

Living in Japan  
～Guidebook for Foreign Researchers～



Japan International Science and Technology  
Exchange Center

Living in Japan ～Guidebook for Foreign Researchers～  
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(Reference) JISTEC

(Attachment 1) List of International schools

(Attachment 2) List of Baccalaureate authorized schools

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

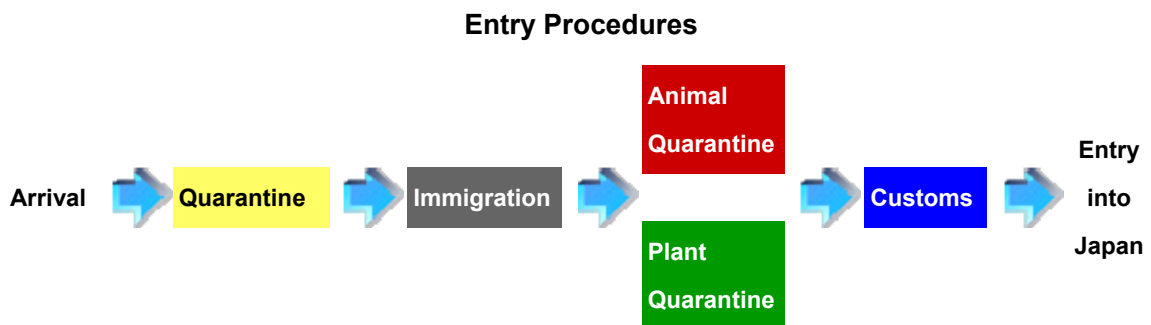
## 1. Immigration

### 1.1 Necessary documents for entry into Japan

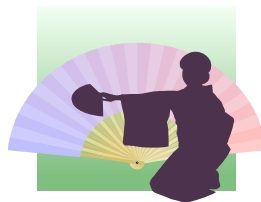
- ① Passport: Valid passport issued by your country.
- ② Visa: Your visa indicates that your entry and intended stay in Japan has been accepted. Possession of a visa is one of the requirements for entry into Japan and does not guarantee entry by itself. Visas are issued at Japanese embassies or consulates in foreign countries and cannot be issued after arrival in Japan <sup>\*</sup>.
- 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:



(Customs home page: [http://www.customs.go.jp/kaisei/youshiki/form\\_C/C5360-Br.pdf](http://www.customs.go.jp/kaisei/youshiki/form_C/C5360-Br.pdf))



<sup>\*</sup> 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

Main customs procedure and declaration forms			
Main customs procedure		Declaration form	Pcs
1	Declaration of personal effects (all passengers)	"Declaration of Personal Effects and Unaccompanied Articles" form	1
2	Passengers with unaccompanied articles (items sent separately to personal effects)		2
3	Passengers carrying cash exceeding 1 million yen or its equivalent	"Declaration of Carrying Of Means Of Payment" form	1

(Customs home page: <http://www.customs.go.jp/english/index.htm>)

### 2.2 Duty-free/tax-free allowance

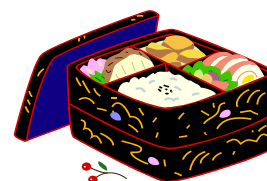
Personal effects and unaccompanied baggage for personal use are free of duty and/or tax within the allowance specified in the table on the next page (imported within 6 months of entry into Japan). If you have both personal effects and unaccompanied baggage, please consider them together when referring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

Duty-free allowance for non-residents (per adult)			
Description		Amount or value	Notes
Alcoholic beverages		3 bottles	760ml/bottle
Tobacco	Only cigarettes	200 cigarettes (Japan-made) 200 cigarettes (foreign-made)	Tax-free allowance is doubled for non-residents.
	Only cigars	50 cigars	
	Other tobacco products	250g	
Perfume		2 ounces	One ounce is about 28ml (eau de cologne, eau de toilette are not included) .
Other Items	Other Items	200,000 yen (total overseas market value)	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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 5,000yen per piece will be tax-free).</li> </ol>

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.

<p><input type="radio"/> <b>Pharmaceutical products and quasi-pharmaceutical products</b></p> <p>1) Drugs for external use (excluding poisons, dangerous or prescription drugs, buccal tablets, lozenges and suppositories):</p> <ul style="list-style-type: none"><li>* Within 24 pcs per item type and of standard size.</li></ul> <p>2) Other pharmaceuticals and quasi-pharmaceuticals:</p> <ul style="list-style-type: none"><li>* Poisons, dangerous or prescription drugs – no more than one-months worth.</li><li>* Other pharmaceuticals and quasi-pharmaceuticals – no more than two-months worth.</li></ul> <p>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.</p>
<p><input type="radio"/> <b>Cosmetics</b></p> <p>Within 24 pcs per item type and of standard size.</p>
<p><input type="radio"/> <b>Medical devices</b></p> <p>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).</p> <p>Import of medical instruments by the general public is not allowed.</p> <p>2) Disposable contact lenses: No more than two-months worth.</p> <p>(Customs homepage: <a href="http://www.customs.go.jp/english/c-answer_e/imtsukan/1806_e.htm">http://www.customs.go.jp/english/c-answer_e/imtsukan/1806_e.htm</a>)</p>

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)

- Promissory notes
- Securities (stocks, national bonds)

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.

- 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.

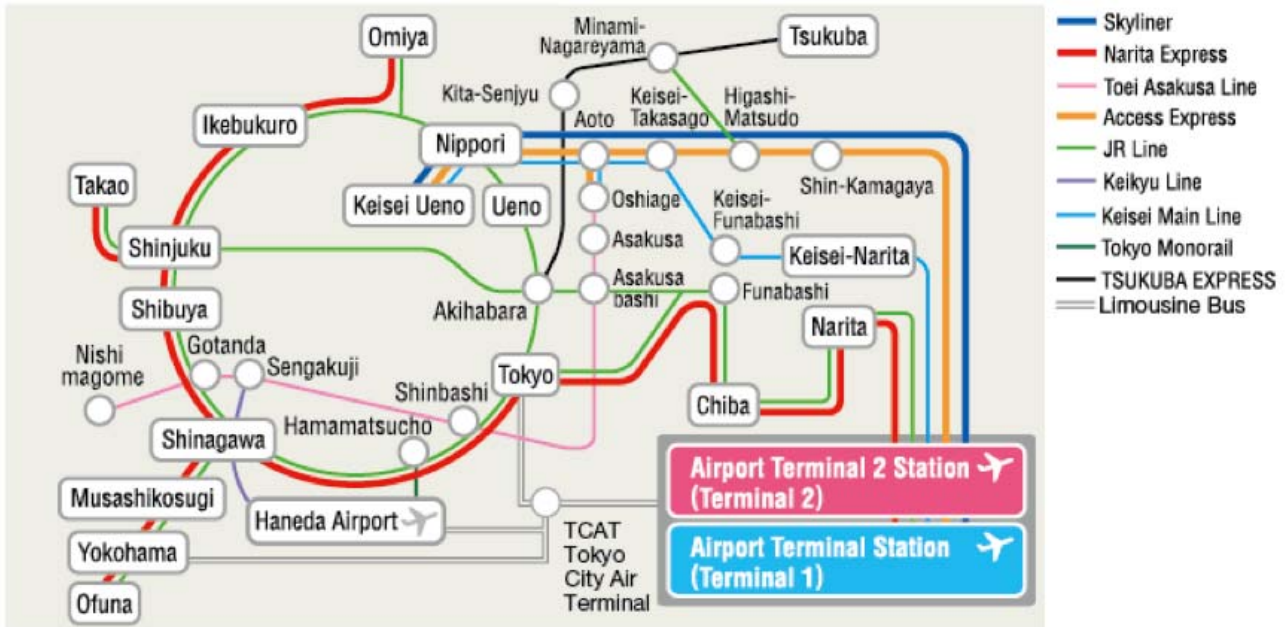
You are also responsible for any baggage that you carry with you on behalf of others, and will not be excused if you didn’t know about illegal contents or claim to have not understood.

(Customs homepage: <http://www.customs.go.jp/mizugiwa/smuggler/caution.htm>)



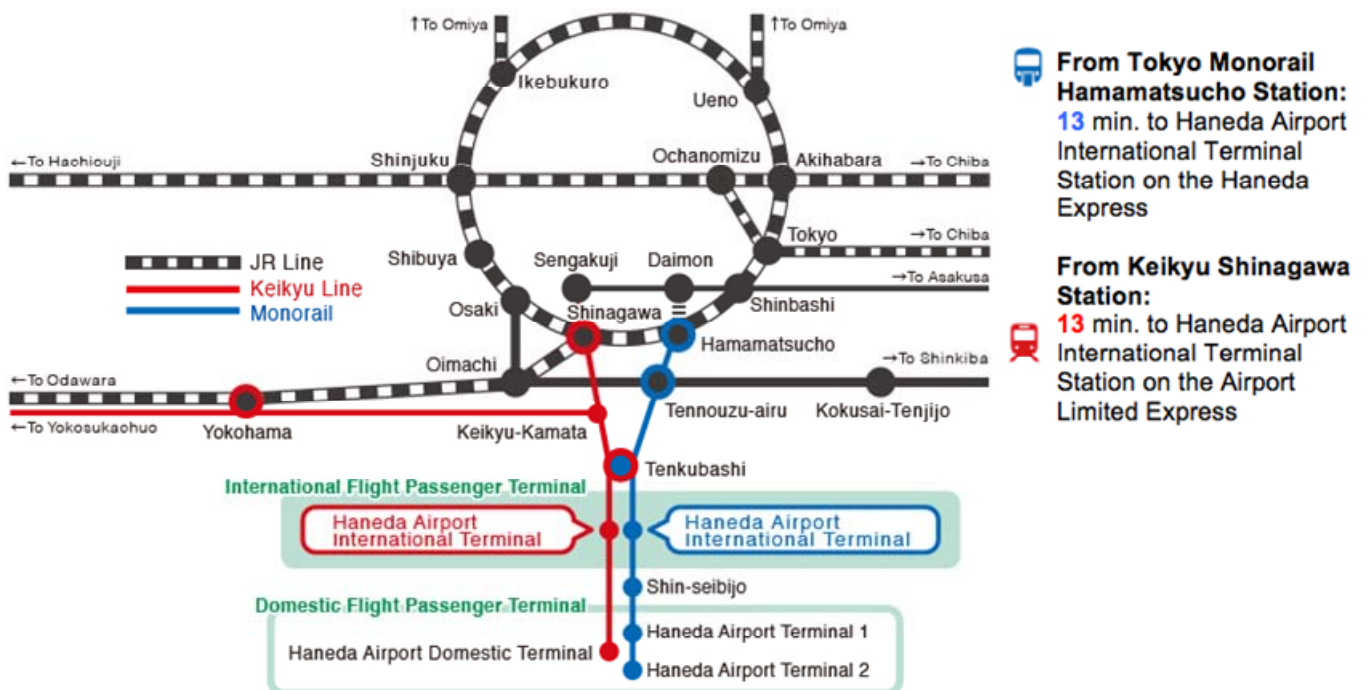
### 3. Airport Access

#### 3.1 Narita International Airport (成田空港 Narita Kuko)



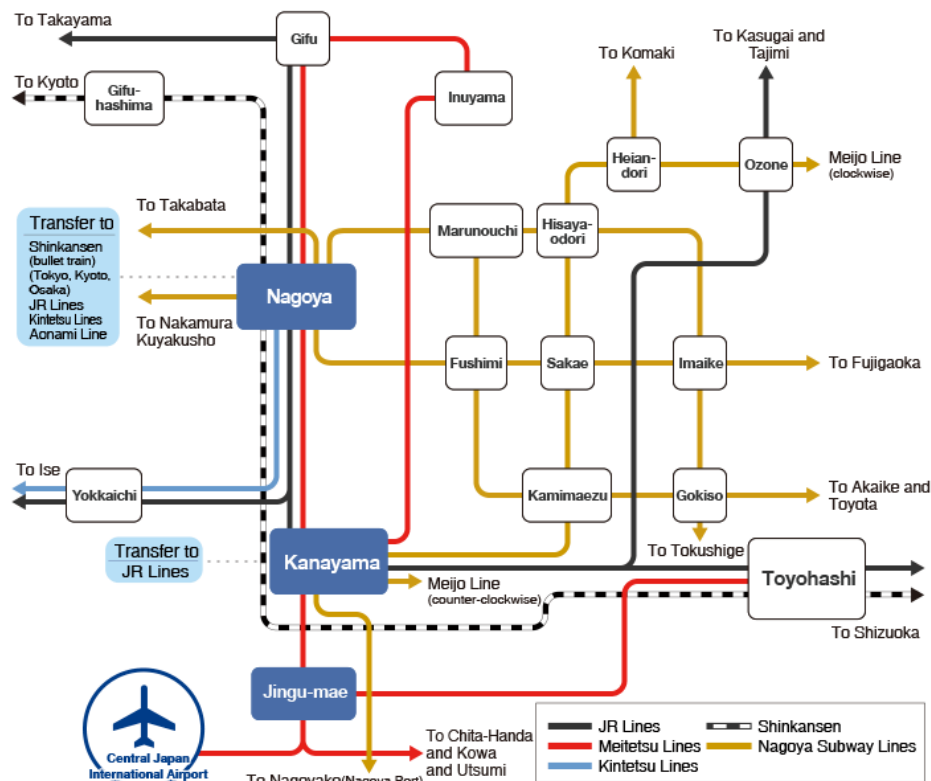
(Narita International Airport Homepage: <http://www.narita-airport.jp/en/access/index.html>)

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



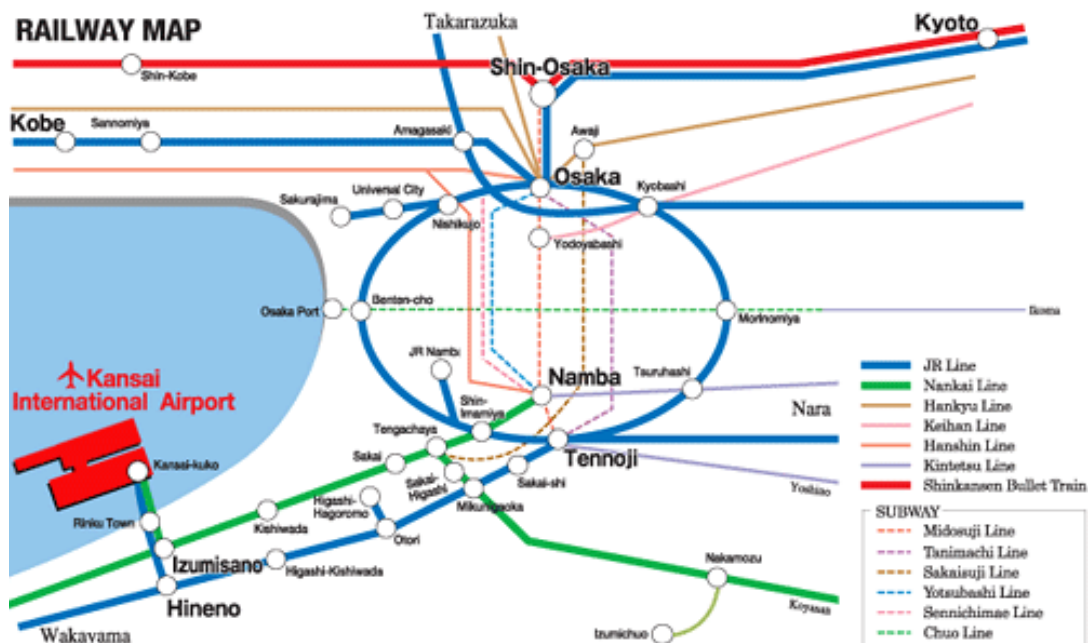
(Tokyo International Airport Homepage: <http://www.haneda-airport.jp/inter/en/access/train.html>)

### 3.3 Chubu Centrair International Airport (中部国際空港 Chubu Kokusai Kuko)



(Chubu International Airport Homepage: [http://www.centrair.jp/en/to\\_and\\_from/access/train.html](http://www.centrair.jp/en/to_and_from/access/train.html))

### 3.4 Kansai International Airport (関西国際空港 Kansai Kokusai Kuko)



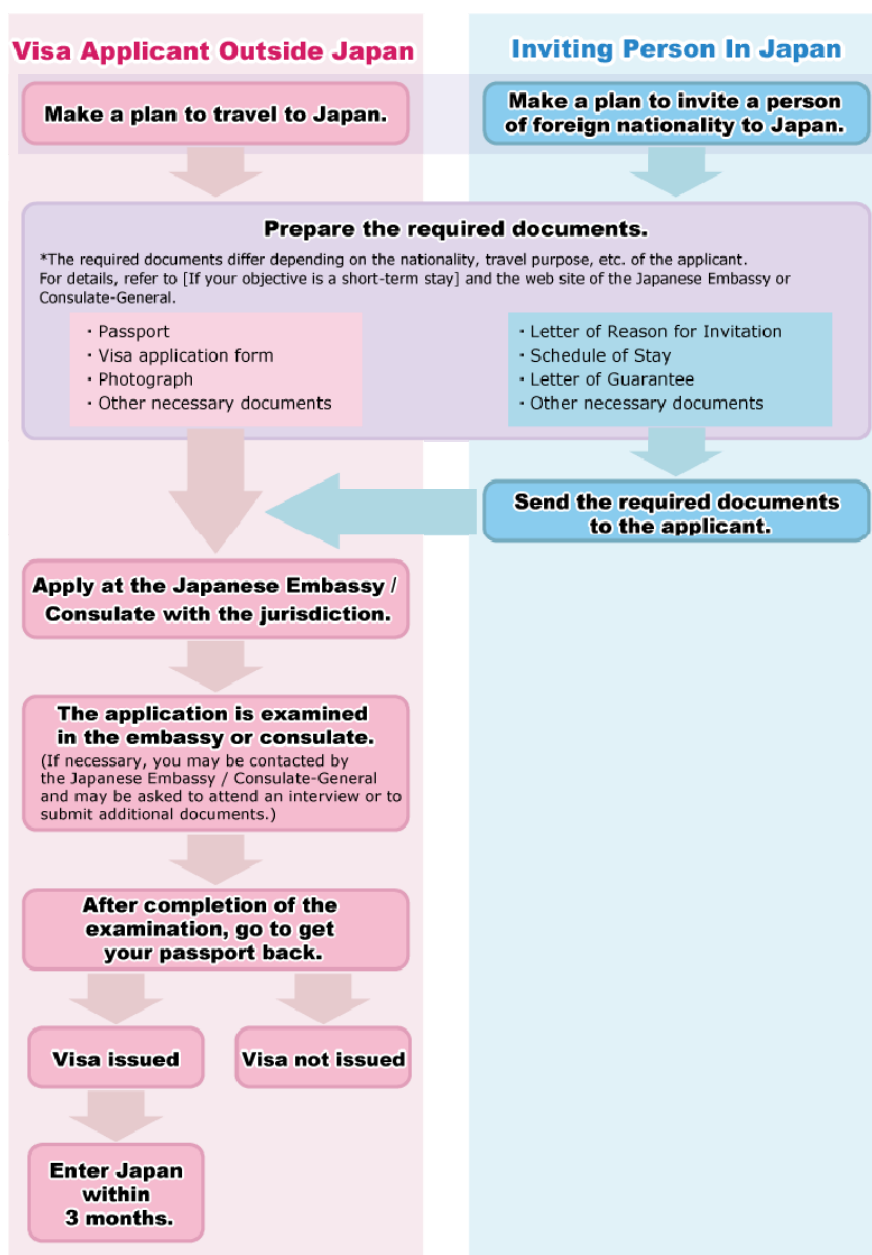
(Kansai International Airport Homepage: <http://www.kansai-airport.or.jp/en/access/train/index.html>)

## 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](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.

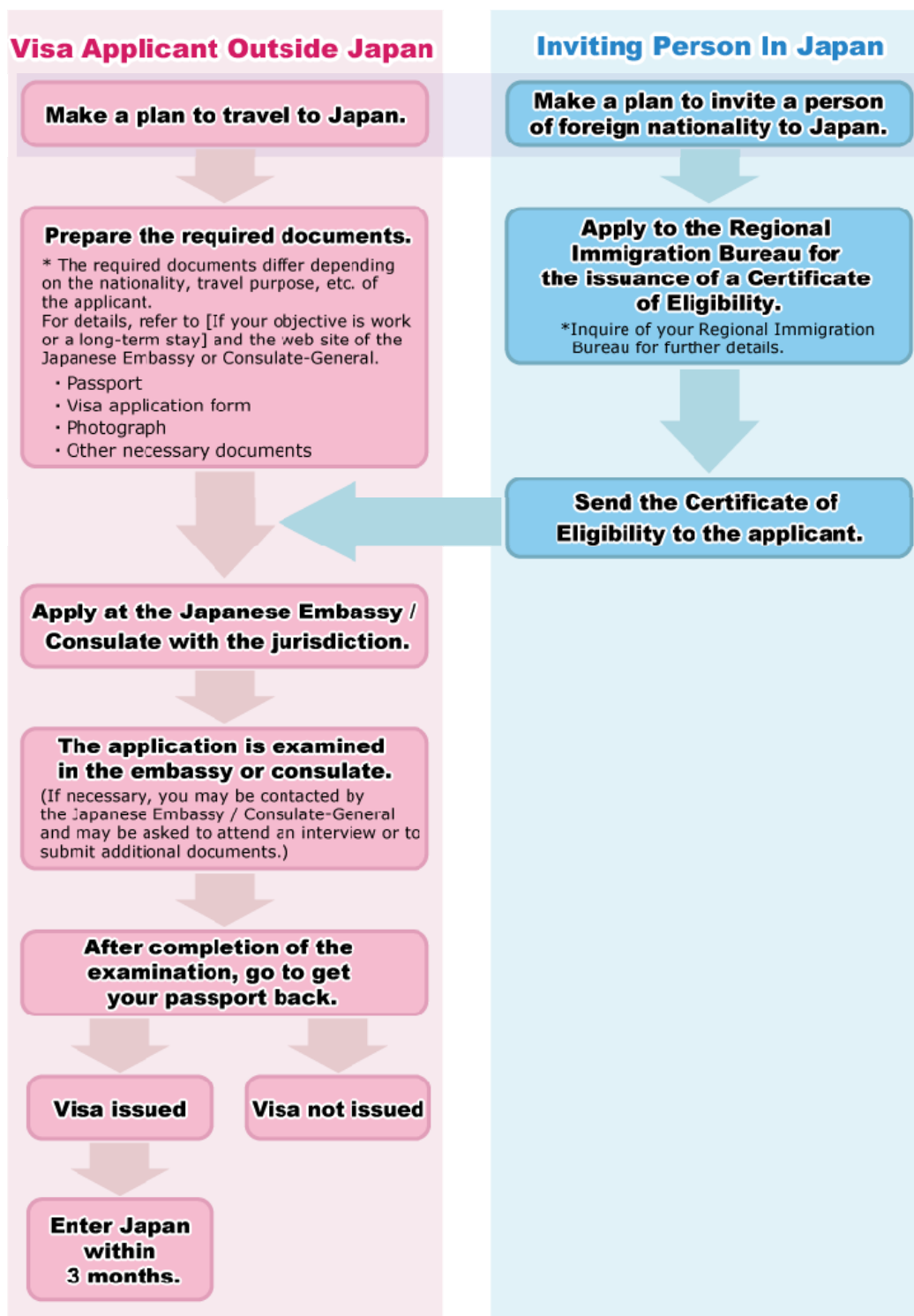
**Visa waiver countries/areas**

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

(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:

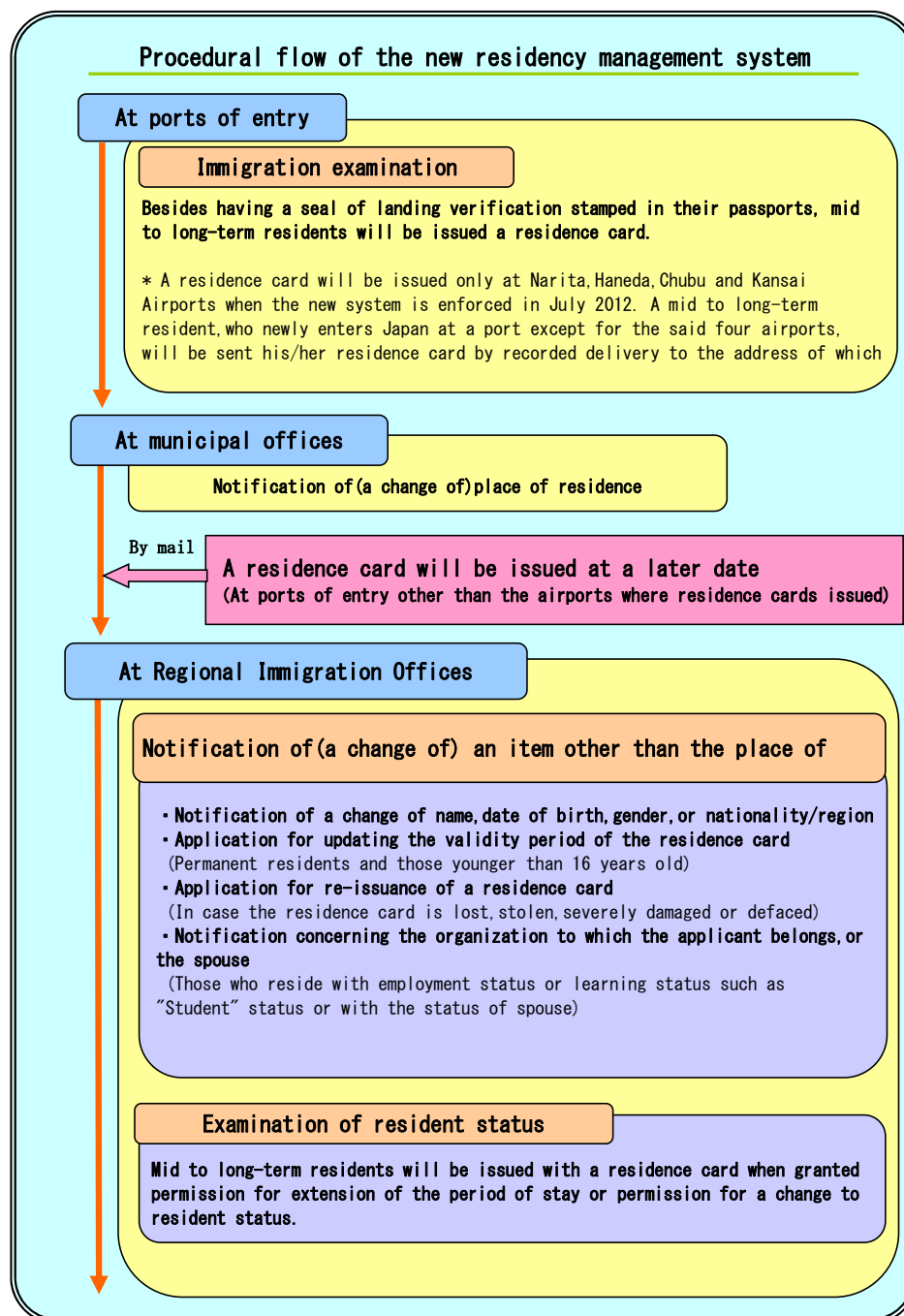


(Ministry of Foreign Affairs Website: [http://www.mofa.go.jp/j\\_info/visit/visa/process/long.html](http://www.mofa.go.jp/j_info/visit/visa/process/long.html))

## 4.2 Residence Card

### 4.2.1 Receiving a Residence Card

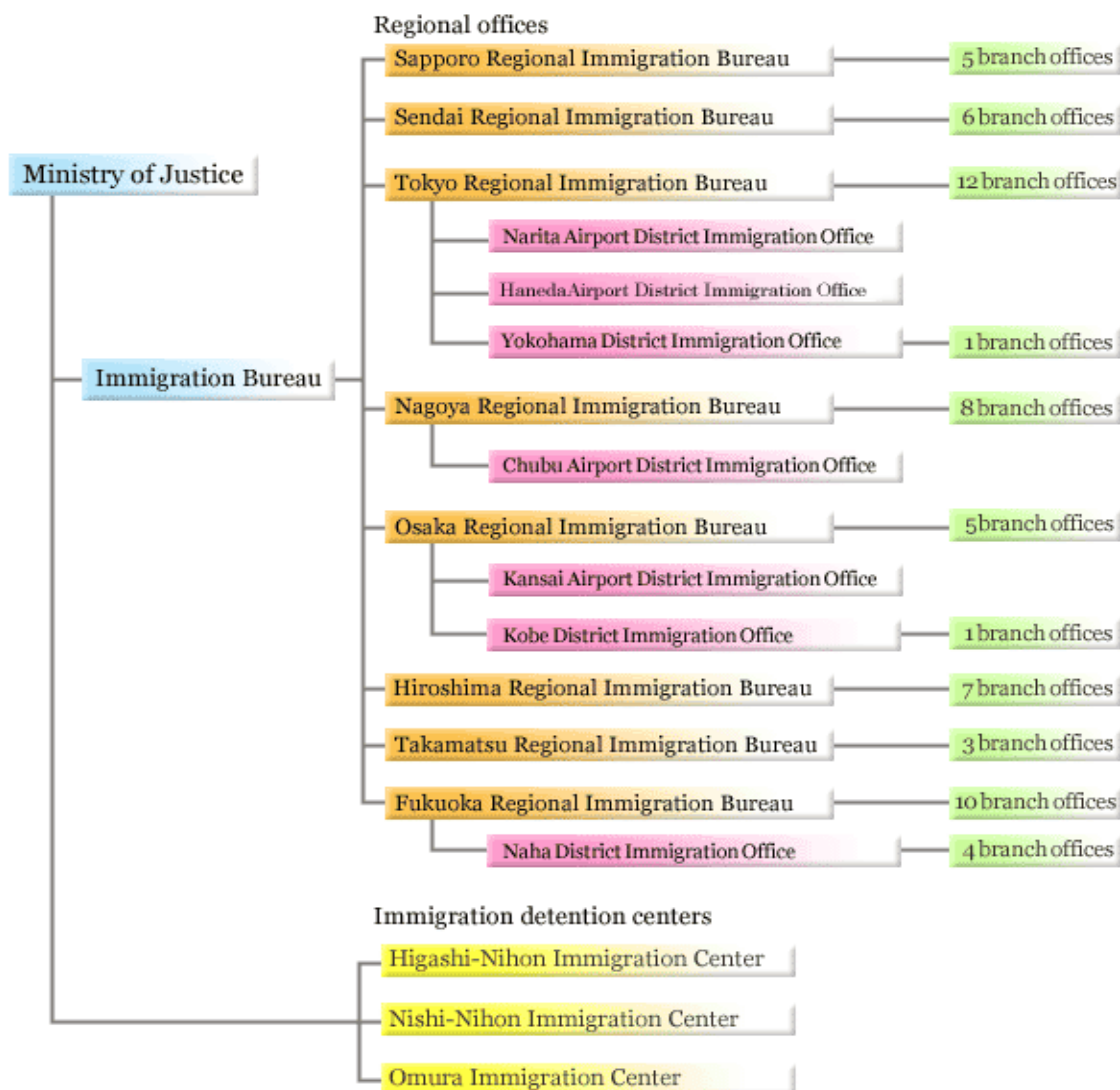
A Residence Card will be automatically issued to individuals who have been granted a status of residence with a period of stay of more than three months. The card will be issued at four major airports, or alternatively will be automatically posted to the individual once they have registered their address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



