	☐	☐ Sign · all pages
SPONSOR's documents (the person living in Japan)			
2	Residence Card 在留カード	☐	☐ Original + color copy
3	Passport パスポート	☐	☐ Original + color copy
4	Certificate of Employment 在職証明書	☐	☐ Original · issued within 3 months
5	Income certificate – latest year 個人住民税の課税証明書（最新年度）	☐	☐ Original · issued within 3 months
6	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
APPLICANT's documents (spouse / child)			
7	ID photo (3×4cm) 証明写真	☐	☐ Attach photo · name on back
8	Passport パスポート	☐	☐ Original + color copy
9	Current Residence Card 在留カード	☐	☐ Original + color copy
10	Proof of relationship 続柄を証する文書	☐	☐ Check name · dates
11	Japanese translation 翻訳文	☐	☐ Translator's name on it

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

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