Date:

Dear Director-General,

Tokyo Regional Immigration Bureau,

Reason for Extension

-Name, school, program, grade and nationality of the student

-Current study conditions/situations

-The reason why the student needs an extra period of study than the standard period of the programme

-Schedule from the present to the graduation

October, 20XX Submission of Thesis

December, 20XX\*\*\*\*\*\*

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March, 20XX Completion of the program and graduation

-Graduation/ Completion date of the programme (Expected)

Signature

Faculty, Title:

Name:

University of Tsukuba

1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8577

Phone:

Email: