

► **Submission of the Notification of the Accepting Organization: left the organization (離脱届け) ➡ Tokyo Immigration Bureau**

★ Download the form: <http://www.moj.go.jp/content/000099560.pdf>

※ There may be cases that you do this **AFTER** you leave Japan.

Individuals who received landing permission and complete their designated course of study, cease studies, or transfer to another school within Japan must notify the Immigration Office (by filing a separate document) **within 14 days of removal** from “the school register” system.

“The school register” is based on your “Withdrawal Form”.

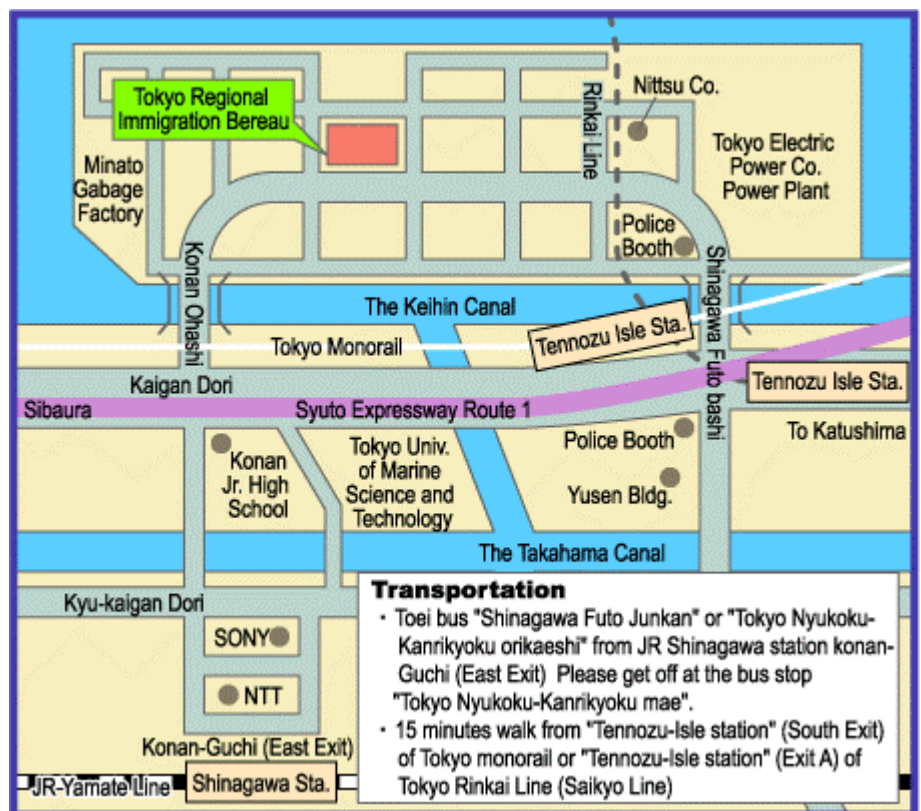
e.g. Your period of study is ‘31st August’, but you will leave Japan on 20th July. So, you fill in the date ‘31st July’ on your Withdrawal Form. In that case, you will do this submission by 14th August by counting your 14 days from 31st July instead of 20th July.

To report, either by:

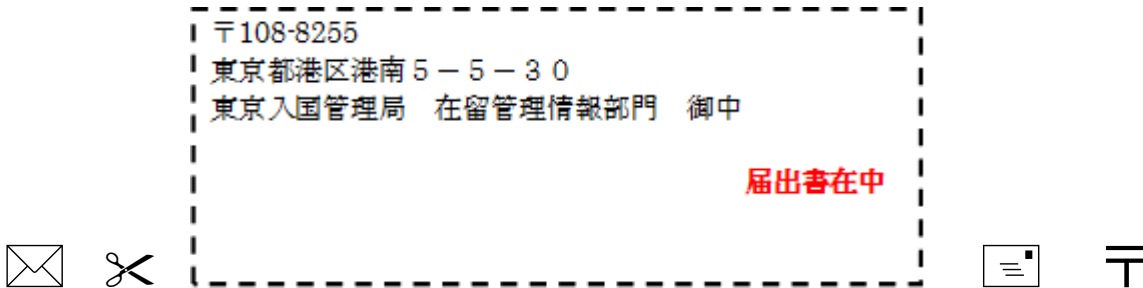
- A. Bring your materials to the service desk at the immigration office.
- B. via letter-post
- C. From on line

A.

Location	〒108-8255 Tokyo, Minato-ku, Konan, 5-5-30 Tokyo Immigration Office, 2 nd Floor, Counter C4
Phone Number FAX	03-5796- 7111(Representative) 03-5796-7125(FAX)



B. Cut out the following label and attach it to an envelope. In the envelope, enclose a **copy** of your residence card as well. Attach a stamp to the envelope, and mail.



C. First, create new account to log in.

<https://www.ens-immi.moj.go.jp/NA01/NAA01SAction.do?hdnGng=L2>

‘For mid-to-long-term residents’

Authentication ID issued



After you got your ID and password, please log in ‘For mid-to-long-term residents’ and follow the steps.



The sample of
“NOTIFICATION
OF THE
ACCEPTING
ORGANIZATION”

(LEFT)

is Next Page!!

参考様式1の2(離脱)

(Accepting organization: left the organization)

活動機関に関する届出
NOTIFICATION OF THE ACCEPTING ORGANIZATION

① 届出人 Applicant

氏名 Taro OICEOICE 性別 男・女
Sex Male/Female
生年月日 1996 年 12 月 25 日 国籍・地域 OICEOICE
Date of Birth Year Month Day Nationality/Region
住居地 〒111-2222 3-4-5, OICEOICE, OICE-ku, Tokyo
Address in Japan
在留カード番号 1 2 3 4
Residence card No.

② 届出の事由(活動機関からの離脱)

Item of notification (Left the organization)

離脱した年月日 2017 年 7 月 31 日
Date of left the organization Year Month Day

Fill in the Same date
as 'Withdrawal Form'

離脱した機関の名称 The University of Tokyo, School of Engineering
Name of the organization

離脱した機関の所在地 〒113-8656 7-3-1, Hongo, Bunkyo-ku, Tokyo (電話番号) 03-5841-1678 ※
Address of the organization

③ 届出代理人(本人以外の者が届け出る場合に記入) Representative or agent (in case of representative, agent or other)

氏名 本人との関係
Name Relationship with the applicant
住所 〒 In case of.. 届出年月日 年 月 日
Address Date of notification Year Month Day

④ 届出人(本人)の署名 Signature of the applicant

Taro OICEOICE 2017 年 7 月 25 日
Year Month Day

※届出人又は届出代理人の連絡先

Contact telephone number of the applicant, representative or agent

該当するものを選んでください。check one of the following boxes 届出人 applicant 届出代理人 representative or agent

電話番号 Telephone No. 携帯電話番号 Cellular phone No.

※ 本書中、※のついた連絡先については、届出内容の確認のため、連絡させていただく場合があります。

Choose one

IF THERE IS ANYTHING THAT YOU DO NOT UNDERSTAND PLEASE ASK.

PLEASE CONTINUE TO DO YOUR BEST.