IIKANZI VISA
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Document checklist

Engineer renewal · after a job change

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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
Same documents as a renewal with NO job change (contract = the NEW company's)			
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（原本）	☐	☐ Check name · dates
7	**Diploma & transcript (Japanese translation)** 卒業証明書・成績証明書（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	**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
12	**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
EXTRA documents because you changed jobs (resignation: FORMER company · company papers: NEW company)			
13	**Certificate of Resignation** 退職証明書	☐	☐ Check name · dates
14	**Contract-change report to Immigration** 契約機関に関する届出	☐	☐ Check name · dates
15	**Company profile** 会社案内（沿革・役員・組織・事業内容・主要取引先）	☐	☐ Check name · dates
16	**Certificate of company registration** 登記事項証明書	☐	☐ Original · issued within 3 months
17	**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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