## Table of contents

## Introduction

Chapter <b>1</b>	Pro	cedures for Entry/ Residence	
1		dence Carddence	1
	1-1	Issuance of Residence Card	
	1-2	Moving In Notification	2
	1-3	Loss of Residence Card	2
	1-4	Return of Residence Card	3
2	Proc	edures relating to status of residence	4
	2-1	Extension of period of stay (renewal of period of stay)	
	2-2	Change of status of residence (Change of purpose of residence)	4
	2-3	Permission for permanent residence	5
	2-4	Permission to acquire status of residence (If you gave birth to a child in Japan)	
	2-5	Permission to engage in activities other than those permitted under the of residence previously granted	
	2-6	Notification to Regional Immigration Services Bureau	6
		(1) Notification of the accepting organization	
		(2) Notification of the organization of affiliation	
		(3) Notification of relationship with spouse	
3		entry Permission (re-enter Japan with currently admitted status of dence)	8
		(1) Special re-entry permission (returning to Japan within 1 year)	
		(2) Re-entry permission (returning to Japan after more than 1 year)	
4	Proc	edures for Recognition of Refugee Status	9
	4-1	Definition of Refugee	9
	4-2	Application for Recognition of Refugee Status	9
	4-3	Request for Administrative Review	9
5	Depo	ortation Order etc	10
	5-1	Major Grounds for Deportation	10
	5-2	If You Are Deported	10
	5-3	Departure Order System	10

6	Cont	act for information about Procedures for Immigration and Residence	11
7	Infor	mation Transmission from Immigration Services Agency	12
	7-1	Immigration Services Agency Website	12
	7-2	Immigration Services Agency SNS, etc	12
Chapter <b>2</b>	Pro	cedures at Municipal Offices	
1	Nece	essary Notifications	13
	1-1	Notification of Address	13
		(1) If you entered Japan by receiving a new landing permission	
		(2) When you move	
	1-2	Notification of Marriage	14
		(1) Documents Required for a Marriage Registration	
		(2) Validity of marriage in your country	
	1-3	Notification of Divorce	15
		(1) Validity of divorce in your country	
		(2) If you are worried that your divorce notification might be submitted without your consent	
	1-4	Notification of Death	15
		(1) Documentation required for notification of death	
		(2) Returning of a Residence Card	
	1-5	Seal Impression Registration	16
		(1) Procedures for seal impression registration	
		(2) Certificate of a Registered Seal	
2	My N	Number System	17
	2-1	About My Number System	17
	2-2	My Number Card (Individual Number Card)	17
		(1) Contents	
		(2) When to use	
		(3) How to apply for a My Number Card	
		(4) How to receive your My Number Card	
	2-3	Notes about handling My Number Cards (Individual Number Card)	19
	2-4	Other matters	19

## Chapter 3 Employment/Working

1	Basic	knowledge before starting work	20
	1-1	Status of Residence	20
	1-2	Forms of employment	20
		(1) Dispatched workers (dispatched employees)	
		(2) Contract employees (employees with fixed-term employment contract	s)
		(3) Part-time workers	
		(4) A person who works upon entering into a subcontracting agreement/	
	1-3	Labour contract	22
		(1) Range of meaning of the term "worker"	
		(2) Specification of working conditions	
	1-4	Wages	24
		(1) Minimum Wage	
		(2) About the Minimum Wage	
		(3) Leave allowance	
2	Rules	s for working	25
	2-1	Payment of wages	25
	2-2	Working hours, rest periods, rest days	25
		(1) Working hours	
		(2) Rest periods	
		(3) Rest days	
		(4) Obligation of making decisions on working conditions regarding dispatched workers	
	2-3	Overtime work and work on holidays	27
		(1) Overtime work, and work on holidays	
		(2) Premium	
	2-4	Maternity health care, maternity leave, childcare leave / family care leave,	
		etc.	28
		(1) In case of pregnancy	
		(2) Maternity leave	
		(3) Childcare leave	
		(4) Family care leave	
	2-5	Resignation / Dismissal	30
		(1) Resignation	
		(2) Dismissal	
		(3) Bankruptcy of the company	
		(4) Employment Insurance (Basic allowance)	
		(5) Job Hunting Activities	

