

# Guidebook on Living and Working

~For foreign nationals who start living in Japan~



Immigration Services Agency

7th edition



# Introduction

The number of foreign nationals staying in Japan remains at a high level of approximately 3.58 million as of the end of June 2024.

It is expected that the number of foreign residents will continue to increase in the future.

In order to realize a society in which both Japanese and foreign nationals can live with a sense of security, it is important for Japanese nationals to understand foreign nationals, as well as it is important for foreign nationals to have accurate and quick access to the information on the rules and customs of Japan.

Based on the “Comprehensive Measures for Acceptance and Coexistence of Foreign Nationals,” which was accepted in December 2018 by the “Conference of Relevant Cabinet Ministers on Acceptance and Coexistence of Foreign Nationals”, a “Guidebook on Living and Working” has collected and contained basic necessary information so as to enable foreign residents to live and work safely and securely in Japan through efforts made jointly by respective ministries. This guidebook has been posted with multilingual versions (18 languages) on the “Daily Life Support Portal Site for Foreign Nationals,” which has been set up on the website of the Immigration Services Agency.

The sixth edition was revised, and the seventh edition has been completed here based on new establishment and abolition of schemes with cooperation of relevant ministries and posted on the “Daily Life Support Portal Site for Foreign Nationals.” as of October 1, 2024.

We hope that all the foreign nationals are able to enjoy their life in Japan without problems by utilizing the information contained in this guidebook.

March 2025

Immigration Services Agency

The following Japanese ministries and agencies have contributed to the writing and proofreading of each chapter in this guidebook.

## List of Ministries and Agencies

Cabinet Secretariat	Ministry of Internal Affairs and Communication	Ministry of Agriculture, Forestry and Fisheries
Cabinet Office	Ministry of Justice	Ministry of Economy, Trade and Industry
National Police Agency	Ministry of Foreign Affairs	Ministry of Land, Infrastructure, Transport and Tourism
Financial Services Agency	Ministry of Finance	Ministry of the Environment
Consumer Affairs Agency	Ministry of Education, Culture, Sports, Science and Technology	
Children and Families Agency	Ministry of Health, Labour and Welfare	
Digital Agency		

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# Procedures for Entry/Residence



## 1

## Residence Card

A residence card is an ID for foreign residents in Japan. It shows your identification information, the period you can stay in Japan (period of stay) and the activities that you can conduct in Japan (your status of residence), and so on.



- A person who is 16 years and over needs to carry his / her residence card at all times.
- It can also be used as an ID card for municipal procedures, contracts, etc.

### Persons to Whom a Residence Card Is Issued

A residence card is issued to a person who stays in Japan over three months. (Such person is called “mid-to-long-term resident”).

### Six cases where a residence card is not issued

- A person granted permission to stay for three months or less
- A person granted “Temporary Visitor” status of residence
- A person granted “Diplomat” or “Official” status of residence
- A person who has one of the following “Designated Activities” statuses of residence
  - Staff members and his/her families of the Japanese office of the Taiwan-Japan Relations Association (Taipei Economic and Cultural Representative Office in Japan, etc.).
  - Staff members and his/her families of the Permanent General Mission of Palestine in Japan who have “Designated Activities” status of residence
  - Digital Nomad (a person who stays in Japan for the purpose of international remote work, etc.) and his/her spouse/children
- A special permanent resident
- A person with no status of residence

## 1-1

## Issuance of Residence Card

A residence card is mainly issued at the following time

- i **When a new landing permit is given at Narita Airport, Haneda Airport, Chubu Airport, Kansai Airport, New Chitose Airport, Hiroshima Airport, and Fukuoka Airport**
  - ➡ A residence card is issued at the airport.
- ii **When a new landing permit is given at an airport or a port not mentioned above**
  - ➡ After entering Japan, submit a "Notification of Place of Residence (Moving In Notification)" to the municipality in which you live. After that your Residence Card will be delivered to your house by mail.
- iii **When you receive permission for extension of the period of stay.**
  - ➡ Please apply for extension of period of stay (cf. 2-1) at the Regional Immigration Services Office before your period of stay expires. A new residence card will be issued if your application is permitted.
- iv **When you receive permission for change of the status of residence**
  - ➡ If you need to change your status of residence, please apply for change of status of residence at the Regional Immigration Services Office (cf. 2-2). A new residence card will be issued if your application is permitted.
- v **When you receive permission for acquisition of status of residence**
  - ➡ If a child is born in Japan without Japanese nationality and wishes to continue his/her stay in Japan beyond 60 days after he or she is born, it is necessary to apply for acquisition of his/her status of residence at the Regional Immigration Services Office within 30 days from the date of birth (cf. 2-4). A new residence card will be issued if his/her application is permitted.

## 1-2

## Moving in Notification

A person who has had been issued his/her Residence Card need to register his/her address / place of residence (file moving-in notification) within 14 days after his/her residence has been determined.

As his/her Residence Card (in the case of 1-1 i) or passport (in the case of 1-1 ii) is required to file the said notification, please make sure to bring either of them.

**See: Chapter 2-1, 1-1 Notification of Address**

## 1-3

## Loss of Residence Card

You need to apply for reissuance of your residence card at the Regional Immigration Services Office within 14 days of the day when the loss is found.

#### Necessary Documents

- Passport
- A photograph (4 cm long × 3 cm wide, taken within six months, not required for persons under the age of 16)

- Documentation that proves reasons for loss of the Residence Card (Certificate of Lost Property Report, Report of Theft, Disaster Victim Notification, etc.)
- An application for reissuance of a Residence Card

See the following URL for details:

[https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00010.html](https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00010.html)



## 1-4

## Return of Residence Card

You need to return your residence card to the Regional Immigration Services Office in the following circumstances:

### Leaving Japan Re-entry Nonreserving

(leaving Japan after finishing your activities)

- Please return your residence card to an Immigration officer at an airport or seaport when you leave Japan.

- When a family member or someone you live with died
- If you left Japan with re-entry permission and special re-entry permission but did not return to Japan within the validity period of the re-entry permission and special re-entry permission
- When you were naturalized as a Japanese citizen

In the cases above, please return your residence card within 14 days by either of the following methods.

- Bring the residence card to the nearest Regional Immigration Services Office.
- Send the residence card by mail

To: Online Inspection Department Odaiba Branch  
Office, Tokyo Regional Immigration Services Office  
Tokyo Port Joint Government Building 9F, 2-7-11 Aomi, Koto-ku, Tokyo 135-0064  
(Please write "**Return of the Residence Card**" on the front of the envelope)



See the following URL for details:

[https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00020.html](https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00020.html)



## 2

## Procedures relating to status of residence

## 2-1

### Extension of period of stay (renewal of period of stay)

If you wish to continue your stay in Japan beyond your currently authorized period of stay, you need to apply for an extension of period of stay at a Regional Immigration Services Office.

#### Necessary Documents

- Passport
- Residence Card (if you have already been issued one)
- A photograph (4 cm long × 3 cm wide, taken within six months, not required for persons under the age of 16)
- An application form for extension of period of stay and documentation that specifies your planned activities, etc.

<https://www.moj.go.jp/isa/applications/procedures/16-3.html>



## 2-2

### Change of status of residence (Change of purpose of residence)

If you wish to stay in Japan and change your present purpose of residence, you need to apply for change of status of residence at a Regional Immigration Services Office.

#### Necessary Documents

- Passport
- Residence Card (If you have already been issued one)
- A photograph (4 cm long × 3 cm wide, taken within six months, not required for persons under the age of 16)
- An application form for change of status of residence and documentation that specifies your planned activities in Japan etc.

<https://www.moj.go.jp/isa/applications/procedures/16-2.html>



○Search by status of residence○

<https://www.moj.go.jp/isa/applications/status/index.html>



## 2-3

**Permission for permanent residence**

Those who wish to reside permanently in Japan need to apply for permanent residence. If permanent residence is granted, you can engage in any activity in Japan and stay in Japan as long as you like. Furthermore, you do not have to carry out procedures to extend your period of stay or change your status of residence.

**Necessary Documents**

- Passport
- Residence Card
- A photograph (4 cm long × 3 cm wide, taken within six months, not required for persons under the age of 16)
- An application form for Permanent Residence
- Other necessary documents

See the following URL for details:

<https://www.moj.go.jp/isa/applications/procedures/16-4.html>



## 2-4

**Permission to acquire status of residence (If you gave birth to a child in Japan)**

If a child is born in Japan without Japanese nationality and wishes to continue his/her stay in Japan beyond 60 days from his/her birth, it is necessary to apply for acquisition of his/her status of residence at a Regional Immigration Services Office within 30 days from the date of birth.

\* As a birth certificate (*Shusseki todoke kisai jikou shoumeisho*, or "Certificate of Entry items in Birth Notification") and other documents (see the following for details) are required, please register a birth at an office of municipality before applying for acquisition of a status of residence at a Regional Immigration Services Office.

See: Chapter 4 2-1 Notification of a birth.

**Necessary Documents**

- Passport (if one has already been issued)
- An application form for permission to acquire status of residence
- Certificate of entry items in birth notification (It is available at office of municipality) or other documents that proof birth
- Documentation that specifies the child's planned activity in Japan
- A copy of your Certificate of Residence or Certificate of entry items in Resident Register (You can get it at office of municipality)

<https://www.moj.go.jp/isa/applications/procedures/16-10.html>



## 2-5

## Permission to engage in activities other than those permitted under the status of residence previously granted

If you wish to work with a status of residence that does not permit you to work (status of residence of “Student”, “Dependent” and so on), or to engage in activities other than those permitted under the status of residence previously granted, you need to apply for permission to engage in activities other than those permitted under the status of residence previously granted at a Regional Immigration Services Office. (See Chapter 3-1 1-1 to confirm which activities are permitted under your status of residence.)

### Necessary Documents

- Passport
- Residence Card
- An application form for permission to engage in activities other than those permitted under the status of residence previously granted
- Documents to certify the activity by which you intend to earn income or receive remuneration



See the following URL for details:

<https://www.moj.go.jp/isa/applications/procedures/16-8.html>



## 2-6

## Notification to Regional Immigration Services Office

If you have one of the statuses of residence below, and if something changes regarding the organization you are affiliated with, you need to notify the Regional Immigration Services Office of that change.

### (1) Notification of the accepting organization

<b>Status of Residence requiring notifications</b>	Professor, Highly Skilled Professional (i)(c), Highly Skilled Professional(ii) (limited to cases of engaging in the activities listed in (ii) (c)), Business Manager, Legal/ Accounting Services, Medical Services, Instructor, Intra-company Transferee, Technical Intern Training, Student or Trainee
<b>Matters to be notified</b>	<ul style="list-style-type: none"> <li>• Change of the name of the accepting organization</li> <li>• Change of the location of the accepting organization</li> <li>• Extinguishment of the accepting organization</li> <li>• Left from the accepting organization</li> <li>• Transfer from the accepting organization</li> </ul>
<b>Notification period</b>	You are required to notify within 14 days.

See the following URL for details:

[https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00014.html](https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html)



## (2) Notification of the organization of affiliation

<b>Status of residence requiring notifications</b>	Highly Skilled Professional (i)(a), Highly Skilled Professional (i)(b), Highly Skilled Professional (ii) (limited to cases of engaging in the activities listed in (ii)(a) or (b)), Researcher, Engineer/Specialist in Humanities/International Services, Nursing Care, Entertainer (limited to cases of engaging in activities based on a contract with a public or private organization in Japan), Skilled Labor, Specified Skilled Worker
<b>Matters to be notified</b>	<ul style="list-style-type: none"> <li>• Change of the name of the organization of affiliation</li> <li>• Change of the location of the organization of affiliation</li> <li>• Extinguishment of the organization of affiliation</li> <li>• Termination of the contract with the organization of affiliation</li> <li>• Conclusion of a contract with a new organization of affiliation</li> </ul>
<b>Notification Period</b>	You are required to notify within 14 days.

See the following URL for details:

[https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00015.html](https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00015.html)



## (3) Notification of relationship with spouse

<b>Status of residence requiring notifications</b>	Dependent, Spouse of Japanese National or Spouse of Permanent Resident who has a status of a spouse
<b>Matters to be notified</b>	<ul style="list-style-type: none"> <li>• Divorce your spouse</li> <li>• Bereavement of your spouse</li> </ul>
<b>Notification Period</b>	You are required to notify within 14 days.

See the following URL for details:

[https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00016.html](https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00016.html)



Electronic notification by internet is possible for these notifications, other than bringing to the service counter and mailing.

See the following URL for details of electronic notification:

[https://www.moj.go.jp/isa/publications/materials/i-ens\\_index.html](https://www.moj.go.jp/isa/publications/materials/i-ens_index.html)



## Key Point:

**Preferential treatment for highly-skilled foreign professionals**

Foreign nationals who are expected to contribute to the economic growth of Japan with their advanced capabilities and qualities are preferentially treated with regard to their activities and period of stay.

This is a points-based system where points for foreign nationals are calculated based on their "academic background," "professional career," "annual income," etc.. When foreign nationals apply for a status of residence in this system at Regional Immigration Services Offices and get 70 points or more in total, they are admitted as "Highly-Skilled Foreign Professionals" and are given the following preferential treatment.

- Permission to engage in activities covering multiple statuses of residence
- 5 years stay
- Relaxation of requirements for permanent residence concerning the period of stay in Japan and so on

See the following URL for details:

[https://www.moj.go.jp/isa/publications/materials/newimmiact\\_3\\_index.html](https://www.moj.go.jp/isa/publications/materials/newimmiact_3_index.html)



A new system called "the Japan System for Special Highly-Skilled Professionals" (J-Skip) was introduced in April, 2023. If applicants meet specific academic background requirement, professional career requirement, and exceed specific annual income, they are regarded as "Special Highly-Skilled Professional" and are eligible for additional preferential treatment. This is a separated system from the point-based highly-skilled foreign professional system above.

See the following URL for details:

[https://www.moj.go.jp/isa/publications/materials/nyuukokukanri01\\_00009.html](https://www.moj.go.jp/isa/publications/materials/nyuukokukanri01_00009.html)



## 3

## Re-entry Permission (re-enter Japan with currently admitted status of residence)

If a foreign national in Japan wishes to temporarily leave and return to Japan within authorized period, he/she can re-enter Japan with his/her currently authorized status of residence and period of stay unchanged by using a re-entry permit.

### (1) Special re-entry permission (returning to Japan within 1 year)

If the foreign nationals return to Japan within 1 year (or until the date of expiration of period of stay when the date of expiration comes earlier than 1 year from the date of departure), re-entry permission procedure at Regional Immigration Services Office will be exempted as long as they have Residence Card and valid Passport. When leaving Japan, please fill out the ED card for re-entry and present it to the immigration inspector together with your passport (and residence card).

## (2) Re-entry permission (returning to Japan after more than 1 year)

If foreign nationals apply for a re-entry permit at a Regional Immigration Services Office nearby, they can re-enter into Japan with their currently admitted status of residence and period of stay (up to 5 years at the maximum. Or up to the date of expiration when the date of expiration of the period of stay comes earlier than 5 years). When leaving Japan, please fill out the ED card for re-entry and present it to the immigration inspector together with your passport (and residence card).

See the following URL for details:

<https://www.moj.go.jp/isa/applications/procedures/16-5.html>



## 4

## Refugee and Other Recognition Procedures

Japan is a member of the Convention relating to the Status of Refugees and Protocol relating to the Status of Refugees and recognizes refugees as defined in the Convention, as well as persons under complementary protection as defined in the Immigration Control Act. We are committed to providing prompt and secure protection to refugees or persons under complementary protection.

### 4-1

### