Living in Japan
～Guidebook for Foreign Researchers～

Japan International Science and Technology Exchange Center
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Please note that the contents of listed webpages are subject to change without notice. We ask you to reconfirm details yourself.
I. Arrival in Japan

1. Immigration

1.1 Necessary documents for entry into Japan

① Passport: Valid passport issued by your country.

② Visa: Your visa indicates that your entry and intended stay in Japan has been accepted. Possession of a visa is one of the requirements for entry into Japan and does not guarantee entry by itself. Visas are issued at Japanese embassies or consulates in foreign countries and cannot be issued after arrival in Japan.

③ ED card: When entering or leaving Japan, an embarkation/disembarkation card (ED card) needs to be filled out. The cards are usually handed out towards the end of flights, and can also be found near to the immigration counters at the airport.

1.2 Entry procedures

Entry procedures following arrival in Japan from foreign countries are as follows:

![Entry Procedures Diagram](http://www.customs.go.jp/kaisei/youshiki/form_C/C5360-Br.pdf)


* Under certain conditions (nationals from particular countries coming for short-term stays) there may be visa exemption. See "4.1.2 Visa waiver countries/areas" for more information.
2. Declaration at customs

To prevent terrorism and smuggling by international criminal organizations, all visitors to Japan are required to make a declaration at customs regarding goods that are prohibited or restricted for import and whether cash carried is within reasonable expectations.

2.1 Declaration forms

<table>
<thead>
<tr>
<th>Main customs procedure</th>
<th>Declaration form</th>
<th>Pcs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Declaration of personal effects (all passengers)</td>
<td>&quot;Declaration of Personal Effects and Unaccompanied Articles&quot; form</td>
<td>1</td>
</tr>
<tr>
<td>2 Passengers with unaccompanied articles (items sent separately to personal effects)</td>
<td>&quot;Declaration of Carrying Of Means Of Payment&quot; form</td>
<td>2</td>
</tr>
<tr>
<td>3 Passengers carrying cash exceeding 1 million yen or its equivalent</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>


2.2 Duty-free/tax-free allowance

Personal effects and unaccompanied baggage for personal use are free of duty and/or tax within the allowance specified in the table on the next page (imported within 6 months of entry into Japan). If you have both personal effects and unaccompanied baggage, please consider them together when referring to the allowance.

There is no duty-free allowance for alcoholic beverages and tobacco products for individuals under 20 years old. For children under 6 years old, duty-free allowances are limited to the articles owned for their personal use.

Commodities and commercial samples are subject to duty and/or tax according to the designated tax rate, as are goods exceeding the specified allowance.
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount or value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholic beverages</td>
<td>3 bottles</td>
<td>760ml/bottle</td>
</tr>
<tr>
<td>Tobacco</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Only cigarettes</td>
<td>200 cigarettes</td>
<td></td>
</tr>
<tr>
<td>Only cigarettes</td>
<td>(Japan-made)</td>
<td></td>
</tr>
<tr>
<td>Only cigarettes</td>
<td>200 cigarettes</td>
<td></td>
</tr>
<tr>
<td>Only cigarettes</td>
<td>(foreign-made)</td>
<td></td>
</tr>
<tr>
<td>Tobacco</td>
<td>Only cigars</td>
<td>50 cigars</td>
</tr>
<tr>
<td>Tobacco</td>
<td>Other tobacco</td>
<td>250g</td>
</tr>
<tr>
<td>Tobacco</td>
<td>products</td>
<td></td>
</tr>
<tr>
<td>Perfume</td>
<td>2 ounces</td>
<td>One ounce is about 28ml (eau de cologne, eau de toilette are not included).</td>
</tr>
<tr>
<td>Other Items</td>
<td>200,000 yen</td>
<td></td>
</tr>
<tr>
<td>Other Items</td>
<td>(total overseas</td>
<td></td>
</tr>
<tr>
<td>Other Items</td>
<td>market value)</td>
<td></td>
</tr>
</tbody>
</table>

1. When the total value exceeds ¥200,000, the articles within the value of ¥200,000 are free of duty and duty is imposed on the rest. Customs selects the duty-free items in the travelers’ favor and then imposes duties on the rest.

2. There is no duty-free allowance for individual articles worth more than ¥200,000 each. For example, for a bag worth ¥250,000, the duty will be imposed on the entire sum of ¥250,000.

3. Any item whose overseas market value is under ¥10,000 is in principle free of duty and/or tax (for example, nine bars of 1000 yen-chocolate or two neckties of 5,000 yen per piece will be tax-free).

Note: "Overseas market value" is defined as the general retail purchase price in foreign countries. Foreign currencies are converted into yen at the rate publicly announced by the Director-General of Customs.
2.3 Prohibited articles for bringing into Japan

2.3.1 Prohibited and restricted items for bringing into Japan

The following articles are prohibited from entry by law (Article 39 of the Customs Act). Import of prohibited articles is also punishable by law.

a. Heroin, cocaine, MDMA, opium or devices for smoking opium, cannabis, stimulants, psychotropic substances, and other narcotic drugs.
b. Pistols, rifles, machine guns, other guns, ammunition (bullets), and pistol parts.
c. Explosives.
d. Gunpowder.
e. Materials specified in Article 2 Clause 3 of the Law on the Prohibition of Chemical Weapons and the Regulation of Specific Chemicals.
f. Class I pathogens specified by Article 6 Clause 20 of the Prevention of Infectious Diseases and Medical Care for Infectious Patients Act, and class II pathogens specified by Article 21 of the same Act.
g. Counterfeit, altered, or imitation coins, paper money, bank notes and securities, or forged credit cards.
h. Articles that may harm public safety or morals, including books, drawings, carvings or other media.
i. Child pornography
j. Articles which infringe rights such as patent, utility model, registered design, trademark, literary property, rights neighboring on copyright, layout-design exploitation right, or breeder's right.
k. Articles which makeup acts specified in Article 2 Clause 1 to 3 of the Unfair Competition Prevention Act

Note: There are other articles that are also prohibited for import by the Pharmaceutical Affairs Act, Plant Protection Act, and the Act on Domestic Animal Infectious Diseases Control. Please be careful with 'legal herbs' (that may also be dangerous drugs), which contain 'specified drugs' principally prohibited for import by the Pharmaceutical Affairs Act.

(Customs homepage: http://www.customs.go.jp/english/summary/prohibit.htm)
2.3.2 Import restrictions

Some imported goods may have a negative effect on Japanese industry, economy, and hygiene, or on public safety and morals. Such goods fall under "import restrictions" as provided by various domestic laws and regulations.

In the case of restricted imports for which the importer must have a permit and approval relating to the import of goods under the Customs Law, requirements for inspection or other requisites (hereinafter referred to as a permit and approval) must be met.

Therefore, when goods for import require a permit and approval under laws and regulations other than the Customs Law (called other laws and regulations), a certificate of application for a permit and approval under other laws and regulations must be submitted (Article 70 of the Customs Law).

(Customs homepage: http://www.customs.go.jp/english/summary/import.htm)

i) Washington Convention

The Washington Convention (Convention on International Trade in Endangered Species of Wild Fauna and Flora) aims to protect wild animals and plants that risk becoming endangered or extinct through international trade. It has been ratified by 170 countries, including Japan (Japan became a member in 1980).

ii) Plants and animals

In order to import plants or animals into Japan, there are procedures that must be undertaken in order to certify that they are not affected by pathogens or pests and pose no harm to Japanese plants and animals. Plants and animals should be taken to the quarantine counter for inspection before proceeding to customs.

"Plants" can include fruits such as pineapples and oranges, cut flowers, vegetables and rice, as well as roots that have earth attached. "Animals" can include raw and dried meat, such as ham and sausage.

iii) Hunting guns and bullets

Hunting guns and bullets bought in foreign countries cannot be brought into Japan without obtaining a hunting gun permit from the Prefectural Public Safety Commission, and import approval for bullets from the Prefectural Governor.

iv) Pharmaceutical products and cosmetics

The Pharmaceutical Affairs Act dictates that pharmaceuticals, quasi-pharmaceuticals, cosmetics, and medical devices cannot be commercially imported unless import and seller licensing is obtaining from the Minister of Health, Labor and Welfare.

Such products can be imported without permit if they are for personal use and
within certain limits, explained in the table below. Products imported for personal use cannot be sold or given to others.

<table>
<thead>
<tr>
<th>Pharmaceutical products and quasi-pharmaceutical products</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Drugs for external use (excluding poisons, dangerous or prescription drugs, buccal tablets, lozenges and suppositories):</td>
</tr>
<tr>
<td>* Within 24 pcs per item type and of standard size.</td>
</tr>
<tr>
<td>2) Other pharmaceuticals and quasi-pharmaceuticals:</td>
</tr>
<tr>
<td>* Poisons, dangerous or prescription drugs – no more than one-months worth.</td>
</tr>
<tr>
<td>* Other pharmaceuticals and quasi-pharmaceuticals – no more than two-months worth.</td>
</tr>
<tr>
<td>Drugs used by individuals at their discretion that may cause harm to health are not permitted for import without a doctor’s prescription, regardless of the volume.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cosmetics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 24 pcs per item type and of standard size.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Only medical instruments for household use are allowed (for example: electric massaging tools, home low-frequency massage devices) and at minimum unit (one set).</td>
</tr>
<tr>
<td>Import of medical instruments by the general public is not allowed.</td>
</tr>
<tr>
<td>2) Disposable contact lenses: No more than two-months worth.</td>
</tr>
</tbody>
</table>

(Customs homepage: http://www.customs.go.jp/english/c-answer_e/imtsukan/1806_e.htm)

Personal hygiene products such as soap, shampoo, toothpaste, hair dye and bath goods are included in the category of quasi-pharmaceuticals and cosmetics. Drugs for animals are also subject to regulation by the Pharmaceutical Affairs Act. More detailed information is available on the home page of the Ministry of Health, Labor and Welfare: http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html

v) Cash etc.

If you enter or leave Japan with cash valuing over 1 million yen, it must be declared to customs in advance.

Declaration is necessary in the following cases:

1) Sum of the following exceeds 1 million yen.
   - Cash (Japanese yen, foreign currency)
   - Checks (including traveler’s checks)
2) Gold bullion (purity above 90%) heavier than 1kg.

(NOTE): When calculating the value of foreign currencies for customs declaration, please check “Rate of Exchange” in the Export/Import section of the Japan Customs for the actual exchange rate of particular weeks.
In the case of stocks, please declare whichever is the highest value out of its actual value, book value or acquisition value.

〇 Please declare cash at customs at the airport, by filling out a ‘declaration card of payment means for export/import’ with your address, name and payment means. The declaration card is available at the Customs Control Office at the airport or the Customs Authorities at seaports.

2.3.3 Avoiding drug trafficking
Criminal organizations attempt to lure people into becoming carriers of illicit drugs, often by paying large sums of money and involving a potential carrier’s acquaintances, such as ex-colleagues or fellow alumni.
Transport of illicit drugs is a serious crime and is punished severely by the law.
You are also responsible for any baggage that you carry with you on behalf of others, and will not be excused if you didn’t know about illegal contents or claim to have not understood.

（Customs homepage: http://www.customs.go.jp/mizugiwa/smuggler/caution.htm）
3. Airport Access

3.1 Narita International Airport (成田空港 Narita Kuko)


3.2 Tokyo International Airport (羽田国際空港 Haneda Kuko)

(Tokyo International Airport Homepage: http://www.haneda-airport.jp/inter/en/access/train.html)
3.3 Chubu Centrair International Airport (中部国際空港 Chubu Kokusai Kuko)

3.4 Kansai International Airport (関西国際空港 Kansai Kokusai Kuko)
4. Entry and Residence Procedures

4.1 Visa

4.1.1 Visa for short term stays

A short term stay is defined as a visit to Japan of up to 90 days for such purposes as tourism, business, visiting friends or relatives, etc., and that does not include paid activities. A visa is required unless the applicant is from particular countries that are exempt from this requirement (see Section 4.1.2). Below is a procedure chart for visas for short-term stays:

(Ministry of Foreign Affairs Website: http://www.mofa.go.jp/j_info/visit/visa/process/short.html)
### 4.1.2 Visa waiver countries/areas

Japan has visa exemption arrangements with the countries in the table below. Except where otherwise stated, the permitted length of stay is 90 days.

<table>
<thead>
<tr>
<th>Asia</th>
<th>Oceania</th>
<th>Europe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunei (15 days)</td>
<td>Australia</td>
<td>Hungary</td>
</tr>
<tr>
<td>Indonesia</td>
<td>New Zealand</td>
<td>Iceland</td>
</tr>
<tr>
<td>Malaysia</td>
<td>Middle East</td>
<td>Ireland</td>
</tr>
<tr>
<td>Republic of Korea</td>
<td>Israel</td>
<td>Italy</td>
</tr>
<tr>
<td>Singapore</td>
<td>Turkey</td>
<td>Latvia</td>
</tr>
<tr>
<td>Thailand (15 days)</td>
<td>Africa</td>
<td>Liechtenstein</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>Lesotho</td>
<td>Lithuania</td>
</tr>
<tr>
<td>Macao</td>
<td>Mauritius</td>
<td>Luxembourg</td>
</tr>
<tr>
<td>Taiwan</td>
<td>Tunisia</td>
<td>Malta</td>
</tr>
<tr>
<td>North America</td>
<td>Europe</td>
<td></td>
</tr>
<tr>
<td>Canada</td>
<td>Andorra</td>
<td>Netherlands</td>
</tr>
<tr>
<td>United States</td>
<td>Austria</td>
<td>Norway</td>
</tr>
<tr>
<td>Latin America and the Caribbean</td>
<td>Belgium</td>
<td>Poland</td>
</tr>
<tr>
<td>Argentina</td>
<td>Bulgaria</td>
<td>Portugal</td>
</tr>
<tr>
<td>Bahamas</td>
<td>Croatia</td>
<td>Romania</td>
</tr>
<tr>
<td>Barbados</td>
<td>Cyprus</td>
<td>San Marino</td>
</tr>
<tr>
<td>Chile</td>
<td>Czech Republic</td>
<td>Serbia</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>Denmark</td>
<td>Slovakia</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td></td>
<td>Slovenia</td>
</tr>
<tr>
<td>El Salvador</td>
<td>Estonia</td>
<td>Spain</td>
</tr>
<tr>
<td>Guatemala</td>
<td>Finland</td>
<td>Sweden</td>
</tr>
<tr>
<td>Honduras</td>
<td>Former Yugoslav Republic of Macedonia</td>
<td>Switzerland</td>
</tr>
<tr>
<td>Mexico</td>
<td>France</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>Surinam</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>Uruguay</td>
<td>Greece</td>
<td></td>
</tr>
</tbody>
</table>

(Ministry of Foreign Affairs Website: [http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html](http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html))
4.1.3 Visa for work or long-term stays

A long term stay visa is required if the applicant intends to carry out paid work or to stay longer than 90 days. Below is a procedure chart for visas for long-term stays:

(Ministry of Foreign Affairs Website: http://www.mofa.go.jp/j_info/visitvisa/process/long.html)
4.2 Residence Card

4.2.1 Receiving a Residence Card

A Residence Card will be automatically issued to individuals who have been granted a status of residence with a period of stay of more than three months. The card will be issued at four major airports, or alternatively will be automatically posted to the individual once they have registered their address at the local municipal office.

4.2.2 Immigration Bureau

Procedures relating to your stay in Japan (such as applications for visa extension or status change) are carried out at your local immigration bureau. Regional offices are as below:

- **Regional offices**
  - Sapporo Regional Immigration Bureau
  - Sendai Regional Immigration Bureau
  - Tokyo Regional Immigration Bureau
    - Narita Airport District Immigration Office
    - Haneda Airport District Immigration Office
    - Yokohama District Immigration Office
    - 1 branch offices
  - Nagoya Regional Immigration Bureau
    - Chubu Airport District Immigration Office
    - 8 branch offices
  - Osaka Regional Immigration Bureau
    - Kansai Airport District Immigration Office
    - Kobe District Immigration Office
    - 1 branch offices
  - Hiroshima Regional Immigration Bureau
    - 7 branch offices
  - Takamatsu Regional Immigration Bureau
  - Fukuoka Regional Immigration Bureau
    - Naha District Immigration Office
    - 10 branch offices

- **Immigration detention centers**
  - Higashi-Nihon Immigration Center
  - Nishi-Nihon Immigration Center
  - Omura Immigration Center

4.2.3 Immigration Bureau Information Centers

<table>
<thead>
<tr>
<th>City</th>
<th>Address</th>
<th>Tel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sendai</td>
<td>〒 983-0842 Gorin 1-3-20, Miyagino-ku, Sendai City, Miyagi Prefecture</td>
<td>TEL: 0570-013904 (IP, PHS) Overseas: 03-5796-7112</td>
</tr>
<tr>
<td>Tokyo</td>
<td>〒 108-8255 5-5-30, Konan Minato-ku, Tokyo</td>
<td>8:30 – 17:15 (Monday through Friday, excluding national holidays and New Year holidays)</td>
</tr>
<tr>
<td>Yokohama</td>
<td>〒 236-0002 Yamashitacho 37-9, Naka-ku, Yokohama City, Kanagawa Prefecture</td>
<td></td>
</tr>
<tr>
<td>Nagoya</td>
<td>〒 455-8601 3F Nagoya Center Bldg., Nishiki 2-2-13, Naka-ku, Nagoya City, Aichi Prefecture</td>
<td></td>
</tr>
<tr>
<td>Osaka</td>
<td>〒 559-0034 Tanimachi 2-1-17, Chuo-ku, Osaka City, Osaka</td>
<td></td>
</tr>
<tr>
<td>Kobe</td>
<td>〒 650-0024 Kaigandori 29, Chuo-ku, Kobe City, Hyogo Prefecture</td>
<td></td>
</tr>
<tr>
<td>Hiroshima</td>
<td>〒 730-0012 Kamihacchobori 6-30, Naka-ku, Hiroshima City, Hiroshima Prefecture</td>
<td></td>
</tr>
<tr>
<td>Fukuoka</td>
<td>〒 812-0003 778-1, Shimo-usui, Hakata-ku, Fukuoka-City, Fukuoka Prefecture *Inside Fukuoka Airport Domestic Terminal 3</td>
<td></td>
</tr>
<tr>
<td>Sapporo</td>
<td>〒 060-0042 Odorinishi 12 chome, Chuo-ku, Sapporo City, Hokkaido Prefecture</td>
<td></td>
</tr>
<tr>
<td>Takamatsu</td>
<td>〒 760-0033 Marunouchi 1-1, Takamatsu City, Kagawa Prefecture</td>
<td></td>
</tr>
<tr>
<td>Naha</td>
<td>〒 900-0022 Higawa 1-15-15, Naha City, Okinawa Prefecture</td>
<td></td>
</tr>
</tbody>
</table>

4.3 Application procedures for changing resident status

4.3.1 Application for a change of visa status

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Foreign nationals who want to change their current visa status (excluding changes to become a permanent resident)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application term</td>
<td>From the time when the reason to change resident status arises till before the expiration date of stay</td>
</tr>
<tr>
<td>Fee</td>
<td>JPY 4,000 (To be paid by revenue stamps)*</td>
</tr>
</tbody>
</table>

○ Documents to be submitted:
  a. Application form for permission to change resident status
  b. Supporting documents (vary according to the status applied for)
  c. One passport-style photo (4x3cm)
  d. Passport and residence card


4.3.2 Application for extension of period of stay

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Foreign nationals who want to extend their visa for their current activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application term</td>
<td>Prior to the current visa expiration (from three months prior to expiration if the applicant is authorized to stay longer than 6 months)</td>
</tr>
<tr>
<td>Fee</td>
<td>JPY 4,000 (To be paid by revenue stamps)*</td>
</tr>
</tbody>
</table>

○ Documents to be submitted:
  a. Application form for extension of period of stay
  b. Supporting documents (vary according to current visa status)
  c. One passport-style photo (4x3cm)
  d. Passport and residence card


* Revenue stamps and the form for attaching them can be bought at the immigration bureau.
4.3.3 Re-entry permission
Individuals who have a residence card can leave Japan without a re-entry permit so long as they return within one year of departure and before the expiry date of their visa. Your residence card and an embarkation card (available at the airport) stating special re-entry should be presented at departure.
If you plan to remain outside of Japan for longer than one year, a re-entry permit must be obtained at a cost of ¥3000 from your regional immigration bureau.

4.3.4 Application for acquiring resident status

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Foreign nationals who have not carried out landing formalities, for example babies who have been born to foreign nationals while resident in Japan* or individuals who have given up their Japanese nationality, and who want to stay in Japan for longer than 60 days from the day this occurred.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application term</td>
<td>Within 30 days of the eligible conditions occurring.</td>
</tr>
<tr>
<td>Fee</td>
<td>No fee.</td>
</tr>
</tbody>
</table>

○ Documents to be submitted
a. Application to acquire resident status

* See also “4.3 Childbirth” for more information on procedures relating to having children while staying in Japan.
II. Family

1. Accompanying /inviting family to Japan

Individuals who have certain resident status can get permission for family members to also stay in Japan if they are dependent on their support (restricted to spouse and/or children). Eligible resident status includes: Professor, Artist, Religious Activities, Journalist, Investor/Business Manager, Legal/Accounting Services, Medical Services, Researcher, Instructor, Engineer, Specialist in Humanities/International Services, Intra-company Transferee, Entertainer, Skilled Labour, Cultural Activities, or College Student.

1.1 Documents to be submitted

a. One application form for Certificate of Eligibility.

b. One photo (4cm x 3cm)
   ※ Must be a clear photograph of the front of the face without a hat, taken with a plain background and within the past 3 months.
   ※ Write applicant name onto the reverse of the photo and paste onto the photograph section of application form.

c. One envelope for return mail (Please write your address on an envelope with a 329 yen stamp (stamp for registered mail).

d. Documents to prove relationship of applicant to the individual with existing resident status with one of the following:
   (1) Extract from a family register.
   (2) Certificate of registered marriage.
   (3) Marriage certificate (copy)
   (4) Birth certificate (copy)
   (5) Documents equivalent to the above (1)～(4)

e. Residence card of individual with existing residence status (foreign resident registration certificate, such as Residence Card), or one copy of passport.

f. Documents that prove the occupation and income of the individual with existing residence status.
   (1) If the individual runs a business with income or works to receive compensation:
      ・ One copy of either a certificate of employment or a certificate of permission to conduct business.
      ※ Please submit certificates that also show the individual’s profession.
• One copy of a resident’s tax payment certificate (or tax exemption certificate) and one copy of a local tax payment certificate, which show total yearly income and the situation of tax payment.

※ As of January 1 such certificates are issued at the municipal office of the local area in which you live.

※ If a single certificate contains information on both total income and tax payment (if tax was paid) for a one-year period, two different certificates are not required.

※ If the certificate cannot be issued at your local municipal office due to having recently moved to Japan or changed address, please inquire at your local immigration bureau.

(2) If the individual is engaged in activities other than that above (1):

• Certificate of either the balance in an account in that person’s name or a certificate of receipt of a scholarship showing both the amount and payment term.

• Any certificate based on the above that shows the living cost of the dependent applicant can be covered.

  g. Proof of identification

   ※ In cases where a legal representative or other intermediary submits the application regarding condition f above, it is necessary to check if this individual is eligible to do so.

1.2 Points of attention

a. For details of the application procedure, please refer to the relevant guidance page on the immigration bureau website.

b. Please attach Japanese translations if documents to be submitted are in a foreign language.

c. In principle, submitted documents are not returned. If original documents are submitted which are difficult to re-obtain, please notify this at application.


2. Family members working in Japan

In principle, family members must subsequently submit an application for a change of resident status (Refer to “4.3.1 Application for a change of visa status”)
3. Marriage

Marriage is officially validated in Japan only once a marriage registration application is submitted to the Residential Affairs Department of the Municipal Office. For foreign nationals who wish to marry, it is necessary to obtain a certificate from your country’s embassy stating that you satisfy the requirements for marriage under the laws of your own country (such as being single and above the legal age, etc.) with a Japanese translation. This must be submitted along with a marriage registration form that has been signed by two witnesses. Detailed information on this process should be obtained from your country’s embassy and your local Japanese municipal office.

4. Pregnancy/childbirth

If pregnancy occurs while in Japan, various support can be received by reporting it to the municipal office.

4.1 Registering a pregnancy

Please register pregnancy at your local municipal office as soon as possible after finding out, upon which a ‘Maternal and Child Health Handbook’ will be issued.

4.2 Maternal and Child Health Handbook (母子健康手帳 Boshikenkotecho)

The Maternal and Child Health Handbook acts as a record of the health condition of the mother during pregnancy and the progress of the pregnancy and delivery situation, as well as a record of the health condition, growth and immunization history of the child from birth until entering school.


4.3 Childbirth

If a baby is born in Japan, the birth must be registered with the Residential Affairs Department of the Municipal Office. Please note that the birth of foreign nationals in foreign countries cannot be filed in Japan.

(1) Filing term: Within 14 days of birth.
(2) Place of filing: Place of residence of father or mother or the birthplace of the child.
(3) Person who may file: Mother or father (latter only if the couple is married)

If both father and mother are unable to file the birth, then someone from the same
household or the doctor or birth attendant who attended the birth is obligated to carry out the filing.

(4) Documents to be submitted
- Birth registration form
- Birth certificate
- Maternal and Child Health Handbook
- Seal of the person filing the registration (a signature is also acceptable.)

(5) Points of attention
If the intention is for the child to remain in Japan for more than 60 days following birth, it is necessary to make an application for acquiring resident status within 30 days of birth (See “4.3.4 Application for acquiring resident status”).

5. Children

5.1 Child Allowance (児童手当 jido teate)
A monthly child allowance is paid to persons who have registered as residents in Japan and are raising children, who meet the requirements to receive a child allowance.

5.1.1 Eligibility for the child allowance
Individuals raising children from 0 years old until the age of finishing junior high school (the first March 31 after becoming 15 years old).

5.1.2 Allowance amount (per month)
- 3 years and younger: JPY 15,000 (for all)
- 3 years and over till graduation from elementary school: JPY 10,000 (from third born child: JPY 15,000)
- Junior high school student: JPY 10,000 (for all)
- For lower-income families: JPY 5,000 (For all regardless of age)

[Lower Income Thresholds]

<table>
<thead>
<tr>
<th>Number of dependents</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>JPY 6,220,000</td>
</tr>
<tr>
<td>One</td>
<td>JPY 6,600,000</td>
</tr>
<tr>
<td>Two</td>
<td>JPY 6,980,000</td>
</tr>
<tr>
<td>Three</td>
<td>JPY 7,360,000</td>
</tr>
<tr>
<td>Four</td>
<td>JPY 7,740,000</td>
</tr>
<tr>
<td>Five</td>
<td>JPY 8,120,000</td>
</tr>
</tbody>
</table>
5.1.3 Necessary notifications

(1) At birth or when moving in:
   Please apply within 15 days from the day after the date of birth/moving-out.
   Additional documents can be submitted later.
   (Applications for child allowance are processed together with notifications of birth and moving-in)

(2) When moving to another area or overseas:
   Please submit a ‘Notification of Eligibility Loss’. It is necessary to apply within 15 days from expected move-out date at municipal office of moving-out community.

(3) If the applicant becomes a civil servant:
   Please submit a ‘Notification of Eligibility Loss’. Re-apply for child allowance at your workplace within 15 days from the day after becoming a civil servant.

(4) If the applicant becomes no longer employed as a civil servant:
   Please apply for child allowance within 15 days from the day after becoming a non-government employee.

(5) Other necessary application cases:
   - If the account to which the allowance is paid is changed. Changes can only be made to accounts under the name of the allowance recipient (child’s guardian).
   - If the enrolled pension is changed.
   - If the address of the allowance recipient (child’s guardian) and the child become separate.
   - If the child’s name or guardian changes.

(6) Necessary documents
   a. Copy of the applicant’s (guardian’s) bankbook.
   b. Copy of the applicant’s (guardian’s) health insurance card.
   c. If the addresses of the applicant (guardian) and the child differ, a copy of the residence certificate of child’s family unit.

(Tsukuba City webpage: http://www.city.tsukuba.ibaraki.jp/14212/14262/14296/010510.html)
5.2 Education

5.2.1 Diagram of the Japanese school system

![Organizational Chart of the Japanese School System](http://www.mext.go.jp/english/highered/__icsFiles/afieldfile/2012/06/19/1302653_1.pdf)

(MEXT – ‘Organization of the School System in Japan’ -
http://www.mext.go.jp/english/highered/__icsFiles/afieldfile/2012/06/19/1302653_1.pdf)

5.2.2 Parent/guardian paid education expenses

<table>
<thead>
<tr>
<th></th>
<th>Kindergarten</th>
<th>Elementary school</th>
<th>Junior high school</th>
<th>High school (full-time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public</td>
<td>231,920</td>
<td>304,093</td>
<td>459,511</td>
<td>393,464</td>
</tr>
<tr>
<td>Private</td>
<td>537,518</td>
<td>1,465,323</td>
<td>1,278,690</td>
<td>922,716</td>
</tr>
</tbody>
</table>

(unit in Yen)

Note: Yearly expenses such as admission fee, tuition fee, school meals cost, school trips costs etc.


Note: Please also refer to the list of international schools compiled at the end of the booklet.)
Emergency Response

1. Incidents/Accidents

1.1 Calling the police
To call the police, dial 110 (this will connect to the nearest police station). Give your details and report when, where, and what happened, as calmly, clearly and concisely as possible.

1.2 Reporting to a police box (交番 koban)
Police boxes are usually staffed by police officers from the local force 24 hours a day (although there may be times where officers aren’t present). If your bankbook or cash cards have been taken, please report this to a police box as soon as possible. Protection from dishonest use of your cards begins from making this report. Banks and card companies should be contacted after this step.

1.3 Non-emergency police hotlines
To consult on non-urgent incidents/accidents, the following hotlines are available:
- General non-emergency hotline (Japanese only): #9110
- Police (general information in English, Mon-Fri): 03-3501-0110
- Police hotline (English, Chinese, Mon-Fri): 03-3503-8484
(Shinjuku ward website: http://www.city.shinjuku.lg.jp/foreign/english/guide/komatta/komatta_1.html)

1.4 Traffic accidents
If you are involved in a sudden accident you will most likely be shaken, but it is very important to stay calm and identify the parties involved, assess the damage done to your car, and see a doctor as soon as possible.

1.4.1 Checkpoints in the event of an accident
① File a police report
The driver at fault must file a police report, but the other party should also report the collision to the police. In particular if someone has been injured, file the incident as a "car accident causing injury or death". It is advisable to get a traffic accident certificate
from the Japan Safe Driving Center in advance, as it will be necessary when you ask for a temporary money payment.

② Gather information from the driver at fault
As a victim, the following information will be necessary:
- Name, address, and phone number
- Driver's automobile insurance information (Automobile third party liability insurance)
- Voluntary insurance information and insurance policy number, etc.
- License plate number
- Place of employment

③ Find witnesses
In cases of serious accident, witnesses are called for interrogation. Witnesses' testimonies are considered valuable evidence to negotiate an out-of-court settlement. So, find witnesses at the scene of the accident, obtain their names and contact information, and ask them if they could testify for you later if needed.

④ Record accident details
While your memories are still fresh, make a record of essential items such as the layout and photos of the accident scene and what exactly happened, etc. Use your cell-phone camera or make a note of the accident scene.

⑤ See a doctor
You may think the injury is minor at the time of the accident, but it may turn out to be serious later. These things happen, so please be sure to see a doctor.

2. Fire/emergency rescue

2.1 Fire department/ambulance
Dial 119 (connects to nearest fire station) to request an ambulance or fire truck in case of serious injury, emergency, fire, or if there is no other means.

2.2 Emergency call example

Operator: Kaji (火事) desuka? Kyukyu (救急) desuka? (Is it a fire or do you need an ambulance?)
Caller: Kyukyu desu. (I need an ambulance)
Operator: Doh shimashita-ka? (What happened?)
Caller: (Tell the operator about the illness or injury)
Operator: *Jusho* (住所／your address) wo oshiete kudasai (Tell me where you are?)
*Namae* (名前／Name) to *denwa bango* (電話番号／telephone number) wo oshiete kudasai (Tell me your name and the phone number you use now).

### 2.3 Emergency telephone consultation for children

If your child suffers a serious injury or sickness in the night, or you wonder if you need to take your child to an emergency room, you can dial 8000 (or if you have an analogue line or an IP phone, call 0263-34-8000) to get advice on emergency action and whether there is a need for emergency medical care.

The call is transferred automatically to a consultation station in the community, and advice is available from pediatric doctors/clinic nurses on how to handle the situation depending on the symptoms of the child.

### 2.4 Information Resources in English

The AMDA International Medical Information Center has telephone advice lines in several foreign languages, as well as explanations of documents and medical terms you may come across in a medical context.

http://eng.amda-imic.com/index.php

### 3. Incidents/accidents at sea

#### 3.1 Japan Coast Guard

Dial 118 to connect to the Japan Coast Guard.

The coast guard should be called if you witness or are involved with any incidents/accidents at sea, if you discover leaking oil, if you see any suspicious vessels, or if you come across information on illegal migration or smuggling. If you call the number please tell the operator when, where, and what happened.

### 4. Earthquakes

#### 4.1 Introduction

When an earthquake strikes, it is important to stay calm and take sensible action to reduce the probability of harm. Being informed and prepared is important for preventing injuries and accidents in the event of a major earthquake.
4.2 What to do if you are at home
- If you notice a tremor, protect yourself by hiding under a sturdy table.
- Open a door or window to secure an exit.
- Be careful of falling items.
- Do not rush outside in a panic, as there may be falling objects.
- Do not evacuate by elevator.

4.3 What to do if you are outside the home (at work, on public transport, etc.)
- If you notice a tremor, stay away from cabinets, racks/shelves, lockers, or copy machines, and protect yourself by hiding under a sturdy table.
- Be careful of falling items, such as glass and billboards.
- Stay away from block walls, vending machines, windows and other structures that may topple over or fall.
- If you are on public transportation, in an underground shopping arcade, or in a department store, follow the instructions of the staff.
- If you are driving a car, pull over to the left side of the road, leave the key in the ignition (in case the car needs to be moved to let emergency vehicles through) and evacuate on foot.

4.4 What to do once the tremor is over
- Check the surrounding area to make sure it is safe
- Gather correct information through the radio, TV, and town office. Do not believe false rumors.
- Follow the instructions of your town office.
- Check your family members are safe.

4.5 What to do in the event of a fire
Earthquakes can cause fires. If a fire occurs, stay calm and take appropriate action. Remember that smoke is one of the major causes of death when fires occur!
- Confirm and ensure evacuation sites and evacuation routes.
- When you evacuate, protect your nose and mouth from inhaling smoke with a moist handkerchief or towel and proceed by keeping yourself as low as possible.
- Evacuate to lower floors since both fire and smoke move fast towards the higher floors.
- When you evacuate, do not use elevators - always take the staircase.
4.6 Deciding whether to return home

There is a chance that secondary accidents may be caused, if you try to rush home.
- Do not move unnecessarily, as lots of people trying to get into stations at the same time can cause another panic, and large numbers of cars blocking passable roads may hinder emergency response.
- If you are worried about your family, try calling by pay phone, using the NTT 171 disaster message service, or using the disaster message board of cellphones. If you know they are all right, it might be unnecessary to rush home.
- If the situation permits it, consider helping with rescue activities before going home.
(For further information: Fire and Disaster Management Agency website: [http://www.fdma.go.jp/bousai_manual/e/index.html](http://www.fdma.go.jp/bousai_manual/e/index.html))

### Japan Meteorological Agency Seismic Intensity Scale

<table>
<thead>
<tr>
<th>Intensity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Imperceptible to people.</td>
</tr>
<tr>
<td>1</td>
<td>Some people in the building feel it.</td>
</tr>
<tr>
<td>2</td>
<td>Many people in the building feel it. Some people awaken, if the quake strikes at night.</td>
</tr>
<tr>
<td>3</td>
<td>Felt by most people in the building. Some people are frightened.</td>
</tr>
<tr>
<td>4</td>
<td>Many people are frightened. Some people try to escape from danger. Most people awaken, if the quake strikes at night.</td>
</tr>
<tr>
<td>5 lower</td>
<td>Most people try to escape from danger. Some people find it difficult to move.</td>
</tr>
<tr>
<td>5 upper</td>
<td>Many people are very frightened and find it difficult to move.</td>
</tr>
<tr>
<td>6 lower</td>
<td>Difficult to keep standing.</td>
</tr>
<tr>
<td>6 upper</td>
<td>Impossible to keep standing and to move without crawling.</td>
</tr>
<tr>
<td>7</td>
<td>Thrown around by the shaking. Impossible to move at will.</td>
</tr>
</tbody>
</table>

(Fire and Disaster Management Website: [http://www.fdma.go.jp/bousai_manual/e/pre/preparation010.html](http://www.fdma.go.jp/bousai_manual/e/pre/preparation010.html))
5. Tsunami

5.1 Causes of tsunami

(1) Seabed rises due to the occurrence of an earthquake.
(2) Sea level rises with the rise in the seabed.
(3) Tsunami is created by sea level elevation.
   - Very large waves generated over a long cycle.

(4) Succession of the second wave and the third wave after the first wave.
   - Tsunami piles up as this process repeats.

(5) Arrival of the tsunami
   - As the water depth decreases towards the coast, the wave height increases.

※ A normal wave differs from a tsunami in that normal waves are generated by the wind blowing over the sea surface, there is no change in the water level and only the highest part of such waves will go over the sea wall.
Speed of a tsunami:
In the open ocean, a tsunami can move faster than a jet plane.

5.2 Evacuation
If you feel a strong quake or weak but long quake, or alternatively if there is a Major Tsunami Warning/Tsunami Warning, you should evacuate away from coastal areas.

(1) Major Tsunami Warnings/Tsunami Warnings are also communicated by TV broadcasting, radio, announcement cars and public announcement systems.

(2) Evacuate by moving away from coastal areas.
- If a warning is in effect, evacuation is necessary even for those inside of shore protection facilities.
- Evacuate to the nearest area of high land, tsunami evacuation tower or tsunami evacuation building.
- Remain on alert, as tsunamis may strike repeatedly
- If you have the energy and time, try to evacuate away to an even safer place.

6. Typhoons (Flood damage)

The typhoon season in Japan is active from July to September. Be prepared for a typhoon, keep informed on the progress and severity of the storm, and take some common-sense precautions to minimize the damage.
### 6.1 Information about typhoons

*Effect of Typhoons and Typhoon Classes*

<table>
<thead>
<tr>
<th>Average wind speed (m/s)</th>
<th>Km/h</th>
<th>Forecast</th>
<th>Effects on people</th>
<th>Outdoor situations</th>
<th>Damage on buildings</th>
<th>Japanese Weather forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-15</td>
<td>36-54</td>
<td>Slightly strong wind</td>
<td>Difficult to walk against the wind. Unable to put up an umbrella.</td>
<td>Trees and electric wires are swinging.</td>
<td>Unreinforced signboards and Galvanized sheets are beginning to be blown away.</td>
<td>強風 Kyofu= Strong wind 注意報 chuiho= Caution【Average wind speed is over 13 (meters/second】</td>
</tr>
<tr>
<td>15-20</td>
<td>54-72</td>
<td>Strong wind</td>
<td>Unable to walk against the wind. Some people fall over.</td>
<td>Twigs are breaking</td>
<td>Plastic greenhouses are beginning to collapse.</td>
<td>強風 Kyofu= Strong wind 注意報 chuiho= Caution</td>
</tr>
<tr>
<td>20-25</td>
<td>72-90</td>
<td>Very strong wind</td>
<td>People struggle to stay on their feet.</td>
<td></td>
<td>Steel shutters are beginning to collapse. Damage with broken windows.</td>
<td></td>
</tr>
<tr>
<td>25-30</td>
<td>90-108</td>
<td>Violent wind</td>
<td>Unable to keep standing. Dangerous to stay outside.</td>
<td>Trees are uprooted</td>
<td>Block walls are blown down. Materials are peeled off and fly about.</td>
<td>暴風 Bofu= Storm 警報 keiho= Warning</td>
</tr>
<tr>
<td>Over 30</td>
<td>Over 108</td>
<td>Violent wind</td>
<td></td>
<td></td>
<td>Roofs are blown off. Wooden houses are beginning to collapse completely.</td>
<td></td>
</tr>
</tbody>
</table>

(Information source: Japan Meteorological Agency)
6.2 Precautions for an approaching typhoon
- Secure outdoor items or move them inside, for example laundry poles, grills, and bicycles. Move potted plants and other heavy objects away from windows inside.
- Remove fallen leaves from the rain gutters to keep good runoff of water.
- Shut all the windows and shutters properly.
- Reinforce corrugated walls to prevent them being blown apart.
- In a flooded area, sandbags are useful to reduce flood damage to the home.

6.3. Characteristics of flood damage caused by localized heavy rain
Flood damage caused by typhoons and localized heavy rains have the following characteristics:

a) Could cause serious damage in a short time
   Since the roads are paved with asphalt, huge amount of rainwater can flow into the sewers at once causing the drain system to be overloaded and rainwater to come out from manholes or side ditches. Flooding can result in a very short time and cause great damage.
   In 2008, there was a serious accident during sewer work in Toshima-ku of Tokyo, even though a heavy rain caution (大雨注意報 Oame-chuiho) was forecasted.

b) Heavy rain in distant upstream areas can affect downstream areas
   In downstream areas near agricultural waterways or sewage canals, heavy rain in upstream areas can cause flooding. Tama River water levels rose up to 30cm in 40 minutes and caused urban flooding.

6.4 Flood damage dangers following heavy rain

a) If rainwater drains are clogged with leaves or sand, it might cause flooding. Clean them to prevent this.

b) Basements are dangerous during torrential rain. Water may flow in suddenly and it may become impossible to open doors due to water pressure. Move to a higher floor.

c) Do not drive a car in a flood, as you might not be able to open the door and escape.

d) Water may spout from manholes. Be careful not to fall into uncovered manholes.
### 6.5 Information sources on disasters, weather and the climate

<table>
<thead>
<tr>
<th>Type of information</th>
<th>Information source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weather Information</strong></td>
<td></td>
</tr>
<tr>
<td>Predictions for Rainfall</td>
<td></td>
</tr>
<tr>
<td><strong>River Information</strong></td>
<td></td>
</tr>
<tr>
<td>Flood warnings</td>
<td>©Ministry of Land, Infrastructure, Transport and Tourism – River Disaster Management Information (Japanese only): <a href="http://www.river.go.jp/nrpc0401gDisp.do">http://www.river.go.jp/nrpc0401gDisp.do</a></td>
</tr>
<tr>
<td><strong>Information on Landslide Risks</strong></td>
<td></td>
</tr>
</tbody>
</table>
IV. Daily life

1. Precipitation and Average Temperatures for Major Cities (2013.9-2014.8)

<table>
<thead>
<tr>
<th>Month</th>
<th>Sapporo</th>
<th>Sendai</th>
<th>Tokyo</th>
<th>Osaka</th>
<th>Fukuoka</th>
<th>Naha</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Av. Temp. (°C)</td>
<td>Total Rainfall (mm)</td>
<td>Av. Temp. (°C)</td>
<td>Total Rainfall (mm)</td>
<td>Av. Temp. (°C)</td>
<td>Total Rainfall (mm)</td>
</tr>
<tr>
<td>Jan.</td>
<td>-4.1</td>
<td>111.5</td>
<td>1.9</td>
<td>18</td>
<td>6.3</td>
<td>24.5</td>
</tr>
<tr>
<td>Feb.</td>
<td>-3.5</td>
<td>89</td>
<td>1.4</td>
<td>78.5</td>
<td>5.9</td>
<td>157.5</td>
</tr>
<tr>
<td>Mar.</td>
<td>0.5</td>
<td>64</td>
<td>5.5</td>
<td>162.5</td>
<td>10.4</td>
<td>113.5</td>
</tr>
<tr>
<td>Apr.</td>
<td>7.3</td>
<td>24</td>
<td>10.9</td>
<td>69</td>
<td>15</td>
<td>155</td>
</tr>
<tr>
<td>May</td>
<td>14</td>
<td>60</td>
<td>16.5</td>
<td>83.5</td>
<td>20.3</td>
<td>135.5</td>
</tr>
<tr>
<td>June</td>
<td>18.7</td>
<td>99</td>
<td>20.6</td>
<td>242</td>
<td>23.4</td>
<td>311</td>
</tr>
<tr>
<td>July</td>
<td>22.5</td>
<td>76.5</td>
<td>23.7</td>
<td>123</td>
<td>26.8</td>
<td>105.5</td>
</tr>
<tr>
<td>Aug.</td>
<td>22.4</td>
<td>217.5</td>
<td>24.6</td>
<td>133</td>
<td>27.7</td>
<td>105</td>
</tr>
<tr>
<td>Sept.</td>
<td>18.8</td>
<td>173</td>
<td>21.9</td>
<td>210.5</td>
<td>25.2</td>
<td>231.5</td>
</tr>
<tr>
<td>Oct.</td>
<td>12.9</td>
<td>131</td>
<td>16.7</td>
<td>179.5</td>
<td>19.8</td>
<td>440</td>
</tr>
<tr>
<td>Nov.</td>
<td>6.3</td>
<td>116</td>
<td>9.6</td>
<td>14</td>
<td>13.5</td>
<td>26</td>
</tr>
<tr>
<td>Dec.</td>
<td>0.8</td>
<td>124</td>
<td>4.7</td>
<td>65</td>
<td>8.3</td>
<td>59.5</td>
</tr>
<tr>
<td>Whole year</td>
<td>9.7</td>
<td>1285.5</td>
<td>13.2</td>
<td>1378.5</td>
<td>16.9</td>
<td>1864.5</td>
</tr>
</tbody>
</table>

2. Banking

2.1 Opening a bank account

A bank account is necessary for various aspects of daily living, such as to receive wages and pay rent and utility bills. Local banks or Japan Post Bank can be convenient places to open an account. Prepare the necessary documents listed below and go to the banking counter during their business hours.

2.1.1 Necessary documents

- Residence card (alien registration certificates)
- Personal seal (印鑑 ankan) - signature is sufficient for some banks, such as JP Post.
- Money for deposit.
- Other forms of ID (such as a passport) may sometimes be necessary.
2.2 Opening hours for counter services
Japanese banks are usually open Monday-Friday from 9am-3pm for counter services, though some branches and banks may be open outside these times. Banks are typically closed at weekends and national holidays. ATMs are open longer (see ‘2.3 ATM service hours and charges’ below).

2.3 ATM service hours and charges
2.3.1 Example of ATM services - Mizuho Bank

(Mizuho Bank webpage: http://www.mizuhobank.com/index.html)
### 2.3.2 Example of convenience store ATM services - Seven Eleven

<table>
<thead>
<tr>
<th></th>
<th>Weekdays</th>
<th>Sat/Sun/Holidays</th>
<th>Weekdays</th>
<th>Sat/Sun/Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Withdrawals</strong></td>
<td>¥108</td>
<td>No charge</td>
<td>¥108</td>
<td>No charge</td>
</tr>
<tr>
<td>(<strong>including transfers</strong>)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Deposit</strong></td>
<td>No charge</td>
<td></td>
<td>No charge</td>
<td></td>
</tr>
<tr>
<td><strong>Balance Inquiry</strong></td>
<td>No charge</td>
<td></td>
<td>No charge</td>
<td></td>
</tr>
</tbody>
</table>

(Consumption tax included)

(Seven Bank website: [http://www.sevenbank.co.jp/english/](http://www.sevenbank.co.jp/english/))

### 2.4 Overseas remittances

You can transfer money from a Japanese bank account to a foreign bank account. Please speak to a bank teller for further details.

### 3. National Health Insurance (国民健康保険 Kokumin Kenko Hoken)

#### 3.1 National Health Insurance System

Operating as the “insurer,” each local government oversees its own section of the national health insurance (NHI) nation-wide network. Under these localized systems, subscribed members are called “the insured members”. The insurer operates the system based on premiums from insured members and subsidies from the government.
3.2 Foreign citizens
Foreign citizens are required to register at their local government office to enroll in national health insurance, unless they: (a) are staying in Japan for less than three months, (b) are enrolled in a health insurance plan through their employer, or (c) have “Designated Activities” as their resident status (i.e. are receiving medical treatment or taking care of someone receiving medical treatment).

(Fukuoka City website: http://www.city.fukuoka.lg.jp/hofuku/kokuho/hp/english.html)

3.3 Enrollment procedures for National Health Insurance
3.3.1 Application period
The procedures for enrollment should be completed within 14 days of arrival in Japan.

3.3.2 Required documents for enrollment
a. If moving to a new area: Personal identification (e.g. passport)
b. If withdrawing from your Employer’s Health Insurance: Certificate of withdrawal (including the date of withdrawal)
c. If the head of household whose health insurance you depend upon withdraws from his or her Employer’s Health Insurance: Certificate stating loss of health insurance coverage under dependency status (including the date of loss of dependent status)
d. If a baby has been born: Personal name stamp (ikan), NHI certificate, any document verifying your bank account.
e. If public assistance is terminated: Notice of assistance termination.

3.3.3 Required documents for withdrawal
a. If you join your Employer’s Health Insurance or become a dependent: NHI certificate, certificate of Employer’s Health Insurance coverage (if the latter has not yet been issued, a document to certify enrollment will suffice)
b. If the head of household whose health insurance you depend on has passed away: Personal name stamp (ikan), NHI certificate, a document verifying your bank account, a document verifying the arranger of the related funeral services.
c. If you start receiving public assistance: NHI certificate, notice of decision to receive public assistance

3.3.4 Required documents for other circumstances
a. If you become eligible to join the Retiree Health Care System: Personal name stamp
b. If you lose Retiree Health Care System eligibility: NHI certificate

c. If you move within the same local area: NHI certificate

d. If there are changes in the head of the household or the individual’s name, or upon consolidation or separation of household: NHI certificate

e. If the NHI certificate is lost (or damaged): Personal name stamp (inkan), personal identification (e.g. passport), a letter of attorney for the head of household if the procedure is to be carried out by proxy.

f. If you move out of the local area to attend a school or a facility: Personal name stamp (inkan), NHI certificate, registration certificate from the school or the facility

g. If you return to the local area having finished attending a school or facility outside of the area: NHI certificate

*If your enrollment or withdrawal from NHI is late, you may not be able to receive the benefits of the insurance for the relevant period.

3.4 National Health Insurance Benefits

3.4.1 Medical Treatment Benefits

- Applicability: Helps to cover medical costs if you get sick, injured, or require dental treatment.
- Coverage:
  - 30% of medical expenses (for those of elementary school age through 70 years old and for those between 70 and 75 years old who earn about the same amount as a typical active worker)
  - 20% of medical expenses (for those children not yet enrolled in elementary school and those between the ages of 70 to 75)
- Present your NHI certificate at any medical institution accepting NHI.

3.4.2 Allowance system in cases of very high medical expenses

- Applicability: When medical expenses come to a high value
- Coverage:
  - If the payment made at a medical institution exceeds a certain value, the amount in excess can be reimbursed.
  - This benefit applies to one subscriber’s payment at one medical institute over the span of one month and does not apply to items other than those covered under insurance (such as fees for special beds).
3.4.3 Lending system in cases of very high medical expenses

- **Applicability**: Individuals who have difficulty paying medical expenses related to illness or injury.
- **Coverage**:
  - Covers up to 90% of the estimated reimbursement to be received through the high medical expense allowance system
  - Interest free loan

3.4.4 Special cases of medical expense

- **Applicability (1)**: If, due to unavoidable reasons, treatment is received from a medical institution that is not covered under NHI and/or where an NHI certificate cannot be used.
- **Coverage**:
  - Following thorough evaluation, 70, 80, or 90% of the medical expenses may be reimbursed.
- **Documents required**: Medical statement that describes treatment received or prescription (in the form specified by the city), receipt, personal name stamp (ikan), NHI certificate.

- **Applicability (2)**: If, under a doctor’s direction, transportation fees are incurred due to hospitalization or transfer to another hospital.
- **Coverage**:
  - Following evaluation, 70, 80, or 90% of the expenses may be reimbursed.
  - Applies only to cases where movement is due to a doctor’s direction and national health insurance has already been accepted
- **Documents required**: Medical statement, receipt, personal name stamp (ikan), NHI certificate.

- **Applicability (3)**: If a blood transfusion, plaster cast or medical corset is required.
- **Coverage**:
  - Following evaluation, 70, 80, or 90% of the expenses may be reimbursed.
- **Documents required**: Medical statement, receipt, personal name stamp (ikan), NHI certificate.

- **Applicability (4)**: If treatment for sickness, injury or dental problems is required while outside Japan.
• Coverage:
  - Following evaluation, 70, 80, or 90% of the expenses may be reimbursed.
  - Only medical treatments that are identical to those covered by NHI in Japan may
    be reimbursed. Organ transplants, fertility treatments, gender reassignment
    surgery, cosmetic surgery or cutting edge treatments are not covered.
• Documents required: Medical statement + certified translation, receipt, personal
  name stamp (ikan), NHI certificate.

3.4.5 Other Benefits
• Applicability (1): Childbirth (including stillbirth and miscarriage that occurs after 12
  weeks/85 days gestation)
• Coverage:
  - Lump-sum benefit of 390,000 yen per child born while covered by NHI, payable
    to the head of the household.
  - Additional compensation of 30,000 yen if the child suffers from cerebral palsy
    (420,000 yen total).
  - For those who pay the premium in full, a childbirth lump-sum benefit delegation
    and loan system is available
• Documents required: Personal name stamp (ikan), NHI certificate, bankbook of
  the head of household (postal savings bankbooks are not acceptable). In cases of
  miscarriage or stillbirth, a medical statement is also required.
• Application must be submitted within two years of delivery date.

• Applicability (2): If an NHI member dies.
• Coverage:
  - Payment of 50,000 yen to the head of the household.
• Documents required: Permission for burial/cremation or a funeral letter (must also
  verify the name of the person organizing the funeral), personal name stamp (ikan),
  bankbook of the person organizing the funeral (postal savings bankbooks are not
  acceptable).
• Application must be made within two years of the date of the funeral service.

• Applicability (3): Individuals who contract one of the diseases specified by the
  Ministry of Health (hemophilia, HIV infection due to blood coagulation factor
  preparation, chronic kidney failure which requires artificial dialysis).
• Coverage:
- Copayment costs are capped at 10,000 yen a month
- In the case of individuals under the age of 70 who require dialysis and who have
  an upper household income* the costs are capped at 20,000 yen a month.

- Documents required: Medical statement (in the official city hall form), personal
  name stamp (ikan), NHI certificate.
- A certificate to receive treatment for specified diseases should also be obtained
  from the NHI division for presentation at medical institutions.
  *Upper household income = more than 6,000,000 yen total after basic deductions
  (beware that you may be considered upper income if you do not file income tax
  returns)

3.4.6 Coverage limits
Be aware that the following medical expenses are not covered or are only partially
covered:

- Treatment not covered by NHI:
  a. Expenses beyond lump-sum payment for normal pregnancy and delivery
  b. Abortion conducted for financial reasons
  c. Orthodontics
  d. Cosmetic surgery
  e. General medical checkups
  f. On-the-job injury
- Treatment only partially covered by NHI
  a. Injury or illness resulting from criminal actions
  b. Injury or illness resulting from intentionally harmful acts, including drug use and
     attempted suicide (covered by NHI if caused by a psychiatric disorder)
  c. Injury or illness due to drunken behavior (including fights).
  d. In cases where the insured member does not follow direction from a doctor or
     insurer.

3.4.7 In the event of traffic accidents
It is possible to receive treatment under NHI for injuries caused by third parties such as
traffic accidents, by submitting a notification. The medical costs covered by NHI will be
charged to the responsible party on behalf of the insured member at a later point. The
NHI cover is only temporary until these costs have been repaid.
(Tsukuba City website: http://www.city.tsukuba.ibaraki.jp/14213/14264/34/index.html)
4. Pension System (国民年金 Kokumin-nenkin)

4.1 Japanese public pension system
The public pension system is based on an ‘unfunded plan’ consisting of an
intergenerational support mechanism (a pay-as-you-go system), where contributions from
the current working generation support the pension benefits granted to current senior
citizens. This differs from ‘funded plans’, whereby accumulated contributions together
with profits from investments are paid back to the individual.

There are three kinds of public pension systems, of which everyone (including foreign
citizens) are obliged to join. The pension plan to join depends on individual work status.

<table>
<thead>
<tr>
<th>System</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Pension</td>
<td>For those between the ages of 20 and 60.</td>
</tr>
<tr>
<td>Employer’s Pension</td>
<td>For those working for an applicable company.</td>
</tr>
<tr>
<td>Mutual Pension</td>
<td>For those working as civil servants and private school teachers.</td>
</tr>
</tbody>
</table>

4.2 Lump-sum withdrawal for non-permanent foreign residents
Foreign citizens can file a claim for a lump-sum withdrawal of payments made to the
system, within two years of vacating their residence, giving up their National
Pension/Employer’s Pension membership and leaving Japan (for details on the procedure,
see ‘2. Lump-sum withdrawal of pensions’ of section V. Leaving Japan for further
information). You can also make a claim for tax returns for income tax paid on the
lump-sum withdrawal payment through a tax representative.


5. Tax
5.1 Income tax
Income tax is imposed on an individual’s income, and levied based on the total income
minus certain income expenses during the year. The amount is calculated by multiplying
the taxable income of the individual person by an applicable tax rate.

5.2 Withholding Tax System
In Japan, the payer (e.g. an employer) of an individual’s income is responsible for
withholding taxes, such as income tax, from the income payment.
5.3 Filing income tax returns
If you have income and expenses that are not withheld at the source, you are responsible for filing taxes directly at the tax office.

5.4 Residence tax
Residence tax is the tax you pay to prefectural and local governments. Similar to withholding tax, the payer of an individual’s income withholds this tax and pays it directly to the local government (Special Tax Collection System).

6. Optional insurance
In addition to public insurance, you can cover yourself more thoroughly for possible accidents by subscribing to private insurance. In some cases, this insurance will take care of your co-payments and also provide you with additional services.

7. Japan postal services
7.1 Size and weight
The table below describes the size and weight of letters and documents that you can send using the standard mail service.

<table>
<thead>
<tr>
<th></th>
<th>Standard-sized mail</th>
<th>Non-standard-sized mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight</td>
<td>50 kg or less</td>
<td>4 kg or less</td>
</tr>
<tr>
<td>Size</td>
<td>Maximum</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Image]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minimum</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Image]</td>
<td></td>
</tr>
</tbody>
</table>
| Note:           | You can send items that are smaller than this size by attaching card or cloth larger than 6 cm × 12 cm with the address on.
7.2 Letterpack

Letterpack is a service offered by JP Post that provides a pre-paid card envelope for sending small items (within A4 size and under 4kg). The service charges a flat rate for delivery anywhere in the country, and is useful for sending sensitive documents by post. There are two main types, Letterpack Light and Letterpack Plus.

1) Letterpack Light
   - 360 yen flat rate
   - Delivers direct to the recipient’s mailbox
   - Dimensions should be within A4 size (340mm x 248mm), less than 3cm thick and under 4kg in weight
   - Tracking service available
   - Can be dropped into the post box without going to a post office counter

2) Letterpack Plus
   - 510 yen flat rate
   - Delivered in-person. Recipient’s stamp or signature will be obtained.
   - Dimensions should be within A4 size (340mm x 248mm) and under 4kg in weight, but can exceed 3cm in thickness
   - Tracking service available
   - Can be dropped into the post box without going to a post office counter
### 7.2 Prohibited items for posting

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Specific Contents</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explosive items, dangerous items</td>
<td>Gun powder</td>
<td>Fireworks, crackers, ammunition</td>
</tr>
<tr>
<td></td>
<td>Flammable liquid</td>
<td>Lighter fluid, paints</td>
</tr>
<tr>
<td></td>
<td>Pressurized gas</td>
<td>Fire extinguishers, aqualungs, dust removal sprays</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Portable compressed oxygen, helium gas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Portable gas stoves</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Butane gas cartridges, lighter refill gas</td>
</tr>
<tr>
<td>Flammable items</td>
<td>Matches, lighters</td>
<td></td>
</tr>
<tr>
<td>Oxidizing substances</td>
<td>Bleach, peroxidative substances</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Portable oxygen generators</td>
<td></td>
</tr>
<tr>
<td>Toxic substances</td>
<td>Chloroform, heat vaporization insecticides</td>
<td></td>
</tr>
<tr>
<td>Corrosive substances</td>
<td>Mercury, batteries</td>
<td></td>
</tr>
<tr>
<td>Other harmful substances</td>
<td>Engines for radio-controlled toys, magnets</td>
<td></td>
</tr>
<tr>
<td>Radioactive substances</td>
<td>Radioactive substance</td>
<td>(Except for cases where the item satisfies the conditions for accepting radioactive substances)</td>
</tr>
</tbody>
</table>

| Controlled substances     | Narcotics and psychotropic substances |                                                                                               |
| Live animals              | Live animals                           |                                                                                               |
| Obscene items             | Obscene or immoral items               |                                                                                               |


### 8. Parcel Delivery Service

#### 8.1 Example: Yamato Transport Co., Ltd (ヤマト運輸)

Yamato Transport offers a parcel delivery service known as ‘TA-Q-BIN’. In addition to sending parcels, there are also special services for sending suitcases and other luggage to and from the airport and hotels/residential addresses.

Process for sending a parcel via ‘TA-Q-BIN’ service:

1. Prepare the shipping label.
   - Shipping labels can be collected from Yamato depots, from convenience stores, or else can be arranged to be brought by the driver collecting the package
   - The label should be filled out as below:
(2) Either request for parcel collection or drop your parcel off in person for a 100 yen discount.

- To request pick-up by phone in English, call 0120-17-9625 or 03-6757-1061
- To drop off in person parcels can be taken to a Yamato delivery hub or to one of the following convenience stores: 7-Eleven, Family Mart, Circle K, Sunkus, Daily Yamazaki, Three F, Poplar, SAVE ON, Cocostore, NEWDAYS, Everyone, Heart-in, Seikatsu Saika, Asnas, Yamazaki Special Partner Shop, An3, Odakyu MART, Three Eight, Kurashi House

(TA-Q-BIN website: http://www.kuronekoyamato.co.jp/en/first_timer/)

8.2 Example: Yu-Pack (ゆうパック)

Japan Post offers the Yu-Pack parcel delivery service. Like TA-Q-BIN, there are also special services offered for sending luggage.

Process for sending parcels via Yu-Pack:

(1) Prepare Yu-Pack shipping label (available from post offices)
(2) Either take the parcel to the post-office in person or call to arrange pick up by dialing 0800-0800-111 and entering the seven digit post code of your local post office

(Japan Postal Service website: http://www.post.japanpost.jp/english/service/you_pack.html)
9. Housing
Most rental accommodation in Japan is not furnished, meaning you have to buy or rent the furniture you need. Buying your own furniture can be expensive and it is difficult to get rid of when you leave Japan. This section provides an overview of furnished rental accommodation options that also accept short-term leases.

9.1 Example: Ninomiya House (二の宮ハウス) and Takezono House (竹園ハウス)
Ninomiya House and Takezono House are located in Tsukuba Science City and provide accommodation for foreign researchers. They are owned by the Japan Science and Technology Agency (JST) and are run by the Japan International Science and Technology Exchange Center (JISTEC).
Various events are held every month at the accommodation, ranging from festivals to academic presentations.

(Facility overview)

<table>
<thead>
<tr>
<th></th>
<th>Number of Apartments</th>
<th>Parking Spaces</th>
<th>Common Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For one person (1DK)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Takezono House</td>
<td>24</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For two people (1LDK)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For family (2LDK)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>14</td>
<td>Meeting room</td>
</tr>
</tbody>
</table>

| Ninomiya House       | 104                  | 80             | 0                                      |
|                      |                      |                |                                        |
|                      | For one person (1DK) |                |                                        |
|                      | 24                   |                |                                        |
|                      |                      |                |                                        |
|                      | For two people (1LDK)|                |                                        |
|                      | 80                   |                |                                        |
|                      |                      |                |                                        |
|                      | For family (2LDK)    |                |                                        |
|                      | 0                    |                |                                        |
|                      |                      |                |                                        |
|                      | Total                | 184            |                                        |
|                      |                      |                |                                        |
| Total                | 128                  | 86             | 6                                      |
|                      |                      | 220            |                                        |
|                      |                      | 162            |                                        |

9.2 Example: Daito Trust Construction Co., LTD (大東建託株式会社)

9.2.1 How to Rent Apartments
- e-Heya Net
- Contact information:
  Website: http://www.eheya.net/
*Assistance is provided only in Japanese

| Required documents          | For corporate contract: Identification card |
|                           | For personal contract: Identification, certificate of income and employment |
|                           | *Co-signer who speaks Japanese (needed for personal contract). |
|                           | *Identification card: residence card/special permanent resident certificate/alien registration card |
|                           | *Certificate of income and employment: payslip, income tax payment certificate, etc. |

| Required payment for signing a contract | Due by the start date of the contract (including deposit, key money, agent’s commission, rent, and insurance premium) |

| Rent                           | Monthly payment |
| Essential utilities           | Electricity, gas, water, phone, internet |
|                               | Individual subscriptions required. |
|                               | *Contact information of service providers will be provided. |

| Renewal fee                     | No |
| Maintenance fee upon move-out    | Yes |
|                                 | Room cleaning fee, key exchange fee, other maintenance fees |
|                                 | (exceptions may apply) |

| Furniture                      | Can be selected from e-Heya rental pack |

### 9.2.2 Furniture and electrical appliance options
- **e-Heya Rental Pack:**
  Options include two-door fridge-freezer, fully automatic washing machine, microwave oven, 19V LCTV, room lights, vacuum cleaner, stove burner, folding bed, seven-item bedding set (futon mattress, comforter, blanket, pillow, mattress cover, comforter cover, pillow case)
10. Electricity, Gas, Water

10.1 Electricity (Example: Tokyo Electric Power Company 東京電力)

10.1.1 Starting the service
Follow the steps below to turn on the electricity. If you experience difficulties, contact TEPCO directly.

1. Flip on the ampere breaker
2. Flip on the leakage circuit breaker
3. Flip on the no-fuse circuit breaker (if there is a cutout switch, close the lid)
4. If the electricity turns on, fill out the application form (usually left in the apartment) with your name, move-in date, etc., and drop it into a post box. You can also apply online or by fax.

10.1.2 Stopping the service when moving out

1. As soon as you know the date of your relocation, contact TEPCO (by phone, fax or via the website) and provide the information below. On the day you move out, a member of staff from TEPCO will visit the premises to check the amount of electricity you have used.
   1. Your address
   2. Your name
   3. Your customer number (shown on the usage notice and receipt)
   4. Your relocation date
   5. Payment method
2. Flip off the breaker for safety when you move out.

(TEPCO website: https://www4.tepco.co.jp/en/customer/online/online01-e.html)
10.2 Gas (Example: Tokyo Gas 東京ガス)

10.2.1 Starting the service

Follow the steps below to start the service:

(1) Information to prepare
- Applicant’s name
- Address and phone number
- Type of building (single-family house, apartment, newly-built or not)
- Preferred date and time for start of gas supply

(2) Service start request
- Requests can be made by phone or by the internet to the Tokyo Gas customer center
- The request for starting use of the gas supply should be made about one week before the supply is needed

(3) Start of gas supply
- An operator from Tokyo Gas will visit your address and open the gas valve for the installed gas meter
- The applicant or their proxy needs to be present when this is done
- In addition to opening the valve, the operator will also conduct an ignition test and check that gas-powered equipment is compatible with the gas supply.
  - Please show the operator any gas-powered appliances you plan to use
  - For certain types of bathtub heaters and water heaters, the operator may also measure the concentration of carbon monoxide in the emission gas.

10.2.2 Stopping the service when moving out

Procedures to stop the gas service:

(1) To discontinue service, you need your customer number, which is printed on the gas usage bill.
(2) Contact Tokyo Gas customer center by phone or fax.

10.3 Starting and stopping the water supply (Example: Tsukuba-City)
Contact the water supply customer center (by phone or mail) four to five days prior to the date on which you want to start or stop the water supply.
(Tsukuba city website: https://www.city.tsukuba.ibaraki.jp/14211/14248/14249/1406/001532.html)

11. Cars
11.1 Driving License
11.1.1 Driving a car in Japan
To drive in Japan, you need to have one of the following:
   a. Japanese Driver’s License
   b. International Driver’s License based on the Geneva Convention on Road Traffic
   c. Driver’s License issued in countries where International Driver’s Licenses are not available but where the driving standards are similar to Japan’s (e.g. Switzerland, Slovenia, Germany, France, Monaco, and Taiwan)

11.1.2 Driving permit expiration
   a. Japanese License: until expiry date
   b. International Driver’s License or Foreign Driver’s License: expires one year from arrival in Japan or at the license expiry date (whichever comes first).
(National Police Agency website: http://www.npa.go.jp/annai/license_renewal/have_DL_issued_another_country.html)
12. Information on nuclear radiation

From the website of National Institute of Radiological Science

* Information related to Fukushima Daiichi nuclear disaster is also provided.

13. Other information

13.1 Trash separation and collection

In Japan, local governments collect trash from designated pickup and disposal spots. You need to separate the trash accordingly and take it to the designated spots on the specific days and times.

Please check with your local government as rules vary by municipality.

(Example information for Tsukuba city: [http://www.tsukubainfo.jp/living/](http://www.tsukubainfo.jp/living/))
### Example of Trash Collection Rules (Bunkyo Ward Shirayama 5 Chome)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Collection day</th>
<th>Example of trash</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combustible trash</td>
<td>Every Wednesday and Saturday</td>
<td>Plastic and vinyl products, rubber products, leather products, food scraps, dirty clothes and cloths, unrecyclable paper, diapers and sanitary products, small volume of plants</td>
</tr>
<tr>
<td>Incombustible trash</td>
<td>Every 2nd and 4th Friday</td>
<td>Metal, glass, china, aluminum foil, disposable pocket warmers, products containing mercury such as manometer and thermometer, light bulbs, lighters without fuel, small electronic items</td>
</tr>
<tr>
<td>Recyclable trash</td>
<td>Every Thursday</td>
<td>Newspapers, magazines and other paper products, cardboard, glass bottles, cans, spray bottles, PET bottles. Items below are collected at facilities run by local governments: Plastic bottles, paper packs, batteries, food tray, clothes, PET bottle caps, ink cartridges.</td>
</tr>
<tr>
<td>Oversized trash</td>
<td>Every Tuesday and Friday</td>
<td>Items larger than about 30 cm on one side. Fee-based. Request pick-up of oversized trash.</td>
</tr>
<tr>
<td>Home electronics</td>
<td>TVs, laundry machines, clothing dryers, air conditioners, refrigerators Fee-based. Request pick up at the store you purchased your current item or you are going to purchase your new one. Or, contact Home Appliance Recycling Center (03-5296-7200).</td>
<td></td>
</tr>
<tr>
<td>Personal Computers</td>
<td>Fee-based. Contact PC3R Promotion association (03-5282-7685).</td>
<td></td>
</tr>
</tbody>
</table>

#### 13.2 One hundred yen shops

Small items for everyday life can be bought cheaply from "100-yen shops" (such as "Daiso" and "Can Do"), where almost all items are sold for 100 yen plus tax (keep in mind that some items are sold for different prices). You can check the list of items on JISTEC's website: [http://www.jistec.or.jp/Matsushiro/special/100.html](http://www.jistec.or.jp/Matsushiro/special/100.html)
V. Leaving Japan

1. Necessary procedures

1.1 Local bureaucratic procedures
   1.1.1 Notification of moving out
   Submit a notification of moving out to your local government office.

   1.1.2 National Health Insurance
   Return your certificate for National Health Insurance to your local government office.

1.2 At children’s schools
Submit a notification of changing (or quitting) school to your children’s schools. They may request a photocopy of your moving out notification.

1.3 At the airport immigration counter
Return your residence card upon departure examination at the airport.

1.4 At the tax office
You need to choose a tax representative for your tax affairs. He or she may need to file a refund claim for income tax on lump-sum withdrawal payments for any pension schemes that were paid into.

1.5 At home
   1.5.1 Apartment
   Contact your landlord (a month or more in advance if possible) to notify your move-out date. For short notice, you may still need to pay rent until the notice period stated in your contract is met.

   1.5.2 Electricity, gas, water
   Inform service providers of your move-out date and settle payments.

1.6 Bank account
Close your bank, credit card, and phone accounts.
1.7 Other procedures
Remove all trash and return your room to its original condition (clean) prior to vacating. If necessary, there are some moving companies that will take care of cleaning.

2. Lump-sum withdrawal of pensions
Below is the procedure for receiving a lump-sum withdrawal payment when leaving Japan for any pension schemes to which contributions were previously made.

2.1 Procedure
In order to receive your lump-sum withdrawal payment, you need to file your application within two years of leaving Japan. At the time of requesting the withdrawal, you must NOT be covered under the National, Employees’ or Mutual Aid Association’s pension systems. Further, you must satisfy the following four conditions:
(1) You are not a Japanese citizen.
(2) You have paid National Pension contributions (as a Category 1 insured person) for a total of six months or more, including; a) number of months you paid the full contribution amount, b) 3/4 of your coverage periods exempt from 1/4 contribution payment, c) half of your coverage period exempt from half contribution payment, and d) 1/4 of your coverage period exempt from 3/4 contribution payment. Alternatively, you have coverage periods under the Employees’ Pension Insurance system for six months or more.
(3) You are not residing in Japan.
(4) You have never been entitled to any Japanese public pension, including the Disability Allowance.

2.2 When and how to claim
The insured member (or his/her representative) needs to turn in the claim to the Japan Pension Service.

<table>
<thead>
<tr>
<th>When</th>
<th>Within 2 years of leaving Japan following a non-permanent stay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where</td>
<td>Japan Pension Service head office</td>
</tr>
<tr>
<td>How</td>
<td>Online, Mail</td>
</tr>
<tr>
<td></td>
<td>*If the purpose of your visit is not work, you can also apply at the counter.</td>
</tr>
</tbody>
</table>
2.3 Necessary documents

<table>
<thead>
<tr>
<th>Required documents:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Lump-sum Withdrawal Payment (Foreign Citizen)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supporting documents:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Photocopy of your passport</td>
</tr>
<tr>
<td>Page(s) showing the date of your final departure from Japan, your name, date of birth, nationality, signature and resident status.</td>
</tr>
<tr>
<td>2. Documents issued by your bank showing details of your bank account: name of the bank, branch name, your account number and documents to show the account holder is the claimant (yourself). Instead of such documents, you may have your bank’s verification stamp on your application form.</td>
</tr>
<tr>
<td>3. Your Pension Handbook</td>
</tr>
</tbody>
</table>

2.4 Other points to note

(1) Once you receive your Lump-sum Withdrawal Payments, your total coverage period will no longer be valid.

(2) Please pay attention to any bilateral Social Security Agreements between Japan and your home county. If you have valid coverage periods under the Japanese system and your home country, you may be entitled to totalization benefits, subject to qualifying conditions. If you use your coverage periods to receive your payments, the periods will no longer be valid to apply for such totalization benefits.

(Japan Pension Service website: http://www.nenkin.go.jp/n/www/index.html)

3. Embarkation procedure

The following flow chart shows the procedures for leaving Japan:

![Departure Procedures](https://example.com/flow_chart.png)

(Japan Customs website: http://www.customs.go.jp/kaigairyoko/syukkoku.htm)
4. Customs Declaration

4.1 Common cases for declaration

<table>
<thead>
<tr>
<th>Common cases for declaration</th>
<th>Application form</th>
<th># of forms</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrying out foreign-made goods such as watches</td>
<td>Registration for Carrying Out Foreign-made Goods</td>
<td>1</td>
<td>Procedures for carrying out foreign-made goods (Customs answer)</td>
</tr>
<tr>
<td>Carrying out cash worth one million yen or more</td>
<td>Declaration of Carrying of Means of Payment</td>
<td>1</td>
<td>Procedures for import and export of means of payment</td>
</tr>
<tr>
<td>Carrying out export tax exemption items</td>
<td>Application for Certificate of Exportation</td>
<td>2</td>
<td>Consumption tax (import and export) (Tax answer)</td>
</tr>
</tbody>
</table>

4.2 Prohibited articles for export

The following items are prohibited for export under the Traffic Act. Violators are subject to penalties.

1. Narcotic drugs, psychotropic drugs, marijuana, opium, poppy plants, stimulant drugs
2. Child pornography
3. Articles which infringe patent rights, utility model rights, design rights, trademark rights, copyrights and related rights, or breeder's rights.
4. Articles resulting in acts listed in Section 2.1.1 through 2.1.3 of The Unfair Competition Prevention Act.

4.3 Controlled articles for export

Export of some particular items requires permission or approval based on other laws and regulations besides those related to customs. These restrictions are satisfied with the accompaniment of customs’ permission for export. Therefore, in order to export those restricted items, obtain permission or approval under the relevant laws and regulations, and then verify with customs.

(Japan Customs website: [http://www.customs.go.jp/kaigairyoko/syukkoku.htm](http://www.customs.go.jp/kaigairyoko/syukkoku.htm))
5. Moving Out (Example: Yamato Transport Co., LTD)

5.1 Procedure

5.2 Advanced preparations
(1) Sort out your belongings into items to send abroad and items to leave behind.
(2) Plan the pickup day considering the time needed to sort and pack everything up.

5.3 Packing and paperwork
(1) There are some items that you cannot take out of Japan and may not be able to bring in to your intended destination. Please check.
(2) Prepare an invoice for each package for customs inspection and shipping insurance.

5.4 Moving items out

5.5 Customs clearance
Export procedures at customs.

5.6 Delivery
Delivery in the destination country, unloading.

5F Tokyo Toyama Kaikan Bldg., 5-1-3 Hakusan, Bunkyo-ku, Tokyo 112-0001 Japan
*Nearest Stations
The office is approximately a one-minute walk from exit A1 of Hakusan Station on the Toei Mita Line, and a seven-minute walk from exit 1 of Hon-komagome Station on the Tokyo Metro Namboku Line
3F Tsukuba Center for Institutes, 2-20-5 Takezono, Tsukuba, Ibaraki Prefecture 305-0032 Japan

*Nearest Stations
The office is approximately a 15-minute walk from Tsukuba Station on the Tsukuba Express Line

Contact Us

JISTEC provides living information and consultation for members.

http://www.jistec.or.jp/index_e.html
TEL 03-3818-0730
### International Schools

<table>
<thead>
<tr>
<th>School Name</th>
<th>Year of Foundation</th>
<th>School Type</th>
<th>Location</th>
<th>Corporate Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tokoku International School</td>
<td>1908</td>
<td>Elementary Junior High School</td>
<td>7-101-1 Yakata, Izumi-ku, Sendai, Miyagi 981-3214 In02:348-2468</td>
<td>Incorporated school</td>
</tr>
<tr>
<td>Horizon Japan International School</td>
<td>2013</td>
<td>Elementary Junior High School</td>
<td>4-2-540 Takamori, Izumi-ku, Sendai, Miyagi 981-3203 In02:739-9622</td>
<td>Quasi-incorporated school</td>
</tr>
<tr>
<td>Tsukuba International School</td>
<td>1992</td>
<td>Elementary Junior High School</td>
<td>7846-1 Kamigo, Tsukuba, Ibaraki 300-2643 In02:806-5447</td>
<td>Incorporated school</td>
</tr>
<tr>
<td>The American School In Japan Early Learning</td>
<td>1968</td>
<td>Elementary Junior High School</td>
<td>6-16-5 Roppongi, Minato-ku, Tokyo 153-0042 In03:5771-4344</td>
<td>Quasi-incorporated school</td>
</tr>
<tr>
<td>Nishimachi International School</td>
<td>1949</td>
<td>Elementary Junior High School</td>
<td>2-14-7 Motozabu, Minato-ku, Tokyo 106-0046 In03:3451-5520</td>
<td>Quasi-incorporated school</td>
</tr>
<tr>
<td>Sensei International School</td>
<td>1961</td>
<td>Elementary Junior High School</td>
<td>1-12-15 Yoga, Setagaya-ku Tokyo 158-0097 In03:3704-2661</td>
<td>Incorporated school</td>
</tr>
<tr>
<td>St. Mary's International School</td>
<td>1954</td>
<td>Elementary Junior High School</td>
<td>1-6-19 Seta, Setagaya-ku, Tokyo 158-8668 In03:3709-3411</td>
<td>Quasi-incorporated school</td>
</tr>
<tr>
<td>The British School in Tokyo Showa</td>
<td>2006</td>
<td>Elementary Junior High School</td>
<td>1-7 Tainshido, Setagaya-ku, Tokyo 154-8533 In03:3411-4211</td>
<td>Incorporated school</td>
</tr>
<tr>
<td>St. Mary's International School</td>
<td>1954</td>
<td>Elementary Junior High School</td>
<td>4-3-1 Hiroo, Shibuya-ku, Tokyo 150-0012 In03:3460-3951</td>
<td>Incorporated school</td>
</tr>
<tr>
<td>The British School in Tokyo</td>
<td>1989</td>
<td>Elementary Junior High School</td>
<td>3-10-6 Setagaya, Shibuya-ku, Tokyo 150-0002</td>
<td>Incorporated school</td>
</tr>
<tr>
<td>New International School of Japan</td>
<td>2006</td>
<td>Elementary Junior High School</td>
<td>3-18-32 Minamiikebukuro, Toshima-ku, Tokyo 171-0022 In03:3980-1057</td>
<td>Quasi-incorporated school</td>
</tr>
<tr>
<td>Lycée Français International de Tokyo</td>
<td>2006</td>
<td>Elementary Junior High School</td>
<td>5-57-37 Takinogawa, Kita-ku, Tokyo 114-0023 In03:6823-6580</td>
<td>Quasi-incorporated school</td>
</tr>
<tr>
<td>The American School In Japan Early Learning</td>
<td>1916</td>
<td>Elementary Junior High School</td>
<td>1-1-1 Nomizu, Chofu, Tokyo 182-0031 In04:22-34-5300</td>
<td>Quasi-incorporated school</td>
</tr>
<tr>
<td>Christian Academy in Japan</td>
<td>1955</td>
<td>Elementary Junior High School</td>
<td>1-2-14 Shinkawacho, Higashikurume, Tokyo 203-0013 In04:27-1002</td>
<td>Quasi-incorporated school</td>
</tr>
<tr>
<td>Saint Maur International School</td>
<td>1872</td>
<td>Elementary Junior High School</td>
<td>83 Yamatecho, Naka-ku, Yokohama, Kanagawa 231-8654 In04:641-5751</td>
<td>Incorporated school</td>
</tr>
<tr>
<td>Yokohama International School</td>
<td>1924</td>
<td>Elementary Junior High School</td>
<td>258 Yamatecho, Naka-ku, Yokohama, Kanagawa 281-0062 In04:622-0084</td>
<td>Incorporated school</td>
</tr>
<tr>
<td>Mundo de Alegria</td>
<td>2003</td>
<td>Elementary Junior High School</td>
<td>9611 Urubumi, Yotocho, Nishi-ku, Hamamatsu, Shizuoka 431-0102 In05:482-7668</td>
<td>NPO</td>
</tr>
<tr>
<td>Kyoto International School</td>
<td>1957</td>
<td>Elementary Junior High School</td>
<td>317 Kitawaracho, Kamigyo-ku, Kyoto 602-8247 In07:451-1022</td>
<td>Quasi-incorporated school</td>
</tr>
<tr>
<td>Canadian Academy</td>
<td>2003</td>
<td>Elementary Junior High School</td>
<td>4-1 Koyoshonaka, Higashinada-ku, Kobe 658-0032 In07:857-0100</td>
<td>Quasi-incorporated school</td>
</tr>
<tr>
<td>Deutsche Schule Kobe</td>
<td>2013</td>
<td>Elementary Junior High School</td>
<td>3-2-8 Koyoshonaka, Higashinada-ku, Kobe 658-0032 In07:857-9777</td>
<td>NPO</td>
</tr>
<tr>
<td>Marist Brothers International School</td>
<td>1951</td>
<td>Elementary Junior High School</td>
<td>1-2-1 Chishonriko, Suma-ku, Kobe 654-0072 In07:732-2101</td>
<td>Quasi-incorporated school</td>
</tr>
<tr>
<td>Hiroshima International School</td>
<td>1962</td>
<td>Elementary Junior High School</td>
<td>3-49-7 Kurakake, Asakita-ku, Hiroshima, Hiroshima 739-1743 In08:843-4111</td>
<td>Incorporated school</td>
</tr>
<tr>
<td>Fukuoka International School</td>
<td>1990</td>
<td>Elementary Junior High School</td>
<td>3-18-50 Monouchi, Sawara-ku, Fukuoka 814-0006 In09:841-7601</td>
<td>Incorporated school</td>
</tr>
<tr>
<td>Okinawa Christian School International</td>
<td>1957</td>
<td>Elementary Junior High School</td>
<td>1855 Zamini, Yomitan, Nakagami-gun, Okinawa 904-0301 In09:898-3000</td>
<td>Incorporated Foundation</td>
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</tbody>
</table>

* Please verify the contents with individual institutions.
<table>
<thead>
<tr>
<th>School Name</th>
<th>Prefecture</th>
<th>Accreditation Date</th>
<th>PYP</th>
<th>MYP</th>
<th>DP</th>
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<tbody>
<tr>
<td>St. Mary's International School</td>
<td>Tokyo</td>
<td>1979/9/1</td>
<td>☀</td>
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<td>Canadian Academy</td>
<td>Hyogo</td>
<td>1980/9/1</td>
<td>☀</td>
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<tr>
<td>Saint Maur International School</td>
<td>Kanagawa</td>
<td>1984/7/1</td>
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<td>Yokohama International School</td>
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<td>1984/10/1</td>
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<td>Sensei International School</td>
<td>Tokyo</td>
<td>1986/1/1</td>
<td>☀</td>
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<tr>
<td>Osaka International School of Kwasei</td>
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<td>☀</td>
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<tr>
<td>Daku Gakuen Gynoju Senior &amp; High School</td>
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<td>K. International School</td>
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<td>2002/1/1</td>
<td>☀</td>
<td>☀</td>
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<tr>
<td>Hiroshima International School</td>
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(1) PYP (Primary Years Programme) for students aged 3-12
(2) MYP (Middle Years Programme) for students aged 11-16
(3) DP (Diploma Programme) for students aged 16-19