3	Heal	th and security	34
	3-1	Healthy and safety working environment	34
		(1) Contents of the Industrial Safety and Health Act	
		(2) Health checkups, etc.	
		(3) Face-to-face guidance by physicians	
	3-2	Compensation for injuries or illnesses due to work (Industrial Accident	
		Compensation Insurance)	36
		(1) Procedure for applying for the Industrial Accident Compensation Insu	ırance
		(2) Other reminders	
	3-3	Prohibition of discrimination on the basis of sex	37
		(1) While seeking employment	
		(2) After employment	
	3-4	Harassment prevention measures	38
	3-5	Guidelines for Employment Management of Foreign Workers	38
4	Soci	al Insurance and Labour Insurance	39
	4-1	Health insurance / National health insurance	39
	4-2	National pension / employees' pension insurance	39
	4-3	Long-term care insurance	39
	4-4	Employment insurance	40
		(1) Persons eligible for employment insurance	
		(2) Payment of premiums	
	4-5	Industrial Accident Compensation Insurance	40
Chapter <b>4</b>	<b>C</b> hi	ldbirth and Parenting	
			4.4
1		edures Related to Pregnancy	41
	1-1	Notification of pregnancy and issuance of a maternal and child health handbook (boshi kenko techo)	11
	1-2	Prenatal health checkups	
		·	41
	1-3	Home visits by a public health nurse, midwife, or other healthcare professional	42
	1-4	Parental classes (for mothers and fathers)	
_			
2		edures after Birth	
	2-1	Notification of birth	43
		(1) Documents required for notification of birth	
		(2) Other procedures	
	2-2	Notification of the childbirth to home countries	
3	Child	dbirth Expenses and Allowances	
	3-1	Lump-sum allowance for childbirth	44

		3-2	Childbirth allowance	44
		3-3	Childcare leave benefits	45
			(1) Provision during childcare leave	
			(2) In the case of a temporary worker (employee with a fixed-term contra	ct)
		3-4	Child allowance	46
			(1) Eligibility	
			(2) How to receive the child allowance	
			(3) Amount	
			(4) Payment timing	
	4	Parer	nting	47
		4-1	Checkup of infants	47
		4-2	Vaccinations	47
		4-3	Medical expenses for children	47
		4-4	Facilities for preschool-aged children	47
			(1) Day care center (Hoikujo)	
			(2) Kindergarten (Yochien)	
			(3) Center for Early Childhood Education and Care (Nintei Kodomoen)	
		4-5	After-school Children's club (Hokagojido-club)	49
		4-6	Family Support Center	49
Chapte	r <b>5</b>	Edu	cation	
	,	T al a	ation system in Japan	ΕO
	1	Eauc	auon system maapan	50
	1	1-1	Elementary and junior high school	
	1	1-1		51
	1	1-1	Elementary and junior high school	51 51
	1	1-1 1-2	Elementary and junior high school	51 51 51
	1	1-1 1-2 1-3	Elementary and junior high school	51 51 51 52
	1	1-1 1-2 1-3 1-4	Elementary and junior high school  High school  Schools for foreign students  Evening Class at Public Junior High School	51 51 51 52
	1	1-1 1-2 1-3 1-4 1-5	Elementary and junior high school	51 51 51 52 52
	1	1-1 1-2 1-3 1-4 1-5 1-6	Elementary and junior high school	51 51 52 52 52 53
	2	1-1 1-2 1-3 1-4 1-5 1-6 1-7	Elementary and junior high school	51 51 52 52 52 53 54
		1-1 1-2 1-3 1-4 1-5 1-6 1-7	Elementary and junior high school	51 51 52 52 52 53 53
		1-1 1-2 1-3 1-4 1-5 1-6 1-7 1-8	Elementary and junior high school	51 51 52 52 52 53 54 55
		1-1 1-2 1-3 1-4 1-5 1-6 1-7 1-8 Finar	Elementary and junior high school	51 51 52 52 52 53 54 55 55
		1-1 1-2 1-3 1-4 1-5 1-6 1-7 1-8 Finar 2-1	Elementary and junior high school	51 51 52 52 52 53 54 55 55
		1-1 1-2 1-3 1-4 1-5 1-6 1-7 1-8 Finar 2-1 2-2 2-3 2-4	Elementary and junior high school	51 51 52 52 52 53 54 55 55 55
	2	1-1 1-2 1-3 1-4 1-5 1-6 1-7 1-8 Finar 2-1 2-2 2-3 2-4	Elementary and junior high school	51 51 52 52 52 53 55 55 55 55
	2	1-1 1-2 1-3 1-4 1-5 1-6 1-7 1-8 Finar 2-1 2-2 2-3 2-4 Learr	Elementary and junior high school	51 51 52 52 52 53 55 55 55 56 57

	3-3	Where to learn	58
		(1) Japanese language school	
		(2) Japanese classes in local communities	
		(3) Online classes, distance learning	
	3-4	Website for Japanese learners: "Connect and Enhance Your Life in Japane	
		(known as Tsunahiro)	59
Chapter <b>6</b>	Me	dical Services	
1	Med	ical institutions	60
	1-1	Types of medical institutions	60
	1-2	How to find medical institution	61
2	Med	ical Insurance	62
	2-1	Health Insurance	62
		(1) Enrollment Requirements	
		(2) Insurance premiums	
		(3) Benefits	
	2-2	National Health Insurance	64
		(1) Enrollment requirements	
		(2) Enrollment and withdrawal application	
		(3) Insurance premiums	
		(4) Benefits	
	2-3	Medical Care System for Elderly in the Latter Stage of Life	67
		(1) Enrollment Requirements	
		(2) Enrollment and withdrawal application	
		(3) Insurance Premiums	
		(4) Benefits	
3	Med	icine	69
	3-1	Pharmacies	69
	3-2	Drugstores	69
Chapter <b>7</b>	Pen	sion and Welfare	
1	Pens	sion	70
	1-1	National Pension	71
		(1) How to enroll the system	
		(2) Contributions	
		(3) Benefits	

		1-2	Employees' Pension Insurance system	. 73
			(1) Eligible members	
			(2) Contributions	
		4 0	(3) Benefits	7.6
		1-3	Lump-sum Withdrawal Payments	
	2		-Term Care Insurance	
		2-1	Eligibility	
		2-2	Premiums	
		2-3	Long-Term Care service	
	3	Child	Welfare	. 79
		3-1	Child Allowance	
		3-2	Child Rearing allowance	. 79
		3-3	Special Child Rearing Allowance (for parents of children with disabilities)	. 80
		3-4	Severe Disability Premium	. 80
	4	Welfa	are for persons with disabilities	. 81
		4-1	Certification for Persons with Disabilities	. 81
		4-2	Public services for persons and children with disabilities	. 81
	5	Publi	c Assistance	. 82
		5-1	Requirements for Public Assistance	. 82
			(1) Utilizing Assets	
			(2) Utilizing Skills	
			(3) Other Allowances	
			(4) Support from family members	
		5-2	Types of assistance	. 83
	6	Servi	ces to promote independence for needy persons	. 84
Chapte	r <b>8</b>	Tax		
	1	Indiv	idual Income Tax	85
	_	1-1	Taxpayer and scope of personal taxable income	
			(1) Residents	
			(2) Non-Permanent Residents	
			(3) Non-Residents	
		1-2	Filing a tax return and payment	. 87
			(1) Persons who need to file a tax return	
			(2) Persons who are eligible for a tax refund by filing a tax return	
			(3) When to file a tax return and pay tax	
			(4) When you leave Japan	

		(1) If you give economic support to your family;	
		(2) If you are married;	
		(3) If you pay social insurance;	
		(4) If you pay life insurance premiums; or	
		(5) If you have spent a significant amount of medical expenses;	
	1-4	Withholding and year-end adjustment	89
	1-5	Special cases by Income Tax Convention	89
2	Indiv	idual Inhabitant Taxes	90
	2-1	Definition of Individual Inhabitant Taxes	90
	2-2	How to pay the Individual Inhabitant Taxes	90
	2-3	Miscellaneous	90
3	Cons	sumption Tax	91
4	Tax c	on your automobile	91
	4-1	Automobile Tax / Light Motor Vehicle Tax	91
		(1) Automobile Tax / Light Motor Vehicle Tax with an environmental	
		performance-based tax reduction	
		(2) Automobile Tax / Light Motor Vehicle Tax and tax reduction according engine size	ng to
	4-2	Vehicle Weight Tax	92
5	Prop	erty Tax	92
6	Inqui	iries about tax	92
	6-1	National Taxes	92
		(1) By Telephone (Call center)	
		(2) Tax Answers (FAQ on taxes)	
		(3) National Tax Agency website	
	6-2	Inquiries on Local Tax	93
Chapter <b>9</b>	Traf	ffic	
1	Traff	ic rules	94
	1-1	Safety guidelines for pedestrians	94
		(1) Walking on roads and sidewalk	
		(2) Rules for crossing the street	
		(3) Walking at night	
	1-2	Safety guidelines for cyclists	95
		(1) Five rules to follow to ensure safety when riding a bicycle	
		(2) Using intersections	
	1-3	Safety guidelines for drivers (automobiles and motorcycles)	97

	2	Driver's license		98
		2-1	How to get a Japanese driver's license	98
		2-2	How to renew a Japanese driver's license	99
		2-3	Penalty point system	99
	3	Own	ership of motor vehicles (including motorcycles)	99
		3-1	Motor vehicle registration	99
			(1) When to register and types of registration	
			(2) Where to register	
		3-2	Parking Space Certificate	100
		3-3	Vehicle Safety Inspection (including some types of motorcycles)	101
		3-4	Car Insurance	102
			(1) Compulsory Automobile Liability Insurance (CALI)	
			(2) Voluntary Insurance	
	4	Resp	onding to a Traffic Accident	103
		4-1	Stop driving	103
		4-2	Emergency calls to the police and an ambulance	103
		4-3	Doctor's diagnosis	103
		4-4	Application for a Traffic Accident Certificate	103
Chapter	· 10	<b>E</b> m	nergencies and Disasters	
	1		rgency call	104
	1	1-1	Medical emergencies, injuries, fires, etc. (119)	
		1-2	Traffic accidents and crimes (110)	
	2		ıral Disasters	
	۷	2-1	Tropical cyclones and intense heavy rain	
		2 1	(1) Flooding of rivers	100
			(2) Landslide (Mud flows)	
		2-2	Earthquakes	107
		2-3	Tsunami	
		2-4	Volcanic Eruption	110
	3	Evac	uation	
		3-1	Evacuation shelters	
		3-2	Evacuation information provided	
		3-3	How to evacuate	
		3-4	Useful Disaster Weather information	115

## Chapter 11 Housing

	1	Japanese Housing12		
		1-1	Privately Owned Housing	117
		1-2	Public housing	117
		1-3	UR Rental Housing	117
		1-4	Private Rental Housing	117
	2	Movi	ing-in	118
		2-1	Public housing	118
		2-2	UR Rental Housing	118
		2-3	Private Rental Housing	118
Chapte	r <b>12</b>	Da	ily rules and customs	
	1		rules	121
		1-1	Garbage	
			(1) Basic rules for garbage disposal	
			(2) Illegal dumping	
		1-2	Making Noise	123
		1-3	Restroom	123
		1-4	Mobile phone use	123
		1-5	On a bus or train	123
		1-6	Hot springs and bathhouses	124
		1-7	Prohibition signs	124
	2	Prev	ention of infectious diseases	125
		2-1	Hand washing	125
		2-2	Coughing manners	126
		2-3	Humidity	126
		2-4	Rest and nutrition	126
		2-5	Going out	126
	3	Lifes	tyle necessities	127
		3-1	Community life	127
			(1) Community groups (Residents' association and neighborhood	d association)
			(2) Relationship with your neighbors	
		3-2	Crime Prevention	127
		3-3	Utility services	128
			(1) Electricity	
			(2) Gas	
			(3) Water	

	3-4	Mobile phones	130
		(1) Mobile phone contract	
		(2) Warnings for using services for mobile phone contracts	
	3-5	Bank Account	131
		(1) How to open a bank account	
		(2) Notify your bank immediately of any change in your address or period stay	of
		(3) How to close a bank account	
	3-6	Post Office	132
4	Publ	ic Transportation	133
	4-1	IC Cards issued by railway companies	133
		(1) General functions	
		(2) Registered card	
		(3) Non-registered card	
		(4) Deposit	
	4-2	Trains	134
		(1) How to get on a train	
		(2) Types of ticket	
		(3) Other tickets	
	4-3	Bus	135
		(1) Traveling long distances (Long-distance buses)	
		(2) To move in and around the city (Local buses)	