(Ministry of Justice website: [http://www.immi-moj.go.jp/newimmiact\\_1/en/index.html](http://www.immi-moj.go.jp/newimmiact_1/en/index.html))

#### 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:



(Immigration bureau website: <http://www.immi-moj.go.jp/english/soshiki/index.html>)



#### 4.2.3 Immigration Bureau Information Centers

Immigration Information Centers		Address	Tel
	Sendai	〒 983-0842 Gorin 1-3-20, Miyagino-ku, Sendai City, Miyagi Prefecture	TEL: 0570-013904 (IP, PHS) Overseas: 03-5796-7112  8:30 – 17:15 (Monday through Friday, excluding national holidays and New Year holidays)
	Tokyo	〒 108-8255 5-5-30, Konan Minato-ku, Tokyo	
	Yokohama	〒 236-0002 Yamashitacho 37-9, Naka-ku, Yokohama City, Kanagawa Prefecture	
	Nagoya	〒 455-8601 3F Nagoya Center Bldg., Nishiki 2-2-13, Naka-ku, Nagoya City, Aichi Prefecture	
	Osaka	〒 559-0034 Tanimachi 2-1-17, Chuo-ku, Osaka City, Osaka	
	Kobe	〒 650-0024 Kaigandori 29, Chuo-ku, Kobe City, Hyogo Prefecture	
	Hiroshima	〒 730-0012 Kamihacchobori 6-30, Naka-ku, Hiroshima City, Hiroshima Prefecture	
	Fukuoka	〒 812-0003 778-1, Shimo-usui, Hakata-ku, Fukuoka-City, Fukuoka Prefecture *Inside Fukuoka Airport - Domestic Terminal 3	*Please double check you are dialing the correct number as a high number of wrong calls have been made.
Installed counselors	Sapporo	〒 060-0042 Odorinishi 12 chome, Chuo-ku, Sapporo City, Hokkaido Prefecture	
	Takamatsu	〒 760-0033 Marunouchi 1-1, Takamatsu City, Kagawa Prefecture	
	Naha	〒 900-0022 Higawa 1-15-15, Naha City, Okinawa Prefecture	

(Immigration bureau website: [www.immi-moj.go.jp/english/info/index.html](http://www.immi-moj.go.jp/english/info/index.html))

### 4.3 Application procedures for changing resident status

#### 4.3.1 Application for a change of visa status

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

- 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

(Immigration Bureau website: <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02.html>)

#### 4.3.2 Application for extension of period of stay

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

- 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

(Immigration Bureau website: <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/03.html>)



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<sup>\*</sup> 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.

(Immigration Bureau website: [http://www.immi-moj.go.jp/newimmiact\\_1/en/point\\_3-4.html](http://www.immi-moj.go.jp/newimmiact_1/en/point_3-4.html))

#### 4.3.4 Application for acquiring resident status

Applicant	Foreign nationals who have not carried out landing formalities, for example babies who have been born to foreign nationals while resident in Japan <sup>*</sup> 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.
Application term	Within 30 days of the eligible conditions occurring.
Fee	No fee.

○Documents to be submitted

a. Application to acquire resident status

(Immigration Bureau website: <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/04.html>)



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<sup>\*</sup> 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.

(Immigration bureau website: <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01.html>)

## 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.

(Tokyo International Communication Committee webpage:

[http://www.tokyo-icc.jp/guide\\_eng/child/01.html](http://www.tokyo-icc.jp/guide_eng/child/01.html))

#### 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]

Number of dependents	Income
0	JPY 6,220,000
One	JPY 6,600,000
Two	JPY 6,980,000
Three	JPY 7,360,000
Four	JPY 7,740,000
Five	JPY 8,120,000

### 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.

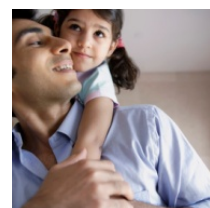
(5) Other necessary application cases:

- 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

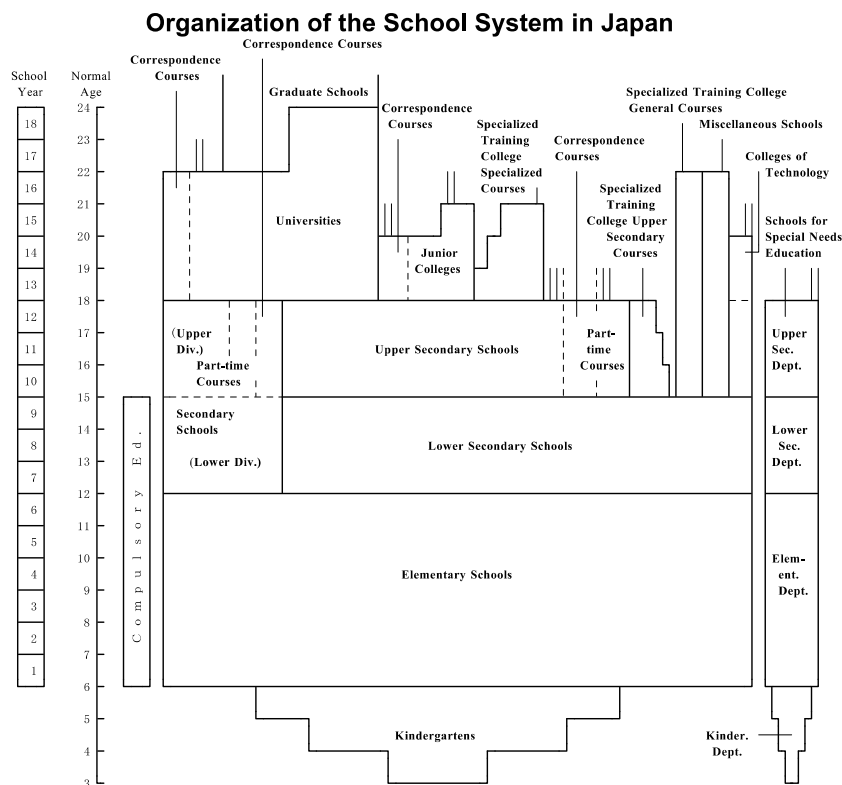
- a. Copy of the applicant's (guardian's) bankbook.
- b. Copy of the applicant's (guardian's) health insurance card.
- c. If the addresses of the applicant (guardian) and the child differ, a copy of the residence certificate of child's family unit.

(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



(MEXT – ‘Organization of the School System in Japan’ -

[http://www.mext.go.jp/english/highered/\\_icsFiles/afieldfile/2012/06/19/1302653\\_1.pdf](http://www.mext.go.jp/english/highered/_icsFiles/afieldfile/2012/06/19/1302653_1.pdf))

### 5.2.2 Parent/guardian paid education expenses

(unit in Yen)

Kindergarten		Elementary school		Junior high school		High school (full-time)	
Public	Private	Public	Private	Public	Private	Public	Private
231,920	537,518	304,093	1,465,323	459,511	1,278,690	393,464	922,716

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

(Statistics Directory of the Ministry of Education, Culture, Sports, Science and Technology  
2012 Version: <http://www.kyoiku.metro.tokyo.jp/toukei/24noufukin.htm>)

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

## III 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](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* (救急) 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

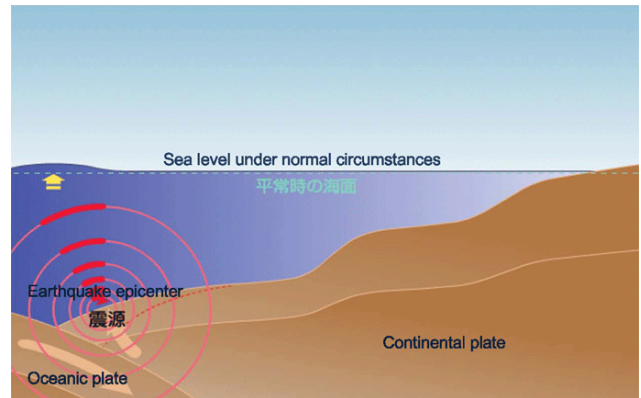
	Intensity <b>0</b>	Imperceptible to people.
	Intensity <b>1</b>	Some people in the building feel it.
	Intensity <b>2</b>	Many people in the building feel it. Some people awaken, if the quake strikes at night.
	Intensity <b>3</b>	Felt by most people in the building. Some people are frightened.
	Intensity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

(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))

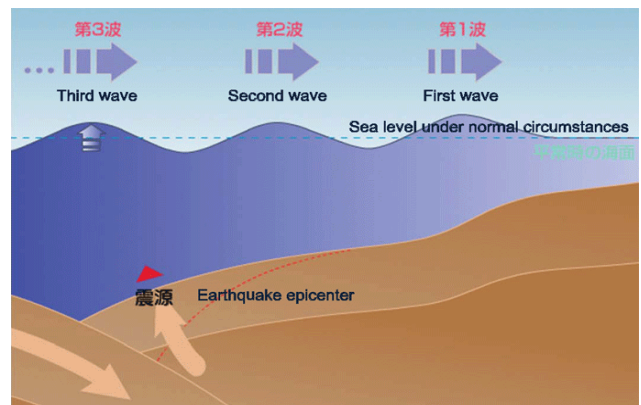
## 5. Tsunami

### 5.1 Causes of tsunami

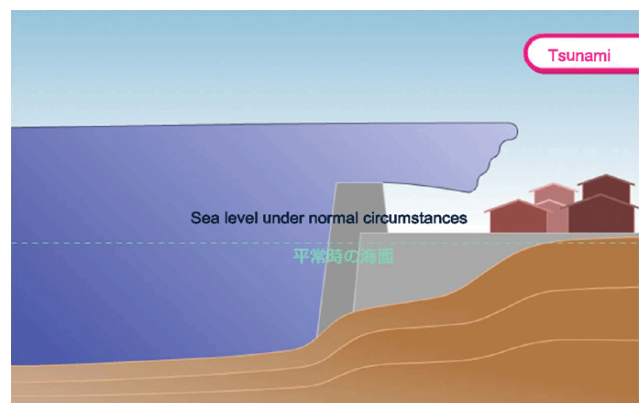
- (1) Seabed rises due to the occurrence of an earthquake.
- (2) Sea level rises with the rise in the seabed.
- (3) Tsunami is created by sea level elevation.
  - Very large waves generated over a long cycle.



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



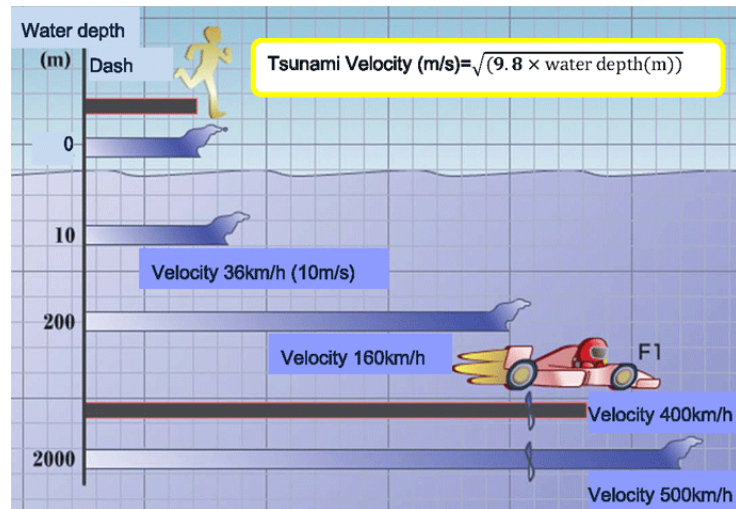
- (5) Arrival of the tsunami
  - As the water depth decreases towards the coast, the wave height increases.



※ 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

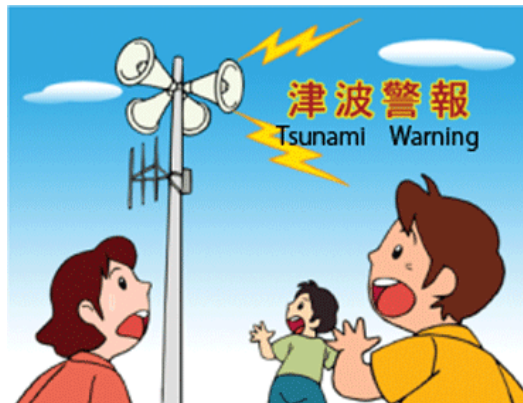
If you feel a strong quake or weak but long quake, or alternatively if there is a Major Tsunami Warning/Tsunami Warning, you should evacuate away from coastal areas.

### (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 >

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

(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

Type of information			Information source
Weather Information	Typhoon Information (Size and predicted path)		Japan Meteorological Agency – Tropical Cyclone Information: <a href="http://www.jma.go.jp/en/typh/">http://www.jma.go.jp/en/typh/</a>
	Weather warnings for rain and flooding		Japan Meteorological Agency – Weather Warnings/Advisories: <a href="http://www.jma.go.jp/en/warn/index.html">http://www.jma.go.jp/en/warn/index.html</a>
	Predictions for Rainfall	Analysis and Forecast of Rainfall	Japan Meteorological Agency – Analysis and Forecast of Precipitation: <a href="http://www.jma.go.jp/en/radame/">http://www.jma.go.jp/en/radame/</a>
		Radar and Nowcasts for Precipitation	Japan Meteorological Agency – Radar and Nowcasts: <a href="http://www.jma.go.jp/en/radnowc/">http://www.jma.go.jp/en/radnowc/</a>
			Bureau of Sewerage - Tokyo Amesh: <a href="http://tokyo-ame.jwa.or.jp/en/index.html">http://tokyo-ame.jwa.or.jp/en/index.html</a>
River Information	Information on River Water Levels and Flooding		Ministry of Land, Infrastructure, Transport and Tourism – River Disaster Management Information (Japanese only): <a href="http://www.river.go.jp/">http://www.river.go.jp/</a>
			Tokyo Metropolitan Government Integrated Flood Prevention Information System (Japanese only): <a href="http://www.kasen-suibo.metro.tokyo.jp/im/tsim0101g.html">http://www.kasen-suibo.metro.tokyo.jp/im/tsim0101g.html</a>
	Flood warnings		©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>
Information on Landslide Risks			Japan Meteorological Agency – Risk of Sediment Disaster: <a href="http://www.jma.go.jp/en/doshamesh/">http://www.jma.go.jp/en/doshamesh/</a>

## IV. Daily life

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

	Sapporo		Sendai		Tokyo		Osaka		Fukuoka		Naha	
Month	Av. Temp. (°C)	Total Rainfall (mm)	Av. Temp. (°C)	Total Rainfall (mm)	Av. Temp. (°C)	Total Rainfall (mm)	Av. Temp. (°C)	Total Rainfall (mm)	Av. Temp. (°C)	Total Rainfall (mm)	Av. Temp. (°C)	Total Rainfall (mm)
Jan.	-4.1	111.5	1.9	18	6.3	24.5	5.9	52	7.5	57.5	16.8	66
Feb.	-3.5	89	1.4	78.5	5.9	157.5	5.8	55	7.6	83	17.9	227
Mar.	0.5	64	5.5	162.5	10.4	113.5	9.9	153	11.5	102.5	18.4	185
Apr.	7.3	24	10.9	69	15	155	24.8	72.5	15.6	61	20.9	100.5
May	14	60	16.5	83.5	20.3	135.5	19.8	81	20.5	94	23.6	354.5
June	18.7	99	20.6	242	23.4	311	23.9	74.5	22.6	101	26.9	397.5
July	22.5	76.5	23.7	123	26.8	105.5	27.8	79	27.1	373	29.3	494
Aug.	22.4	217.5	24.6	133	27.7	105	27.8	341	26.5	462.5	28.7	229
Sept.	18.8	173	21.9	210.5	25.2	231.5	25.1	258.5	25.2	133	28.3	178
Oct.	12.9	131	16.7	179.5	19.8	440	20.8	210.5	20.7	227.5	25.3	200
Nov.	6.3	116	9.6	14	13.5	26	12.9	80.5	13.4	119.5	21.3	121
Dec.	0.8	124	4.7	65	8.3	59.5	7.8	49.5	8.1	77	17.3	130
Whole year	9.7	1285.5	13.2	1378.5	16.9	1864.5	16.9	1507.0	17.2	1891.5	22.9	2682.5

## 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 inkan) - 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

		0:00	8:00	8:45	10:00	15:00	18:00	20:00	23:00	24:00	
Monday-Friday	Deposit										
	Withdrawal	¥216	¥108				¥108		¥216		
	Transfer										
	Balance inquiry/ Change Password/ Update Bankbook/ Pay-easy										
	Transfer between your accounts					NO CHARGE (FREE TO USE)					
	Transaction for fixed-time deposit amounts	SERVICE UNAVAILABLE						SERVICE UNAVAILABLE			
	Foreign currency transaction										
	Buy lottery tickets										

		0:00	8:00	9:00	17:00	20:00	22:00	24:00	
Saturdays Sundays	Deposit								
	Withdrawal	¥216	¥108						
	Transfer								
	Balance inquiry/ Change Password/ Update Bankbook/ Pay-easy		NO CHARGE (FREE TO USE)						
	Transfer between your accounts	SERVICE UNAVAILABLE		¥108	SERVICE UNAVAILABLE				
	Transaction for fixed-time deposit amounts	SERVICE UNAVAILABLE		NO CHARGE (FREE TO USE)		SERVICE UNAVAILABLE			
	Buy lottery tickets								

		0:00	8:00	9:00	17:00	20:00	23:00	24:00	
Holidays	Deposit								
	Withdrawal	¥216	¥108					¥216	
	Transfer								
	Balance inquiry/ Change Password/ Update Bankbook/ Pay-easy		NO CHARGE (FREE TO USE)						
	Transfer between your accounts	SERVICE UNAVAILABLE		¥108	SERVICE UNAVAILABLE				
	Transaction for fixed-time deposit amounts	SERVICE UNAVAILABLE		NO CHARGE (FREE TO USE)		SERVICE UNAVAILABLE			
	Buy lottery tickets								

(Mizuho Bank webpage: <http://www.mizuhobank.com/index.html>)

### 2.3.2 Example of convenience store ATM services - Seven Eleven

		0:00	7:00	19:00	24:00
Withdrawals (including transfers)	Weekdays	¥108	No charge		¥108
	Sat/Sun/Holidays				
Deposit	Weekdays	No charge			
	Sat/Sun/Holidays				
Balance Inquiry	Weekdays	No charge			
	Sat/Sun/Holidays				

(Consumption tax included)

(Seven Bank website: <http://www.sevenbank.co.jp/english/>)

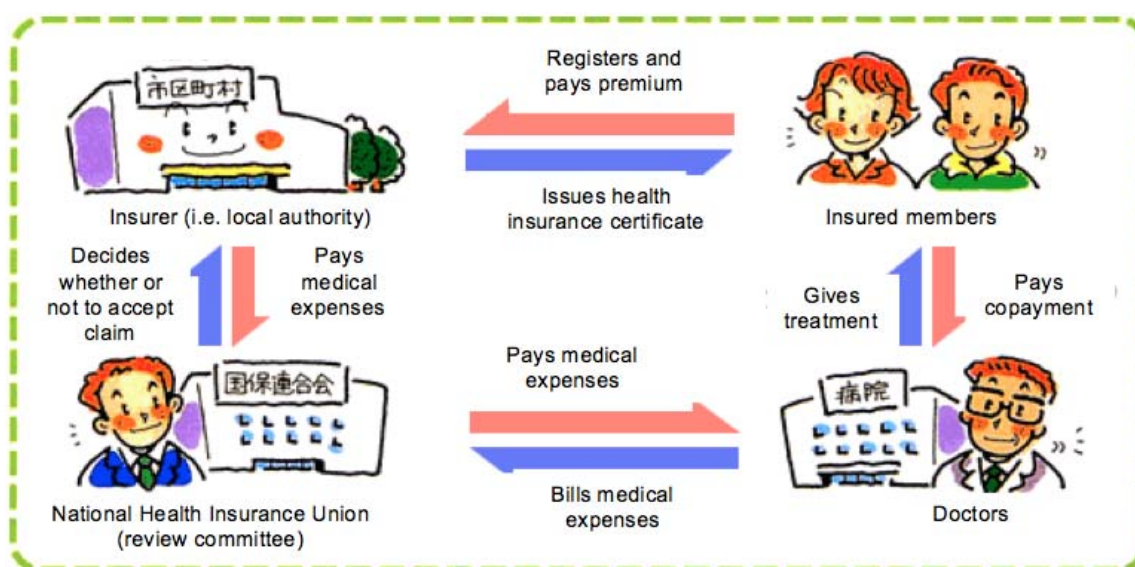
### 2.4 Overseas remittances

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 (inkan), 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 (inkan), 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

- (inkan), NHI certificate, pension certificate
- 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 (inkan), 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 (inkan), 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 (inkan), 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 (inkan), 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 (inkan), 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 (inkan), 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 (inkan), 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.

System	Description
National Pension	For those between the ages of 20 and 60.
Employer's Pension	For those working for an applicable company.
Mutual Pension	For those working as civil servants and private school teachers.

### 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.

(Japan Pension Service website: <http://www.nenkin.go.jp/n/www/service/detail.jsp?id=1728>)

## 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).

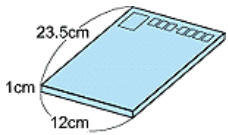
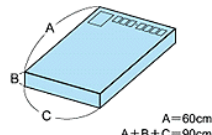
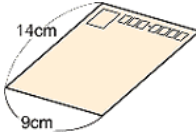
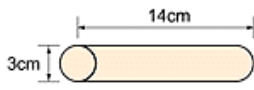
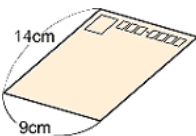
## 6. Optional insurance

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.

		Standard-sized mail	Non-standard-sized mail
Weight		50 kg or less	4 kg or less
Size	Maximum		
	Minimum		<p>(1) Cylindrical or similar shape</p>  <p>(2) Other shapes</p>  <p>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.</p>

## 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

買う。入れる。送る。切手不要で、手軽に送れる!



< A4サイズ・4kgまで、全国一律料金 >

対面で配達してほしいときは…  
**レターパックプラス**

対面受け取り

■ 料金は日本全国一律 510円

■ 厚めの荷物も大丈夫!  
A4サイズ・重量4kg以内であれば、3cmの厚さを超えてもご利用いただけます。

■ 追跡サービスあり。  
追跡サービスで郵便物の配達状況を確認できるから安心です。

■ ポスト投かんOK!  
郵便窓口への差し出しのほか、ポスト投かんもできるので便利です。




サイズ	340mm×248mm (A4フイルサイズ)	
重量	4kg以内	
配達方法	対面でお届け、受領印又は署名をいただきます。	

郵便受けに配達してほしいときは…  
**レターパックライト**

郵便受け

■ 料金は日本全国一律 360円

■ 厚さは3cmまでOK!  
A4サイズ・重量4kg以内・厚さ3cm以内でご利用いただけます。

■ 追跡サービスあり。  
追跡サービスで郵便物の配達状況を確認できるから安心です。

■ ポスト投かんOK!  
郵便窓口への差し出しのほか、ポスト投かんもできるので便利です。




サイズ	340mm×248mm (A4フイルサイズ)	
厚さ	3cm以内	重量 4kg以内
配達方法	郵便受けへお届けします。	

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## 7.2 Prohibited items for posting

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

(Japan Postal Service website: <http://www.post.japanpost.jp/english/index.html>)

## 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:

## How to fill out a TA-Q-BIN/Cool TA-Q-BIN Shipping Label (Prepaid)

The form includes the following fields:

- Tracking Number: 17-9625
- Month / Date: 12/34-5678-9123
- Receiver's postal code: [1] 59-NNNN
- Receiver's phone number: [2] 06 (NNNN) NNNN
- Receiver's address: [3] uminoe-ku, Osaka
- Receiver's name: [4] Taro Yamato
- Sender's postal code: [5] 04-NNNN
- Sender's phone number: [6] 03 (NNNN) NNNN
- Sender's address: [7] Chuo-ku, Tokyo
- Sender's name: [8] Hanako Yamato
- Contents: [9] CLOTHES
- Delivery date: [11] N N
- Delivery time zone: [12] Before Noon, 12:00-14:00, 14:00-16:00, 16:00-18:00, 18:00-20:00, 20:00-21:00
- Special services: [10] Frozen / Refrigerated

1. Receiver's postal code
2. Receiver's phone number
3. Receiver's address
4. Receiver's name
5. Sender's postal code
6. Sender's phone number
7. Sender's address
8. Sender's name
9. Contents
10. Cool TA-Q-BIN Frozen/Refrigerated
11. Desired delivery date
12. Desired delivery time zone

(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/](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](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)

	Number of Apartments				Parking Spaces	Common Spaces
	For one person (1DK)	For two people (1LDK)	For family (2LDK)	Total		
Takezono House	24	6	6	36	14	Meeting room
Ninomiya House	104	80	0	184	148	Library, Assembly Hall, Japanese-Style Room, Tea Room, Seminar Room, Counseling Room, Salon, Exercise Room, Guest Room
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	<p>For corporate contract: Identification card</p> <p>For personal contract: Identification, certificate of income and employment</p> <p>*Co-signer who speaks Japanese (needed for personal contract).</p> <p>*Identification card: residence card/special permanent resident certificate/alien registration card</p> <p>*Certificate of income and employment: payslip, income tax payment certificate, etc.</p>
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	<p>Electricity, gas, water, phone, internet</p> <p>Individual subscriptions required.</p> <p>*Contact information of service providers will be provided.</p>
Renewal fee	No
Maintenance fee upon move-out	<p>Yes</p> <p>Room cleaning fee, key exchange fee, other maintenance fees</p> <p>(exceptions may apply)</p>
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)

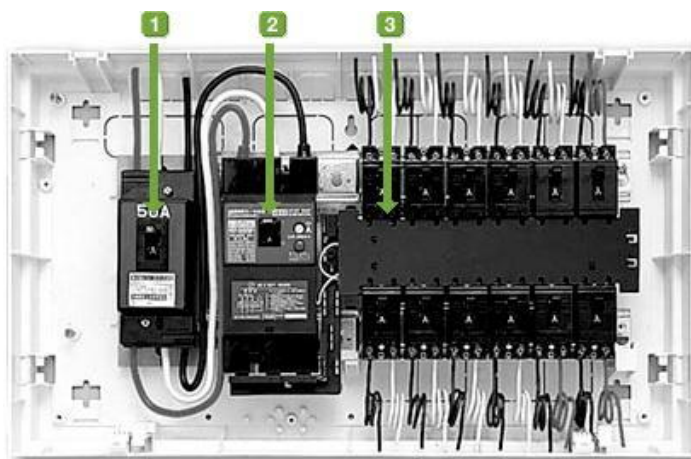
## 10. Electricity, Gas, Water

### 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.

#### CUSTOMER NUMBER

The image shows a Tokyo Gas gas usage bill (check) for August 2010. The bill is titled 'ガスご使用量のお知らせ (検針票) の例'. It contains various fields for customer information, usage, and payment. Two green boxes highlight the customer number locations: one at the top center labeled '1130-901-0001' and another at the top right labeled 'お客様番号 1000-000-0001'. A green arrow points from the 'CUSTOMER NUMBER' header to these boxes. The bill also includes details about the gas meter, usage period, and payment amounts.

Example of gas usage bill with customer number locations highlighted

ガスご使用量のお知らせ (検針票) の例

(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**

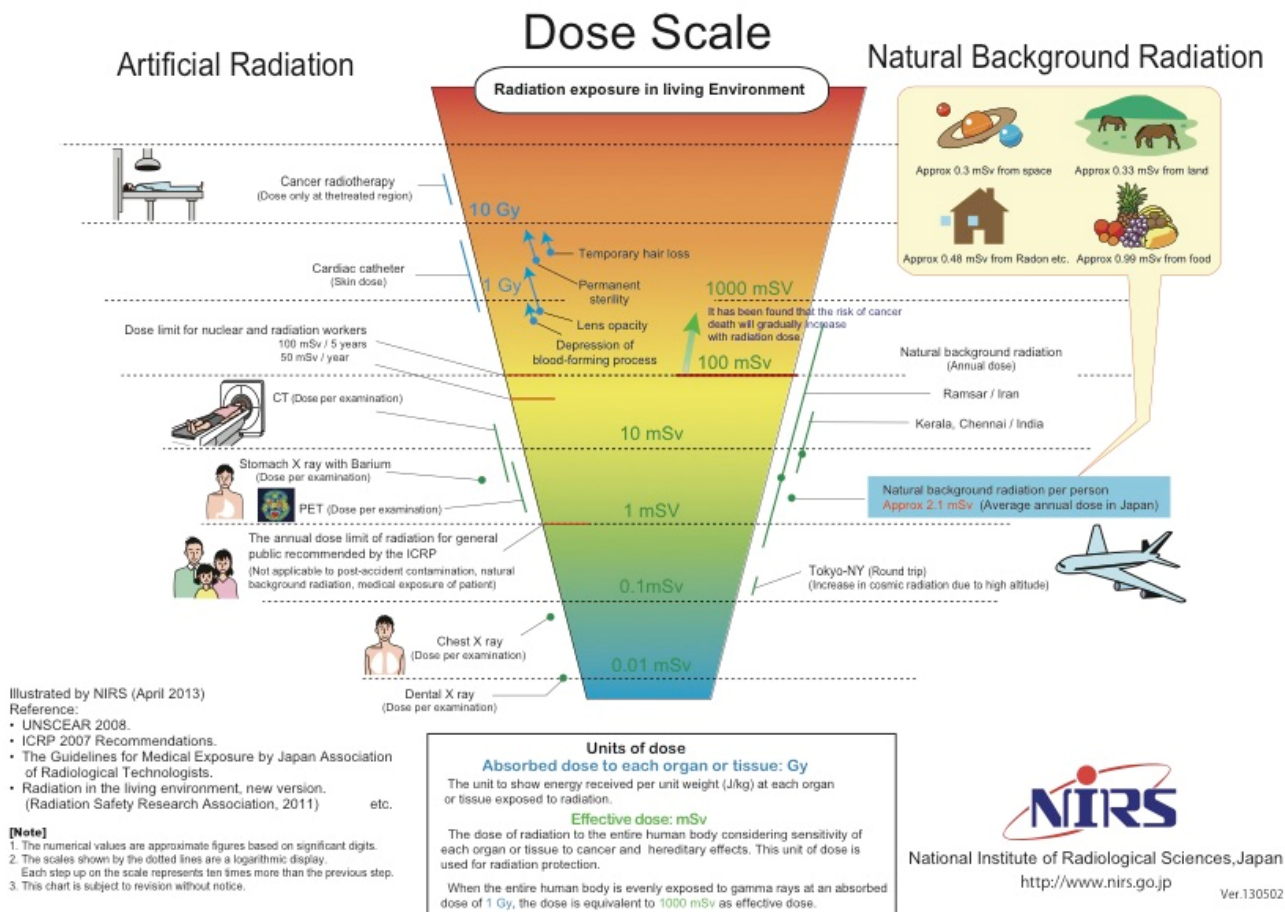
- a. Japanese License: until expiry date
- b. International Driver's License or Foreign Driver's License: expires one year from arrival in Japan or at the license expiry date (whichever comes first).

(National Police Agency website:

[http://www.npa.go.jp/annai/license\\_renewal/have\\_DL\\_issued\\_another\\_country.html](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

<http://www.nirs.go.jp/information/info2.php>)

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

[http://www.tais.ac.jp/student\\_life/pdf/international-student-05.pdf](http://www.tais.ac.jp/student_life/pdf/international-student-05.pdf)

## 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/>)

Example of Trash Collection Rules (Bunkyo Ward Shirayama 5 Chome)

Classification	Collection day	Example of trash
Combustible trash	Every Wednesday and Saturday	Plastic and vinyl products, rubber products, leather products, food scraps, dirty clothes and cloths, unrecyclable paper, diapers and sanitary products, small volume of plants
Incombustible trash	Every 2nd and 4th Friday	Metal, glass, china, aluminum foil, disposable pocket warmers, products containing mercury such as manometer and thermometer, light bulbs, lighters without fuel, small electronic items
Recyclable trash	Every Thursday	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.
Oversized trash	Every Tuesday and Friday	Items larger than about 30 cm on one side. Fee-based. Request pick-up of oversized trash.
Home electronics	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).	
Personal Computers	Fee-based. Contact PC3R Promotion association (03-5282-7685).	

### 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>

## **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

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##### **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.

When	Within 2 years of leaving Japan following a non-permanent stay
Where	Japan Pension Service head office
How	Online, Mail *If the purpose of your visit is not work, you can also apply at the counter.

## 2.3 Necessary documents

Required documents: Application for Lump-sum Withdrawal Payment (Foreign Citizen)
Supporting documents: 1. Photocopy of your passport Page(s) showing the date of your final departure from Japan, your name, date of birth, nationality, signature and resident status. 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. 3. Your Pension Handbook

## 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 country. 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



(Japan Customs website: <http://www.customs.go.jp/kaigaiyoko/syukkoku.htm>)

## 4. Customs Declaration

### 4.1 Common cases for declaration

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

### 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.

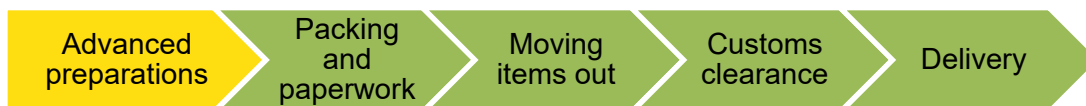
### 4.3 Controlled articles for export

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>)

## 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

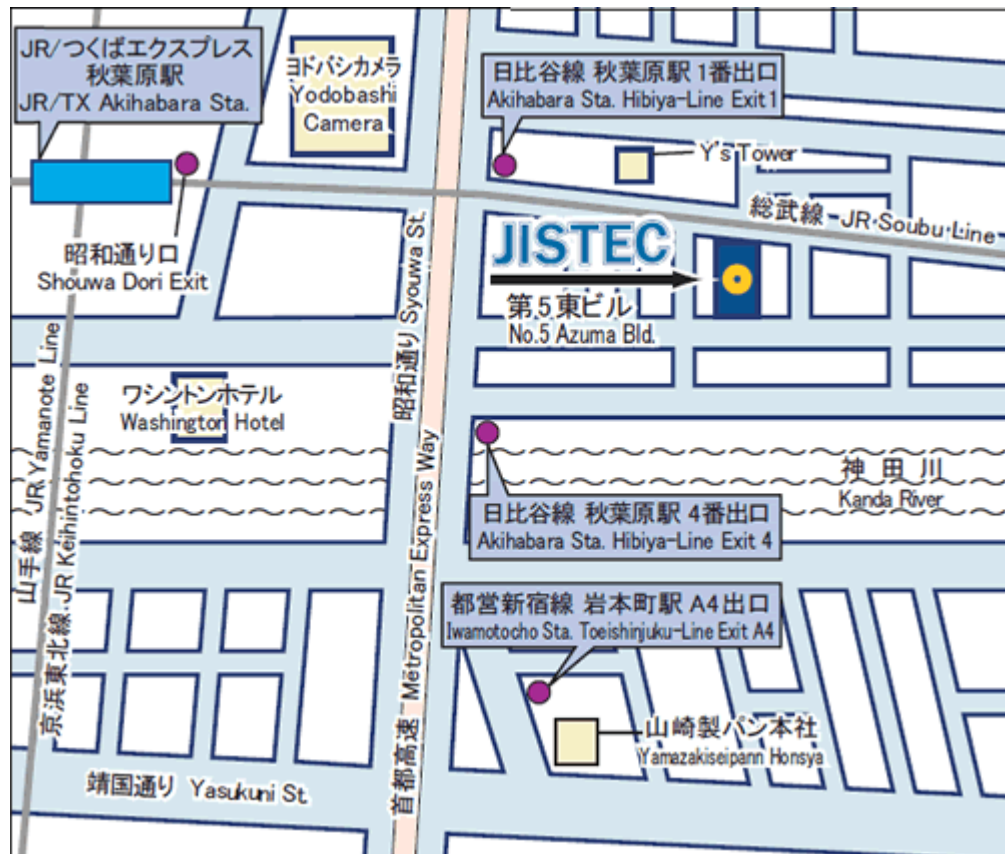
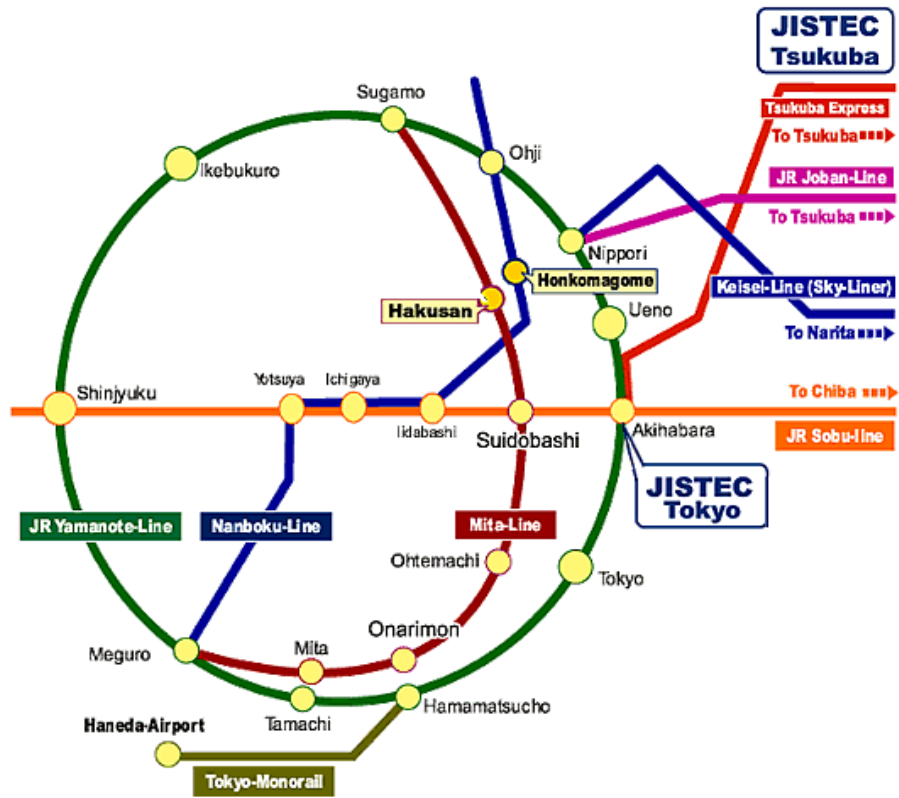
Export procedures at customs.

### 5.6 Delivery

Delivery in the destination country, unloading.

(Yamato Logistics Co., LTD website: <http://www.y-logi.com/service/kaigai/english/index.html>)

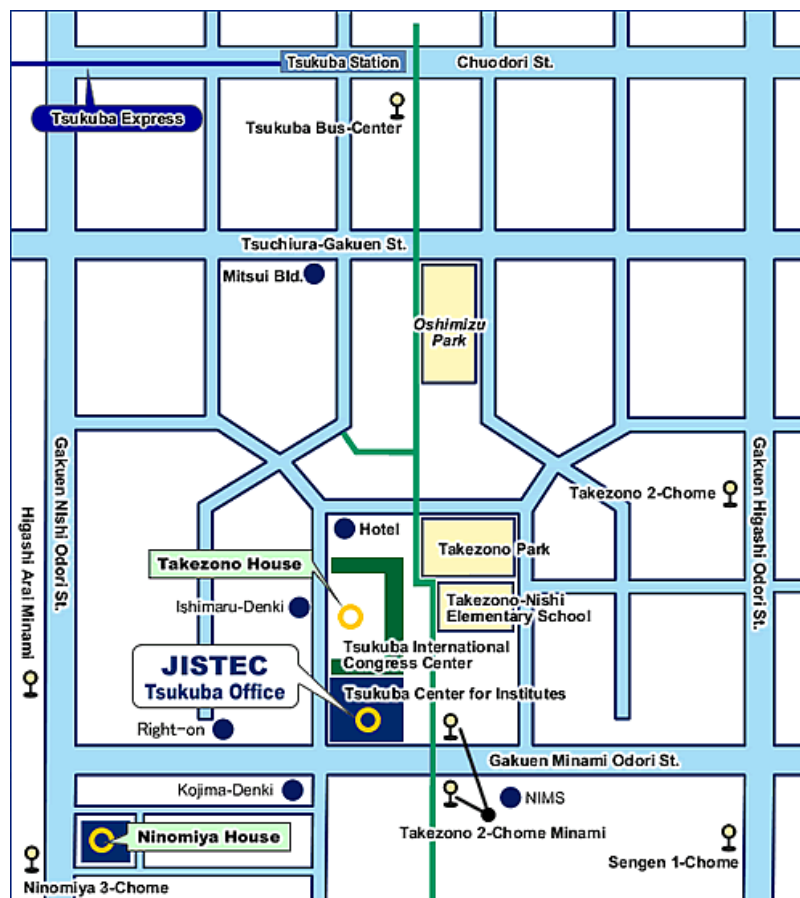
## JISTEC



901 Azuma Bldg. No.5, 3-38 Kanda-sakuma-cho, Chiyoda-ku, Tokyo 101-0025 Japan

\*Nearest Stations

The office is approximately a three-minute walk from Akihabara Station on JR and the Tokyo Metro Hibiya 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](http://www.jistec.or.jp/index_e.html)

TEL 03-5825-9391

### International Schools

School Name	Year of Foundatio	School type				Location	Corporate Status
		Preschool	Elementary School	Junior High School	High School		
Hokkaido International School	1958	○	○	○	○	19-1-55 Hiragishi 5 Jo, Toyohira-ku, Sapporo, Hokkaido 062-0935 TEL011-816-5000	Quasi-incorporate d school
Tohoku International School	1997	○	○	○	○	7-101-1 Yakata, Izumi-ku, Sendai, Miyagi 981-3214 TEL022-348-2468	Incorporate d School
Horizon Japan International School	2013	○				4-2-540 Takamori, Izumi-ku, Sendai, Miyagi 981-3203 TEL022-739-9622	Quasi-incorporate d school
Tsukuba International School	1992	○	○	○		7846-1 Kamigo, Tsukuba, Ibaraki 300-2645 TEL029-886-5447	Incorporate d School
The American School In Japan Early Learning	1968	○				6-16-5 Roppongi, Minato-ku, Tokyo 153-0042 TEL03-5771-4344	Quasi-incorporate d school
Nishimachi International School	1949	○	○	○		2-14-7 Motoazabu, Minato-ku, Tokyo 106-0046 TEL03-3451-5520	Quasi-incorporate d school
K. International School Tokyo	2000	○	○	○	○	1-5-15 Shirakawa, Koto-ku, Tokyo 135-0021 TEL03-3642-9992	Quasi-incorporate d school
Sensei International School	1961	○	○	○	○	1-12-15 Yoga, Setagaya-ku Tokyo 158-0097 TEL03-3704-2661	Incorporate d School
St. Mary's International School	1954	○	○	○	○	1-6-19 Seta, Setagaya-ku, Tokyo 158-8668 TEL03-3709-3411	Quasi-incorporate d school
The British School in Tokyo Showa	2006		○	○	○	1-7 Taishido, Setagaya-ku, Tokyo 154-8533 TEL03-3411-4211	Incorporate d School
St. Mary's International School	1954	○	○	○	○	4-3-1 Hiroo, Shibuya-ku, Tokyo 150-0012 TEL03-3400-3951	Incorporate d School
The British School in Tokyo	1989	○	○			3-10-6 Setagaya, Shibuya-ku, Tokyo 150-0002	Incorporate d School
New International School of Japan	2006	○	○	○		3-18-32 Minamikebukuro, Toshima-ku, Tokyo 171-0022 TEL03-3980-1057	Quasi-incorporate d school
Lycée Français International de Tokyo	2006	○	○	○	○	5-57-37 Takinogawa, Kita-ku, Tokyo 114-0023 TEL03-6823-6580	Quasi-incorporate d school
The American School In Japan Early Learning	1916	○	○	○	○	1-1-1 Nomizu, Chofu, Tokyo 182-0031 TEL0422-34-5300	Quasi-incorporate d school
Christian Academy in Japan	1955	○	○	○	○	1-2-14 Shinkawacho, Higashikurume, Tokyo 203-0013 TEL042-471-0022	Quasi-incorporate d school
Horizon Japan International School	2003	○	○	○	○	1-38-27 Higashiterao, Tsurumi-ku, Yokohama, Kanagawa 230-0077 TEL045-584-1945	Incorporate d School
Saint Maur International School	1872	○	○	○	○	83 Yamatecho, Naka-ku, Yokohama, Kanagawa 231-8654 TEL045-641-5751	Incorporate d School
Yokohama International School	1924	○	○	○	○	258 Yamatecho, Naka-ku, Yokohama, Kanagawa 281-0862 TEL045-622-0084	Incorporate d School
Mundo de Alegria	2003	○	○	○	○	9611 Ubumi, Yutocho, Nishi-ku, Hamamatsu, Shizuoka 431-0102 TEL053-482-7668	NPO
Kyoto International School	1957	○	○	○		317 Kitatawaracho, Kamigy-ku, Kyoto 602-8247 TEL075-451-1022	Quasi-incorporate d school
Canadian Academy	2003	○	○	○		4-1 Koyochonaka, Higashinada-ku, Kobe 658-0032 TEL078-857-0100	Quasi-incorporate d school
Deutsche Schule Kobe	2013	○	○			3-2-8 Koyochonaka, Higashinada-ku, Kobe 658-0032 TEL078-857-9777	NPO
Marist Brothers International School	1951	○	○	○	○	1-2-1 Chimoricho, Suma-ku, Kobe 654-0072 TEL078-732-2101	Quasi-incorporate d school
Hiroshima International School	1962	○	○	○	○	3-49-1 Kurakake, Asakita-ku, Hiroshima, Hiroshima 739-1743 TEL082-843-4111	Incorporate d School
Fukuoka International School	1990	○	○	○	○	3-18-50 Momochi, Sawara-ku, Fukuoka 814-0006 TEL092-841-7601	Incorporate d School
Okinawa Christian School International	1957	○	○	○	○	1835 Zakimi, Yomitan, Nakagami-gun, Okinawa 904-0301 TEL098-958-3000	Incorporate d Foundation

\* Please verify the contents with individual institutioin.

### International Baccalaureate World Schools

School Name	Prefecture	Accreditation Date	PYP	MYP	DP	Notes
St. Mary's International School	Tokyo	1979/9/1			○	1-6-19 Seta, Setagaya-ku, Tokyo 158-8668 Tel.03-3709-3411
Canadian Academy	Hyogo	1980/9/1	○	○	○	4-1 Koyochonaka, Higashinada-ku, Kobe 658-0032 Tel.078-857-0100
Saint Maur International School	Kanagawa	1984/7/1			○	83 Yamatecho, Naka-ku, Yokohama, Kanagawa 231-8654 Tel.045-641-5751
Yokohama International School	Kanagawa	1984/10/1	○	○	○	258 Yamatecho, Naka-ku, Yokohama, Kanagawa 281-0862 Tel.045-622-0084
Sensei International School	Tokyo	1986/1/1	○		○	1-12-15 Yoga, Setagaya-ku Tokyo 158-0097 Tel.03-3704-2661
Osaka International School of Kwansei Gakuin	Osaka	1990/10/1	○	○	○	4-4-16 Onohara Nishi, Mino-shi, Osaka 562-0032 Tel.072-727-5050
Kato Gakuen Gyoshu Junior & Senior High School	Shizuoka	2000/1/1		○	○	1361-1 Nakamiyo, Okanomiya, Numazu 410-0011 Tel.045-622-0084
K. International School Tokyo	Tokyo	2002/1/1	○	○	○	1-5-15 Shirakawa, Koto-ku, Tokyo 135-0021 Tel.03-3642-9993
Hiroshima International School	Hiroshima	2005/4/1	○		○	3-49-1 Kurakake, Asakita-ku, Hiroshima, Hiroshima 739-1743 Tel.082-843-4111
Tokyo International School	Tokyo	2005/12/1	○	○		2-13-6 Minamiazabu, Minato-ku, Tokyo 106-0047 Tel.03-5484-1160
Deutsche Schule Kobe	Hyogo	2006/6/1	○			3-2-8 Koyochonaka, Higashinada-ku, Kobe 658-0032 Tel.078-857-9777
Kyoto International School	Kyoto	2006/12/1	○			317 Kitatawaracho, Kamigyo-ku, Kyoto 602-8247 Tel.075-451-1022
Fukuoka International School	Fukuoka	2007/4/1	○		○	3-18-50 Momochi, Sawara-ku, Fukuoka 814-0006 Tel.092-841-7601
Nagoya International School	Aichi	2008/5/1	○		○	2686 Minamihara Nakashidami, Moriyama-ku Nagoya 463-0002 Tel.052-736-2025
Tamagawa Academy (K12)	Tokyo	2009/3/1		○	○	6-1-1 Tamagawagakuen, Machida, Tokyo 194-8610 Tel.042-739-8111
AICJ Junior & Senior High School	Hiroshima	2009/6/1			○	2-33-16 Gion, Asaminami-ku, Hiroshima, Hiroshima 731-0138 Tel. 082-832-5037
Ritsumeikan Uji Junior & Senior High School	Kyoto	2009/9/1			○	33-1 Hachikenadani, Hironocho, Uji, Kyoto 611-0031 Tel.0774-41-3000
Canadian International School	Tokyo	2009/12/1	○			5-8-20 Kitashinagawa, Shinigawa-ku, Tokyo 141-0001 Tel.03-5793-3839
Tokyo Gakugei University International Secondary School	Tokyo	2010/2/1		○		5-22-1 Higashi-oizumi, Nerima-ku. Tokyo 178-0063 Tel.03-5905-1326
Okinawa International School	Okinawa	2011/7/1	○			2-34-22 Sobe, Naha, Okinawa 900-0023
Gunma Kokusai Academy	Gunma	2011/10/1			○	1361-4 Uchigashimacho, Ota, Gunma 373-0813 Tel.0276-47-7711
Tsukuba International School	Ibaraki	2011/11/1	○			7846-1 Kamigo, Tsukuba, Ibaraki 300-2645 Tel.029-886-5447
Doshisha International Academy	Kyoto	2012/3/1	○		○	7-31-1 Kizugawadai, Kizugawa, Kyoto 619-0225 Tel.0774-71-0810
Osaka YMCA International School	Osaka	2012/6/1	○			6-7-34 Nakatsu, Kita-ku, Osaka, Osaka 531-0071 Tel.06-6345-1661
India International School in Japan	Tokyo	2013/6/1			○	1-20-20 Ojima, Koto-ku, Tokyo 136-0072
Horizon Japan International School	Kanagawa	June, 2013			○	1-38-27 Higashiterao, Tsurumi-ku, Yokohama, Kanagawa 230-0077 Tel.045-584-1945
Linden Hall School	Fukuoka	October, 2013			○	3-10-1 Futsukaichikita, Chikushino, Fukuoka 818-0056 Tel.092-929-4558

- (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