



# TORII LEGAL OFFICE INTERNATIONAL LAW SECTION



## **PROCEDURES FOR CHANGE OF IMMIGRATION STATUS**

To update your immigration status (tourist visa to SOFA status) please follow these steps:

1. Obtain the following documents from the International Law Section, Torii Legal Office.  
(Please see “*SOFA CERTIFICATION-Required Documents*” for instructions.)  
  
--Confirmation of Eligibility under the SOFA (USFJ 7EJ or 8EJ)  
--SOFA letter
2. Submit the documents listed above to Fukuoka Regional Immigration Bureau, Kadena Branch Office. The Immigration Office will complete the USFJ form and update your visa stamp in your passport.
3. Obtain Exit/Re-entry Stamp.  
  
--Kadena Air Base, AMC Terminal Customs/Immigration Office (634-2217)  
--Torii Station, MPD, Building 216 (652-4060)
4. Submit completed USFJ and updated passport to International Law Section, Torii Legal Office.

\*Requests should be submitted **PRIOR to VISA EXPIRATION** (general limit is 90 days from arrival).

If you have any questions, please contact the International Law Section at 652-4782.