

Procedures
for
Extending the Period of Stay

シングルサインオンSSO認証 Web Single Sign-On

イメージングマトリクス認証でWeb Single Sign-Onにログインする場合の認証方法

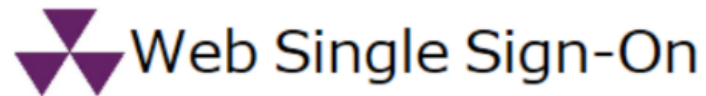
Authentication method when "Imaging Matrix" is selected for multi-factor authentication at Web Single Sign-On login

同志社大学オフィシャルサイトの「在学生の方」から、シングルサインオン画面に遷移してください。

From the Doshisha University official website's "current students page", please proceed to the single sign-on screen.

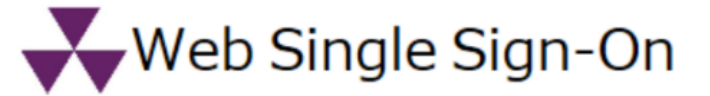
1. Web Single Sign-Onにログインします。

Log in to Web Single Sign-On.



2. 多要素認証で「イメージングマトリクス」を選択します。

Select "Imaging Matrix (イメージマトリクス)" for multi-factor authentication.



シングルサインオンSSO認証 Web Single Sign-On

3. 事前に登録した3つの画像を正しい順序でクリックします。

※ログイン毎に画像の位置は変化します。

Click the three pre-registered images in the correct order.

* The position of the image will change with each login.

	21	90	82	45	36
05					
35					
54①			 ③		
06②					
31					

※例

ログイン

クリア

パネル表示

4. 画像をクリックすると、表の下に「・・・」が表示されます。3つ選択されたことを確認して「ログイン」をクリックしてください。

※「パネル表示」を選択すると、画像に対応したマトリクス表の番号が表示されます。

When you click on the image, “・・・” is displayed. Make sure that the three images have been selected and click on “Login (ログイン)”.

*If you select “Show Panel (パネル表示)”, the numbers in the matrix table corresponding to the images are displayed.

	21	90	82	45	36
05					
35					
54					
06					
31					

....

....

....

ログイン

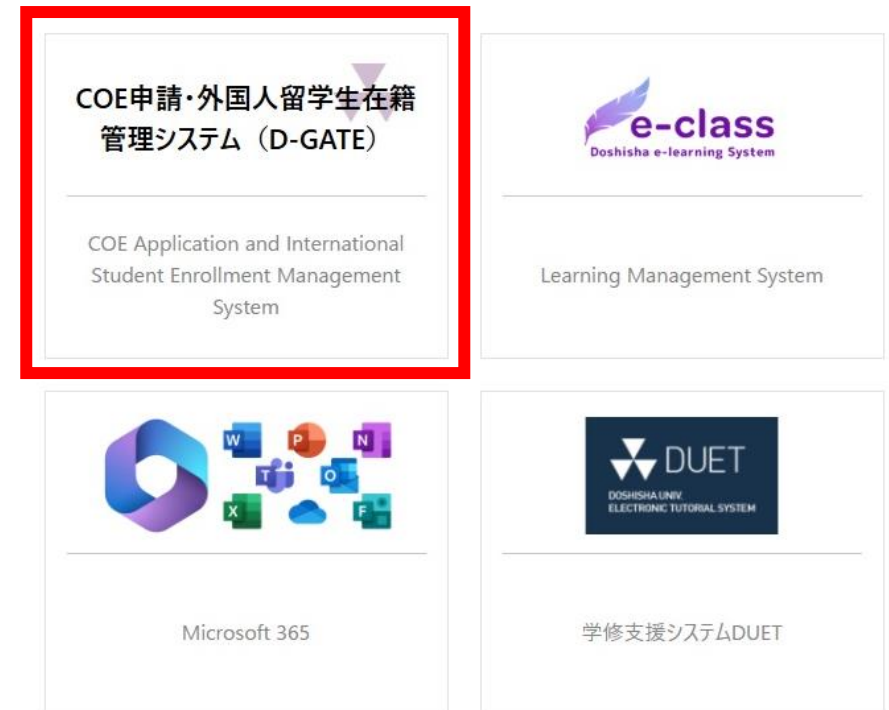
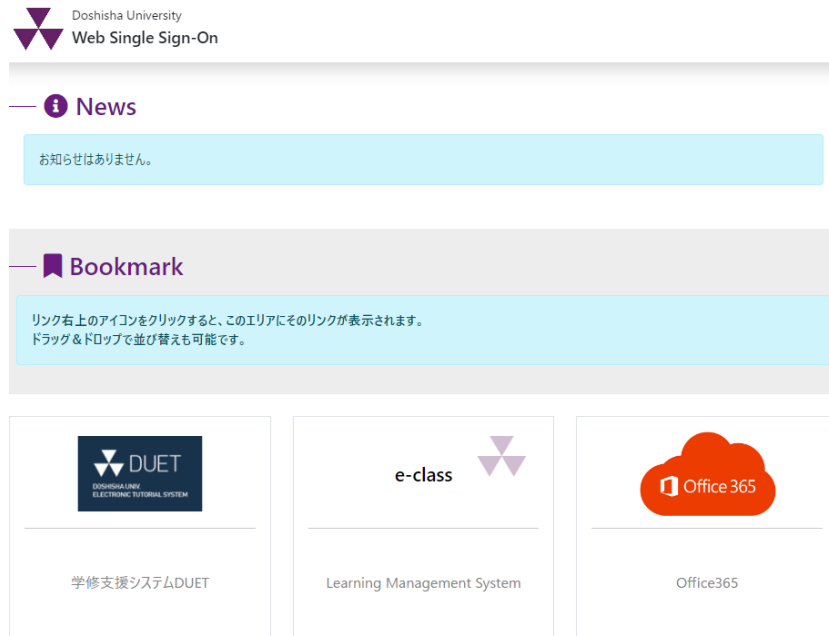
クリア

