

A First things to do after arriving in Japan

Newly incoming international students (who are the mid to long-term residents with a status of “Student” and have permission to stay over “3 months”) are required to do the following procedures.

Off-Campus Registration



<Resident Registration (Notification of Moving in)>

Within 14 days after you settled your residence in Japan, you need to register your residence (Notification of Moving in) at the City Hall. If you are not issued a residence card at the port of entry (in case of it being written that “the residence card will be issued later” on your passport), the card will be sent to your address from the Immigration Bureau approximately 10 days after the resident registration at the City Hall.

(Regarding the resident card, see page4)

[My Number (the Social Security and Tax Number System)]

“My Number (Individual Number)” is the number given to each person, and it is the important number because you use this for some procedures at national and regional public agencies. “Notification Card” of “My Number” will be sent to you after you did resident registration. You must keep this “Notification Card” in a safe place, and do not throw away or tear it. To prevent your number from being abused, do not inform your number to anyone other than public procedure.

[How to do the residence registration]

For registration, please go to the Citizen Division at the City Hall.

You will need the following

- Notification of Change in Residence (available at the City Hall)
- Passport
- Residence card (Holders only)



Further Information

Yamaguchi City Hall Civic Section	TEL : 083-934-2770
Ube City Hall Civic Section	TEL : 0836-34-8238

<National Health Insurance>

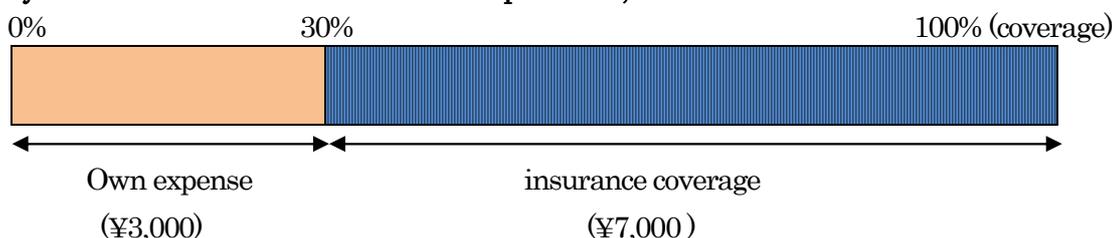


All international students are required to join the National Health Insurance programme regardless of your period of stay. (If you are a spouse of a Japanese and have already joined other health insurance programme (such as the Health Insurance Association or Kyousai Association etc.), you are not required to register to the National Health Insurance.)

You will need to pay the monthly premium for this insurance, but you just pay 30 % of the total medical charge each time you consult with a doctor. You need to bring the National Health Insurance card with you when you have any medical treatment.



Ex) If you join the National Health Insurance and spend ¥ 10,000 for a medical treatment.



【Procedure】

To join the National Health Insurance program, please complete the procedures at Insurance and Pension Division of the City Hall when you go there to resident registration. After the registration, your “National Health Insurance Card” will be sent to you by mail. Before leaving Japan, please ensure to return your “National Health Insurance Card” to the City Hall and settle the premium. If you move to another city in Japan, you are required to join the insurance at the City Hall of your new place.

You will need the following :

- Residence card • Passport • Personal seal

【How to Pay the Premium】

The premium of the health insurance is determined according to your income and your place of residence. For singles with no income, it is approximately ¥20,000 for a year. The premium will be billed in 10 installments from June to next March. The payment slip will be mailed by mid-June if you join it in April or May. If you join in another month, the slip will be mailed by middle of the following month. You can choose the payment method from either automatic deduction from your bank account or paying with the payment slip every month at a convenience store or bank.



【Premium Calculation】

The premium of National Health Insurance is determined by the earnings of the prior year. Note that if you do not do the necessary procedure every year, it will get higher

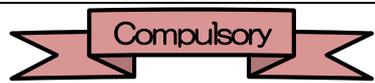
. →For further information, see page.15



Further Information

Yamaguchi City Hall : Section in charge of National Health Insurance , Insurance and Pension Division TEL : 083-934-2802
 Ube City Hall : Insurance Section 1, Insurance and Pension Division TEL : 0836-34-8285

<National Pension>



If you are over 20 years old and under 60 years old, international students must join the National Pension Fund, regardless of your period of stay in Japan. We recommend you to complete the procedures at the National Pension Section of City Hall when you go there for the registration of residence. However, if your income is considered as less than a certain income level, paying the premium is probably waived or exempted. If you are eligible for it, you need to do another procedure. Basically, you need to apply for the waiver in every fiscal year, so please read the related documents carefully before you apply for it.

If a member of the National Pension Fund becomes disabled or deceased, the member or their family can receive the national pension if their necessary requirements are satisfied.

You will need the following:: (Documents vary according to the status of the students.)

- | | |
|--|---|
| Degree student | • Application form for student waiver for National Pension(available at City Hall) |
| | • Student identification card |
| Non-degree student
(Research student/Auditor) | • Application form for exemption or postponing of contribution payment for National Pension
(available at City Hall) |



Further Information

Yamaguchi City Hall :Section in charge of National Pension, Insurance and Pension Division TEL:083-934-2801
 Ube City Hall : National Pension Section, Insurance and Pension Division TEL : 0836-34-8292

<Opening of a Bank Account>

We recommend you to open a bank account as soon as possible since scholarship will be transferred into your bank account. It is needed for making a contract for mobile phone, too.



You will need the following :

- Personal seal(*inkan*)
- Passport
- Residence card

*The application form for opening a bank account is available at the bank.

Which bank should I open my account?

- Tuition fee of Degree students is deducted automatically from their Japan Post Bank Saving Account (JP Bank “YU-CHO”). Therefore, you are required to open an account with JP Bank. After opening an account at JP Bank, please submit an automatic deduction form, which is for the tuition fee, at the nearest post office as soon as possible. (Non-degree students pay their tuition fee at the post office with a payment form.
- Japanese Government (*Monbukagakusho*) scholarship students or the Honors Scholarship for privately financed international students are required to open a Japan Post Bank Savings Account (“YU-CHO”). Stipends for these scholarships will be automatically transferred into this account. Thing to bring to open a Japan Post Bank Savings account are the same as for a bank account.

[Note]

If you are married, you are still required to open your own bank account, as scholarship funds and various allowances cannot be transferred into other person’s bank account or joint bank accounts.

<Buy a cellular phone>

A cellular phone is a very convenient tool when you live in Japan. After you buy your cellular phone, please give your phone number to your faculty / graduate school and the International Student Support Office.

You will need the following :

- Personal stamp
- Passport
- Bankbook
- Residence card or certificate of residence

*If you are under 20 years old, you will have to turn in a letter of consent by guardian.

B Residency Procedures in Japan

All of the international students are granted permission to stay in Japan for the purpose of gaining an education at a university. Under the “Immigration Control and Refugee Recognition Act”, you will have to do the necessary procedure for gaining and renewing your status of residence. The application will be done at one of the closest Regional Immigration Bureau. Most application processes take a long time, so when applying you should have enough time and try not to make mistakes on the application.



1. About the Residence Card

http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00008.html

「Residence Card」 is a card that is given to foreigners who are staying in Japan for mid- or long-term and it contains the person's photo, address, nationality, status, period, and the conditions of permission to engage in activities other than those permitted under the status of residence previously granted. For aliens who are planning on staying for mid- or long-term, and a person who has visas coming in to Japan, they will receive a 「Residence Card」 at the airport during the immigration examination. You are required to have a residence card with you at all times.

2. Applying for Extension of Period of Stay in Japan

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/03.html>

If you wish to stay in Japan longer than the approved period of stay, you will need to apply for extension. You can apply for the extension up to 3 months before the day your stay period expires. It takes about 3 weeks to get the permission after you apply, so you should go through the procedure ahead of time at the Immigration Bureau.

You will need the following : For information regarding the certificates, See pp.12

- Application for extension of period of stay
(available at the International Student Section of your affiliated faculty or graduate school and the International Student Support Office)
- Photo (4cm×3cm)
 - * Write the name of the applicant on the back of the photo and put it on the photo section of the form.
 - * The photo must be taken within 3 months without a hat or background and be clear.
- Form from organization
(Please apply to the International Student Section of your affiliated faculty or graduate school. It takes 1 week to issue it.)
- Certificate of enrollment
- Certificate of acceptance (those who are going to enter Graduate School)
- Authority letter for the extension of studying period as a research student (in case you want to extend the period for being a research student)
- Transcript of academic records
 - Research students and Special auditor students should take a copy of any documents that certifies their research plan and hours of research, they are currently conducting.
- Documents to verify that you have sufficient funds to cover the study and living expenses during your stay in Japan, such as a certificate of scholarship and a bank account statement
- Residence card
- Passport
- Fee in the form of revenue stamps (available at the post office)
¥4,000 (necessary only when you get an extension)



3. Re-Entry Permit : Leaving from Japan for temporarily

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/06.html>

If you are going to be returning to Japan within 1 year (if your period of stay is less than 1 year, before your stay period ends) of your departure, you do not have to get reentry permit from the Immigration Bureau. We call this a “Special Re-Entry Permit”. If you want this permit, you will have to check the box on “I am leaving Japan temporarily and will return” on the reentry ED card, which you will turn it in immigration at the airport.

【Caution】

• If you are not reentering within a given period for Special Re-Entry Permit, you will lose the status you had before you left the country

You cannot extend the given period of special reentry permit outside Japan.

- If you have not received a residence card, when leaving the country, you must present the passport where it is written “Residence Card will be issued later”
- If there is a possibility that you will not be reentering Japan for over a year, you will have to get a “Re-Entry Permit” from the Immigration Bureau before leaving Japan.
- If you are temporarily leaving Japan, you have to contact your assigned professor and International Student Section of your affiliated faculty and turn in the Application for Temporary Absence from Japan (see appendix11) 10 days prior to your departure. In addition, if you stay in the International House and YU International Share House, you need to submit Notice of Absence to each office.

4. Changing Your Registration Details : Change the Matter to be Recorded

http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00009.html

Due to marriage or other reasons, you must register changes in name or nationality etc. at the Immigration Bureau within 14 days of the change.

You will need the following :

- Application form for a change of details (it is at the International Student Section of your affiliated faculty or International Student Support Office)
 - Photo (4cm × 3cm)
 - *Name of the person on the back and paste it on the photo section of the application
 - *Photo must be taken within 3 months without a hat or background, and it must be clear
 - Passport or Documents that provide evidence of the change, etc.
 - <Change in a name due to marriage>
A passport with a changed name and marriage certificate (copy of one`s family register if married to a Japanese)
 - <Change in nationality or region>
Passport of newly gained nationality (If you have a passport of your prior nationality, bring that also)
 - <Change in other reasons or mistake on your residence card>
Proper paper work that proves the changes or the right name etc.
 - Residence card
 - Passport
- *There is no service charge for the procedure.

5. If your Residence Card is Lost, Damaged, or Stained



<If you have lost your Residence Card>

http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00010.html

If your card is lost or stolen, you must report it to the local police station and apply for a reissuing of the card at the Immigration Bureau within 14 days of the incident.

You will need the following :

- Application form for re-issue (it is at the International Student Section of your affiliated faculty or International Student Support Office)
- Photo (4cm×3 cm)
 - *Name of the person on the back and paste it to the photo section of the application
 - *Picture must be taken within 3 months without a hat or background, and it must be clear
- Passport
- Evidence that shows you have lost your card (Report of lost property, report of stolen property, report of disaster etc.)
 - *If you are unable to turn these in, you must turn in a written statement of the reason for the situation and reason of the loss.
 - *There is no service charge for the procedure.

<If you have damaged or stained your Residence Card>

http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00012.html

If your residence card is badly damaged, stained, or the record on the IC chip is damaged, you will have to apply for a reissuing of the card. There is no deadline for this, but if you have received an order of application for a re-issue from the Regional Immigration Bureau, you will have to apply for re-issue at the Immigration Bureau within 14 days.

You will need the following :

- Application form for re-issue (It is at the International Student Section of your affiliated faculty or International Student Support Office)
- Photo (4cm×3 cm)
 - *Name of the person on the back and paste it to the photo section of the application
 - *Photo must be taken within 3 months without a hat or background, and it must be clear
- Passport
- Residence card
 - * There is no service charge for the procedure.

6. Change of Status of Residence : Changing the Status of your Residency

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02.html>

If you stop undertaking the activities that are stipulated in your status, and plan to continue living in Japan doing other activities, you must change your status of residency.

<When changing from “Dependent” to “Student” Status>

You will need the following :

- Application form for change of status of residence
(available at the International Student Section of your affiliated faculty or graduate school and the International Student Support Office)
- Photo (4cm×3 cm)
 - *Name of the person on the back and paste it to the photo section of the application
 - *Picture must be taken within 3 months without a hat or background, and it must be clear
- Form for organization
(Please apply to the International Student Section of your faculty or graduate school. It takes 1 week to issue it.)
- Certificate of enrollment
(Certificate of acceptance or verification for the proposed entrance into an educational institution as is applicable)
- Certificates of scholarships you are receiving (as is applicable) or Bank account statement
- Passport
- Residence card
- Fee in the form of revenue stamps (available at the post office)
¥4,000 (necessary only when you get permission)

<When changing 「Short-Term Stay」 to 「Student」 >

If you are changing your status from short-term stay, you will need an unchangeable, special reason for permission.

You will need the following :

- Application form for change of status of residence
(available at the International Student Section of your affiliated faculty or graduate school and the International Student Support Office)
- Photo (4cm×3 cm)
 - *Name of the person on the back and paste it to the photo section of the application
 - *Photo must be taken within 3 months without a hat or background, and it must be clear
- Form for organization
(Please apply to the International Student Section of your faculty or graduate school. It takes 1 week to issue it.)
- Passport
- Fee in the form of revenue stamps (available at the post office)
¥4,000 (necessary only when you get permission)

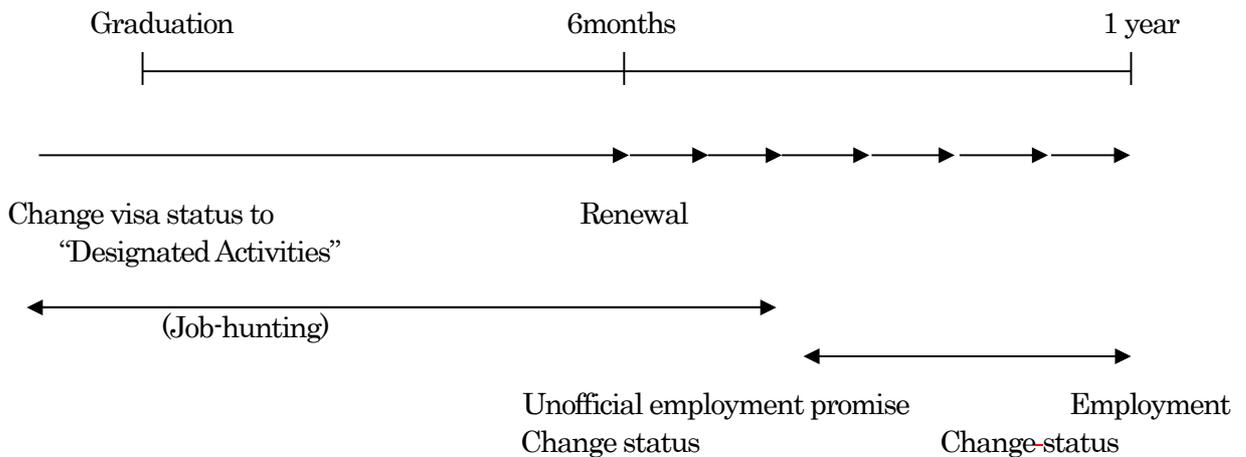
*About the receiving of the Certificate of Eligibility, contact your International Student Section of your affiliated faculty.

<When changing from “Student” to “Designated Activities” (In the case of doing job hunting continuously after Graduation)>

http://www.moj.go.jp/ONLINE/IMMIGRATION/ZAIRYU_HENKO/zairyu_henko10_21_10.html

If degree students will reside in Japan to do job hunting continuously, they must change their status “Student” to “Designated Activities”. You can apply for this change after getting your certificate of Graduation (after you graduate) issued. If your period of stay as a “Student” expires at the same time as the date of your graduation ceremony, completion ceremony or degree awarding ceremony, you can apply for it in advance by submitting your certificate of expected graduation / expected completion. It takes about 3 weeks to get the permission after your application. After getting the permission, you can stay for another 6 months. Also, you can extend the period once more when you spend the 6 months and stay in Japan for job-hunting for maximum 1 year.

<Ex> Change the status to “Designated Activities” just after graduation, extend the period of stay after six months, and get a job in Japan.



You will need the following: About certificates, See pp.12

- Application for change of status of residence
(available at the International Student Section of your faculty or graduate school and the International Student Support Office)
 - Photo (4cm×3 cm)
 - *Name of the person on the back and paste it to the photo section of the application
 - *Photo must be taken within 3 months without a hat or background, and it must be clear
 - Letter of recommendation (Please apply to the following places.)
 - Copy of a diploma or Certificate of graduation/ Certificate of completion
(Please apply to the International Student Section of your affiliated faculty or graduate school.)
- <When registering before graduation>
- Certificate of expectation of graduation or completion
- Materials which show your job-hunting (It is preferred to have your name)
 - Documents which verify that you have enough funds to cover living expenses during your stay in Japan (Copy of bankbook etc.)
 - Residence card
 - Passport
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- Fee in the form of revenue stamps (available at the post office.)
¥4,000 (necessary only when you get a permission.)

【Where to Apply】

- Yoshida Campus : International Student Support Office
Kogushi Campus : Education・Student Support Section, Educational Affairs Division, School of Medicine
Tokiwa Campus : Student Support Section, Faculty of Engineering



If you are informally promised employment within the period of stay, you can stay in Japan until the employment, on the condition that they renew the period of stay with documents issued by their employer. For further information, please refer to your employer or the Immigration Bureau.

7. Returning your Residence Card : After Graduation or Completion

When a foreign national who owns a residence card is no longer a mid or long term resident, have departed with obtaining a Re-Entry Permit including a Special Re-Entry Permit but have not come back within the period of validity for the Permit or the residence card is expired, the foreign national have to return the residence card to the Minister of Justice within 14 days from the invalid date.

You can return it to the Immigration Officer at the airport, a port when you leave the country, or send it to the address below. If you do not return it within the given period, you might end up with a fine.

【Address for when sending the residence card】

〒135-0064 Tokyoto Koutouku Oumi 2-7-11 Tokyo Kouwan Goudouchousha 9th floor Tokyo Immigration Bureau
Odaiba Bunshitsu

*Write 「Return of Residence Card」 at the front of the letter.

8. Address and Phone Numbers for Yamaguchi Prefecture Immigration Bureaus, etc.



Hiroshima Regional Immigration Bureau Shimonoseki Branch Office See appendix 8.

Open Monday to Friday (excluding public holidays) 9 : 00 ~12 : 00, 13 : 00 ~16 : 00
Shimonoseki Port Legal Affairs Joint Government Building 3rd floor
1-7-1, Higashiyatomachi, Shimonoseki City, Yamaguchi, 750-0066
TEL : 083-261-1211 FAX : 083-267-1255

Hiroshima Regional Immigration Bureau Shunan Branch Office (Tokuyama) See appendix 9.

Open Monday to Friday (excluding public holidays) 9 : 00~12 : 00, 13 : 00~16 : 00
Tokuyama Port Joint Government Building, 2nd floor
6-35 Tokuyama Minato-machi, Shunan, 745-0045
TEL : 0834-21-1329 FAX : 0834-22-0991



Further Information

General Information Center for Foreign Residency

(You can contact them in Japanese, English, Chinese, Korean, Spanish etc.)

TEL : 082-502-6060 (Hiroshima) Monday to Friday 9 : 00~16 : 00 (Excluding 12 : 00~13 : 00)

E-mail : info-tokyo@immi-moj.go.jp (Only in Japanese or English)

Immigration Bureau : <http://www.immi-moj.go.jp/english/index.html>