

休学・復学する留学生への注意事項

Notice for International Students Who Will Take a Leave of Absence and Return to the University.

2023年7月20日(第3版) 京都大学 国際・共通教育推進部 国際教育交流課

July 20, 2023 (3rd.ed.)

International Education and Student Mobility Division,
International and General Education Promotion Department

- ◆ 本学では、「出入国管理及び難民認定法第19条の17」に基づき、外国人留学生の在留資格を管理しています。在留資格に関連する情報に変更があれば、必ず「KULASIS」を経由して「KUIESM」にアクセスし(ECS-ID使用)、システム上の情報を更新してください。Kyoto University manages the status of residence of each international student based on Article 19-17 of the Immigration Control and Refugee Recognition Act.
If there is any change in the information related to their status of residence, international students must access “KUIESM” system via KULASIS (using ECS-ID) and update the information of status of residence on this.
- ◆ 本紙は在留資格「留学」の留学生を主に対象としています。「留学」以外の場合は、在留カードの住居地を管轄する出入国在留管理局へ確認してください。This information is mainly for international students with “Student” (Ryugaku) status of residence. International students with a status of residence other than “Student,” must confirm the necessary procedures with the Regional Immigration Services Bureau for their area of residence.

手 続 き に つ い て Procedures		チェック欄 Please check
1. 休学と出入国・在留資格 ※「兵役による休学」、休学を伴う「海外大学・研究機関への留学」も含む Status of residence in the case of a leave of absence and departure from/entry into Japan (including a leave of absence due to military service or study abroad)		
所属部局の教務担当掛へ、休学後の在留状況が以下「a/b/c」いずれにあたるかを報告し、必要な手続を行ってください。 Please inform the educational affairs section of your department which of the following “a”, “b”, or “c” will apply to your case and complete the necessary procedures.		
a.	原則、ただちに出国（「b」以外の理由の場合） In principle, you must leave Japan immediately (for reasons other than “b”) ※出国日程が決まったら、すみやかに「海外渡航届」を「KUIESM」システムに提出、または渡航届用紙で所属部局の教務担当掛へ提出し、出国してください。どちらの方法で提出するかは、所属部局の教務担当掛に確認してください。 *Please submit a “Notification of Overseas Travel” through “KUIESM” system or a paper form to the educational affairs section of your department as soon as your departure date is decided. (Please check with the educational affairs section of your department which submission method to use.) ※「みなし再入国許可制度」「再入国許可制度」は、原則使用しません。 As a general rule, neither “special re-entry permission” nor “re-entry permission” will be granted. ※休学により、現在保有している在留資格「留学」の期限内の復学予定であっても、原則、在留資格を一旦放棄して出国することとなります。出国港（空港等）の出国審査時に、在留カードを返却してください。 その場合、復学時に再度「在留資格認定証明書（CoE）」を取得し在留資格「留学」を申請する必要がありますので注意してください。再入国時の在留資格申請に必要な書類・手続は、所属部局の教務担当掛へ確認してください。 Even if you are planning to return to the university after taking a leave of absence within the term of validity of the current “Student” status of residence, you are required to relinquish the status of residence and leave Japan. Please return your residence card at the immigration check at the port of departure, e.g. Kansai International Airport. In this case, please note that you must obtain a new Certificate of Eligibility (CoE), and re-apply for “Student” status of residence. Please confirm the documents and procedures required to apply for the required status of residence with the educational affairs section of your department prior to returning to Japan.	
b.	病気・怪我等のやむを得ざる事情で、出入国在留管理局が休学中も日本に滞在を認めた場合は、在留資格「留学」から、滞在目的に応じた在留資格へ変更の上、すみやかに新しい在留資格情報を「KUIESM」システムに登録してください(必須)。 If your Regional Immigration Services Bureau permits you to stay in Japan while you are taking a leave of absence from the university for unavoidable reasons, such as illness or injury, please change your current status of residence from “Student” to a status of residence that is appropriate for your purpose of stay, and register your new status of residence information in the “KUIESM” system. (Mandatory)	

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- c. 有効な在留資格「留学」を保持したまま一時出国中に、休学を開始した場合：
- 休学前にすでにみなし再入国/再入国許可を得て出国していた場合、許可期限内は国外からは在留資格を「放棄」することができません。休学出国中に在留資格が失効する場合は、失効した日(※1)から起算して14日以内に、国外から郵送で在留カードを返納してください。
 - ※1：みなし再入国許可/再入国許可期限日の翌日、等、在留資格が失効した日全般を表します。なお、在留資格失効前に、在留カードを郵送により返納しないでください。
 - ※2：失効の事例/郵送手順は、以下のサイトを確認してください

If you start to take a leave of absence while you have temporarily left Japan with a valid “Student” status of residence, you could not relinquish your “Student” status of residence from abroad within validity period.

In this case, you will be required to return your residence card by post to the Commissioner of the Immigration Services Agency (*1) from the country in which you are staying, within 14 days from the day that your status of residence becomes invalid (*2) while taking a leave of absence.

*1: Please refer to the site below for the cases of expiration/required procedure.

*2: e.g. from the day following the date of validity period for “special re-entry permission” or “re-entry permission”, etc. You should not return your residence card by post while your status of residence is valid.

■参考：【在留カード等の返納について】

Procedure for return of a residence card

[ja \[https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00020.html\]\(https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00020.html\)](https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00020.html)

[en](#) Select a language from the "Language Selection Panel" in the lower left corner of the Japanese page.

【注意】 休学中も、在留資格「留学」のまま日本に滞在を続けた場合、在留資格取り消しの対象となります。

Note: If you continue to stay in Japan with “Student” status of residence while on a leave of absence, your status of residence may be revoked.

→休学する時点で、「在留資格「留学」に係る活動を継続して3か月以上行っていない場合」に該当し、「留学」の資格を満たさないと判断されるため。例えば3ヶ月間私的に勉学を継続していても、入管法により「留学」の資格とは認められません。

If, at the time of taking a leave of absence, you have not been engaged in any activities designated for “Student” status of residence for three months or more, you will be considered ineligible for “Student” status of residence. Even if you declare that you have been studying by yourself for three months, the Regional Immigration Services Bureau shall not consider you eligible for “Student” status of residence.

■参考：【在留資格の取消し（入管法第22条の4）】

Reference: Procedure for revocation of status of residence (Immigration Control Act, Article 22-4)

[ja \[https://www.moj.go.jp/isa/applications/procedures/torikeshi_00002.html\]\(https://www.moj.go.jp/isa/applications/procedures/torikeshi_00002.html\)](https://www.moj.go.jp/isa/applications/procedures/torikeshi_00002.html)

[en](#) Select a language from the "Language Selection Panel" in the lower left corner of the Japanese page.

- 休学中は、資格外活動(アルバイト等)は認められません。
You are not permitted to engage in any work (including part-time work) while taking a leave of absence.
- 本学の留学生用宿舎に入居している場合、退去することになります。
If you are staying in one of the university’s dormitories for international students, you are required to leave the dormitory.
- ほとんどの奨学金は、休学中は支給が停止されます。詳細は留学生支援課または支給元財団等に確認してください。
Most scholarships will be suspended during a leave of absence. For specific details, please consult with the university’s International Student Division or the scholarship foundation.

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2. 休学からの復学と在留資格

To return to the university after a leave of absence, status of residence.

	<p>a. 復学時点で有効な在留資格を保有していない場合は、休学を終え、学業履修を再開する際に、「出入国管理及び難民認定法」別表第一に定める在留資格（原則として「留学」）の再取得が必要です。兵役休学からの復学渡日も同様です。復学を決めたら、速やかに所属部局の教務担当掛へ相談し、再渡日と在留資格に関わる必要な手続きを行ってください。</p> <p>When return to the university after taking a leave of absence without valid "Student" status of residence, it is necessary to re-obtain an appropriate status of residence ("Student," in principle), as specified in Appended Table I of the Immigration Control and Refugee Recognition Act. The same applies if the leave of absence was due to military service.</p> <p>If you decide to return to the university after a leave of absence, please consult with the educational affairs section of your department as soon as possible, and complete the necessary procedures to return to Japan and obtain the required status of residence.</p>	
	<p>【注意】「在留資格認定証明書（CoE）」の取得時の留意点</p> <p>※出入国在留管理局での審査を含め2～3か月を要します。申請は復学を希望する期日の3ヶ月前までに行ってください。</p> <p>Note: Points to note regarding the acquisition of a Certificate of Eligibility (CoE).</p> <p>The issue of a CoE (including the screening process at the Regional Immigration Services Bureau) takes two to three months. Please apply for your CoE at least three months before the date on which you wish to readmit to the university.</p> <p>復学(渡日)したら、新しい在留資格情報をすみやかに「KUIESM」システムに登録してください(必須)。</p> <p>Please register your new status of residence information in the "KUIESM" system as soon as possible after returning to the university (or returning to Japan). (Mandatory)</p>	
	<p>b. 前項[1-c]の事例で、「みなし再入国/再入国許可」の有効期限内に復学できる場合は、有効な在留資格で渡日してください。</p> <p>In the case of previous section [1-c], remaining the term of validity of "special re-entry permission" or "re-entry permission", you should return to Japan with a valid "Student" status of residence.</p>	