パネル表示

シングルサインオンSSO認証 Web Single Sign-On

5. 以上で認証完了です。Web Single Sign-On にアクセスできます。
Authentication is completed and you can access Web Single Sign-On.

6. Web Single Sign-On画面から、D-GATEのタイルを選択する。
From the Web Single Sign-On screen, select the “D-GATE”.



Procedures for Extending the Period of Stay

1. Click “Applicant data.”



Top

DOSHISHA GAKUSEI Welcome to D-GATE!

Current Location		Application Status		Period of Stay
Republic of Korea	2026/02/28	Update/ Study abroad	Creating	2025/06/20

Resident card expiration alert

The residence card expiration date is approaching.(Residence card expiration date:2025-06-20)
Please confirm and correct the applicant data by the following expiration date.
Check the applicant data and update it if there are any changes.
After checking and updating the data, click the button at the bottom of the Applicant data screen.

Applicant data

2. Fields marked with a “●” are required.
Select the field to enter information.

Applicant data

Display the input items required for application

Update Study abroad

● is displayed in the input items required for application

Management (Applicants do not need to enter)

● 1 Personal Information

● 2 Passport

● 3 Backgrounds

3. Click “Edit” and complete all required (●) fields.

Display the input items required for application

Update Study abroad

● is displayed in the input items required for application

Management (Applicants do not need to enter)

● 1 Personal Information

Edit

● Name※
DOSHISHA GAKUSEI

Name (katakana)
ドウシシャ ガクセイ

● Birthday※
2004-04-03

● Nationality※
Republic of Korea

● Occupation※
Student

Procedures for Extending the Period of Stay

4. Upload of Required Documents.

(1) Prepare the following documents:

- Certificate of Enrollment (issued via the certificate issuance service)
- Official Transcript (issued via the certificate issuance service)
- Passport
- Residence Card
- Photograph
- Student ID card
- Course registration check sheet
(output from DUET)

Facial Photo Specifications

- ✓ Size: 4 cm (height) × 3 cm (width)
- ✓ Must show only the applicant
- ✓ The dimensions of the area excluding the frame must meet the specifications shown in the diagram on the left (The face measurement is from the top of the head (including hair) to the tip of the chin)
- ✓ Must be taken facing forward without a hat
- ✓ Must have no background (including shadows)
- ✓ Must be clear and in focus
- ✓ Must have been taken within 6 months prior to the submission date

(Only applicable students)

- Statement of Reasons
 - ✓ If the GPA listed on the academic transcript is below 1.5
 - ✓ If the period of enrollment exceeds the standard duration of study
(Leave of absence periods are not included)

Procedures for Extending the Period of Stay

(2) Click “Document.”

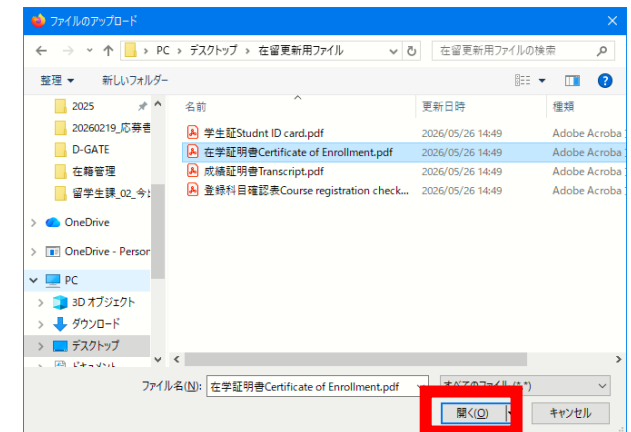
A vertical list of document categories, each preceded by a red dot. The categories are: '10 Family in Japan', 'Document' (highlighted with a red rectangular box), '11_1 Unqualified activities', and '11_2 Status of residence'.

(3) Click “Edit.”

The interface shows a document titled 'Document' with an 'Edit' button highlighted by a red box. Below is a section titled 'Residence card' with a sub-header 'Front (For this application)'. It displays a sample Japanese residence card for TURNER ELIZABETH. The card includes fields for name, date of birth, nationality, address, status (Student), and period of stay. A red box highlights the 'Edit' button. The card is labeled 'Residence Card (front side).jpeg'.

(4) Items marked with a “●” are required documents. Click "Upload." Select the file from the save location, then click "Open."

The interface shows two sections: 'Renewal Certificate of enrollment' and 'Renewal transcript'. Under the first section, there is a red dot next to 'Renewal Certificate of enrollment' and a camera icon with the text 'NO IMAGE'. An 'Upload' button is highlighted with a red rectangular box.



Procedures for Extending the Period of Stay

(5) State after uploading.

Renewal Certificate of enrollment

● Renewal Certificate of enrollment※

 在学証明書Certificate of Enrollment.pdf

Upload complete

Upload

(6) After uploading all required documents, click "Save changes" at the bottom of the screen.

Back

Save changes

Renewal Certificate of enrollment

● Renewal Certificate of enrollment※

 在学証明書Certificate of Enrollment.pdf

ダウンロード

(7) To replace an uploaded file, click "Edit" under the tab of the relevant item, following the same procedure as in Step 4.(3).

● Document

Edit

Residence card

Front (For this application)

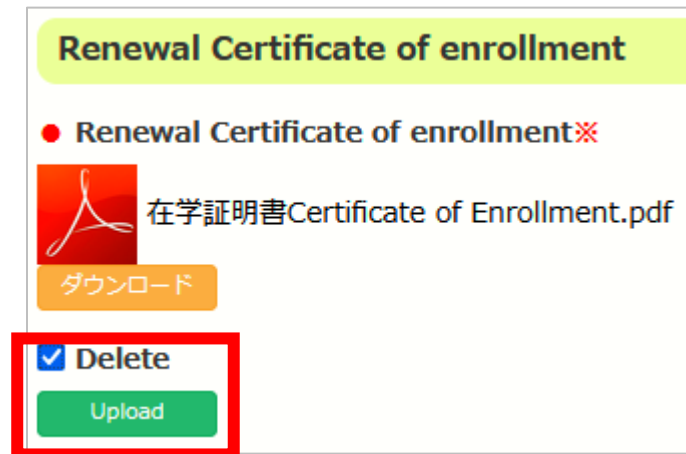


Residence Card (front side).jpeg

ダウンロード

Procedures for Extending the Period of Stay

(8) Check “Delete”, then click “Upload.” As in Step 4.(4), select the file from the save location and click “Open.”



Renewal Certificate of enrollment

● Renewal Certificate of enrollment※

在学証明書Certificate of Enrollment.pdf

ダウンロード

☒ Delete

Upload

(9) After uploading all required documents, click “Save changes” at the bottom of the screen.



Back

Save changes

Procedures for Extending the Period of Stay

If you would like to apply for Permission to Engage in Activity Other Than That Permitted under the Status of Residence at the same time (If not, please proceed to Section 5 on the next page)

- **For those applying for the first time:**

In the “11-1_Unqualified activities” tab, select “No” for “Unqualified activities.”

- **For those who have already obtained permission but are not currently working part-time:**

In the “11-1_Unqualified activities” tab, select “No” for “Unqualified activities”, and enter the “Present activity” based on the Course Registration Check Sheet. (Other fields may be left blank.)

- **For those who have already obtained permission and are still working part-time:**

In the “11-1_Unqualified activities” tab, select “Yes” for “Unqualified activities” and check the box for “Ongoing activities are still ongoing”. Enter the “Present activity” based on the Course Registration Check Sheet. Then, enter your part-time job information under “Unqualified activities 1” and onwards. If you have multiple part-time jobs, enter all of them under “Unqualified activities 1” “Unqualified activities 2” and so on.

11_1 Unqualified activities

Unqualified activities

Are you engaging in activities other than those permitted under the status of residence previously granted?※

Present activity (for student: name of school, lesson hours per week)※

Horizon University 20hours

Unqualified activities1

Move 'Unqualified activities1' entry to 'Unqualified activities2'

※Move the "Unqualified activities1" entry to "Unqualified activities2", then "Unqualified activities2" to "Unqualified activities3", "Unqualified activities3" to "Unqualified activities4" and so on.
※ The contents originally entered in "Unqualified activities8" will be cleared.

Ongoing activities are still ongoing

☐ Check

Type of activity※

Type of work※

Private Tutor

Other (Input the activity you attempt to engage in.)

Procedures for Extending the Period of Stay

5. After completing all required fields, check the box at the bottom of the screen and click “Confirmed / updated applicant data.”

※ If an error occurs at this stage:
(If no error occurs, proceed to Step 9.)

Click “OK.”

6. Tabs with errors are highlighted in red.

7. Error messages are displayed at the relevant fields. Follow Step 3 or Step 4.(3) to enter the required information or upload the file, then save.

Be sure to click “Save changes”
to save your entries.

Procedures for Extending the Period of Stay

8. After clicking "Save changes," the following screen will be displayed again.

Check the box and click "Confirmed / updated the applicant data."

The screenshot shows a confirmation screen with three checkboxes, each circled in red. The first checkbox is checked and has the text "There is no mistake in the input contents." next to it. The second checkbox is checked and has the text "The information you have entered is the most recent available." next to it. The third checkbox is checked and has the text "I am in Japan." next to it. Below the checkboxes is a line of text: "*You cannot apply if you are not in Japan, so please re-enter Japan before completing registration." At the bottom of the screen is a blue button labeled "Confirmed / updated applicant data" which is highlighted with a red rectangle. Below this button is a "Back" button.

9. When the button below appears at the bottom of the screen, click "Update / Study Abroad Application Form Download."

The screenshot shows a green button labeled "Update/Study Abroad Application Form Download" which is highlighted with a red rectangle. Below this button is a "Back" button.

10. The following message will be displayed.

The screenshot shows a dialog box with the text "Creating file:" and a "Cancel" button.

11. When the next message appears, click "Download."

The screenshot shows a dialog box with a green button labeled "Download" which is highlighted with a red rectangle. Below this button is a "Cancel" button.

Procedures for Extending the Period of Stay

I 2. Review the application form and ensure there are no errors.

別記第三十号の二様式（第二十一条関係）
申請人等作成用 1
For applicant, part 1

日本国政府法務省
Ministry of Justice, Government of Japan

在 留 期 間 更 新 許 可 申 請 書
APPLICATION FOR EXTENSION OF PERIOD OF STAY

法 務 大 臣 殿
To the Minister of Justice

出入国管理法及び難民認定法第21条第2項の規定に基づき、次のとおり在留期間の更新を申請します。
Pursuant to the provisions of Paragraph 2 of Article 21 of the Immigration Control and Refugee Recognition Act,
I hereby apply for extension of period of stay.

1 国籍・地域 韓国 2 生年月日 2004 年 4 月 3 日
Nationality/Region Date of birth

3 氏 名 JUNG YEONWOO
Name Family name Given name

4 性 別 男 5 配偶者の有無 有 無
Sex Male/Female Marital status Married/ Single

6 職 業 学生 7 本国における居住地 Korea
Occupation Home territory

8 住居地 京都府京都市上京区今出川通烏丸東入
Address in Japan

9 電話番号 09000000000 携帯電話番号 09000000000
Telephone No. Cellular phone No.

10 旅券 (1) 番号 M51087799 (2) 有効期限 2027 年 7 月 5 日
Passport Number Date of expiration

11 現に有する在留資格 留学 在留期間 2年3月
Status of residence Period of stay

在留期間の満了日 2025 年 6 月 20 日
Date of expiration

12 在留カード番号 NP48802472MA
Residence card number

13 希望する在留期間 2年3月 (審査の結果によって希望の期間とならない場合があります。)
Desired length of extension (It may not be as desired (after examination).)

14 更新の理由 大学で学業を継続するため。
Reason for extension

15 犯罪を理由とする処分を受けたことの有無 (日本国外におけるものを含む。) ※交通違反等による処分を含む。
Criminal record (in Japan/ overseas) (including dispositions due to traffic violations, etc.)
有 (具体的内容)) ; (無)

16 在日親族 (父・母・配偶者・子・兄弟姉妹・祖父母・叔伯父・叔伯母など) 及び同居者
Family in Japan (father, mother, spouse, children, siblings, grandparents, uncle, aunt or others) and cohabitants
有 (「有」の場合は、以下の欄に在日親族及び同居者を記入してください。) ; (無)
Yes (If yes, please fill in your family members in Japan and co-residents in the following columns)

続 柄	氏 名	生年月日	親 属 関 係	同居の有無	勤務先名称・通学先名称	在 留 カ ー ド 番 号
Relationship	Name	Date of birth	Relative/Target	Residing with applicant or not	Place of employment/school	Residence card number
				有・無 Yes/ No		
				有・無 Yes/ No		
				有・無 Yes/ No		
				有・無 Yes/ No		
				有・無 Yes/ No		
				有・無 Yes/ No		
				有・無 Yes/ No		

※ 1. 本欄に在留資格を申請する場合は、審査の結果が確定するまで在留資格を申請する旨を記入してください。
Regarding item 1, if you possess your residence permit, please fill in your name as shown in the passport.
2. 本欄に在留資格を申請する場合は、審査の結果が確定するまで在留資格を申請する旨を記入してください。なお、「在留資格」欄には在留資格の種類を記入してください。
In addition, please fill in your name as shown in the passport. In addition, please fill in the type of residence permit you are applying for in the "Residence Permit" column.

(注) 裏面参照の上、申請に必要な書類を作成して下さい。
Note: Please fill in forms required for application. (See notes on reverse side.)

(注) 申請書に虚偽の記載をしたことが判明した場合には、不利な扱いを受けることがあります。
Note: In case of it to be found that you have misstated the facts in an application, you will be unfairly treated in the process.

I 3. If everything is correct, **PRINT** it and close the PDF file. Since the following window is displayed on the D-GATE screen, click “Cancel.”



※Important Note

The “Application for Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted” cannot be printed. If you wish to apply, please make sure to inform the Office of International Students when you receive the “Application for Extension of Period of Stay (For Organization).”

I 4. When the following screen appears, click the “Back”.

Update/Study Abroad Application Form Download

Back

Procedures for Extending the Period of Stay

15. After returning to the top screen, the Residency Expiration Alert Response Status will be shown as “Answered.” Log out to finish.



Top

DOSHISHA GAKUSEI Welcome to D-GATE!

Current Location		Application Status		Period of Stay	
Republic of Korea	2026/02/28	Update/ Study abroad	Creating	2025/06/20	Pending

Application processing status 

Residency Expiration Alert Response Status Answered



Please refer to the following pages for “Future Process”

Applicant data

Current Location

Residence card

Inquiry

Request

Procedures for Extending the Period of Stay

Future Process

1. Document Review

After the submitted documents have been reviewed by the Office of International Students, you will be contacted regarding the next steps. If you do not receive any contact within one week, please inquire by phone or email.

2. Submission of Original Documents

(After receiving instructions from the Office of International Students)

After receiving instructions from the Office of International Students to submit the documents, please bring the original copies of the required documents to the office. If there are no issues, you will be issued the “Application for Extension of Period of Stay (For Organization)”.

3. Application to the Immigration Services Agency of Japan

Please visit the nearest Regional Immigration Services Bureau corresponding to your place of residence and submit the application with the following documents: all required documents and the Application for Extension of Period of Stay (For Organization)

4. Procedures after Receiving Your Residence Card

After receiving the new Residence Card, please complete registration in D-GATE. For details, please refer to the separate manual.