

Guidelines for Part-time Work Permit

March 18, 2024

International Exchange Committee

1. Part-time Work Permit for International Students

The activities of international students in Japan under the status of residence "Student" are generally limited to academic activities, and therefore, engaging in activities involving remuneration is not allowed. However, if international students obtain a "Permission to engage in activity other than that permitted under the status of residence previously granted" (hereinafter referred to as the "Part-time Work Permit") from the immigration office beforehand, they can work part-time as long as the work does not interfere with their studies. Thus, please confirm the followings.

- (1) International students cannot engage in activities involving remuneration until they obtain a permit to engage in part-time work. If they engage in activities such as part-time work without the permit, they may be subject to penalties, including deportation.
 - (2) With the permit, international students are allowed to work up to 28 hours per week (8 hours per day during long-term vacation periods).
 - (3) If international students have several part-time jobs, ensure that the total working hours at all workplaces do not exceed the limits specified in stated (2).
 - (4) Part-time work is not permitted during a leave of absence from the university.
 - (5) Part-time work in adult entertainment or related businesses is not allowed.
 - (6) Unpaid internships do not require the permit to engage in part-time work.
 - (7) International students who work as a Teaching Assistant (TA), Research Assistant (RA) or Tutor to support education or research at Shizuoka University do not need to obtain a work permit.
- ※ It is advisable to confirm the job details, labor conditions and payment methods during the job interview, and keep notes to avoid troubles. If possible, receiving the details in writing (employment contract) is highly recommended.

2. Part-time Work Permit for MEXT Scholarship students

MEXT Scholarship students receive financial support from the Japanese government for their studies and livelihoods. In addition to the previously mentioned guidelines 1. Part-time Work

Permit for international students, please also consider the following issues when engaging in part-time work:

(1) International students need to confirm that their academic progress and research will not be disturbed by the part-time work and obtain permission from their academic advisor to engage in the part-time work in advance.

(2) Newly arrived MEXT scholarship students cannot apply for a work permit at the port of entry. They can apply for the permit at the immigration office in the prefecture where they live.

(3) Preferable part-time work for MEXT scholarship students are as follows:

- Work contributing to your own academic and research activities
- Work requested from public institutions
- Work interacting and contributing to the local community
- Work contributing to international exchange and friendship between Japan and other countries
- Work improving Japanese language proficiency and understanding of Japanese society
- Work helping their future career in Japan, such as internships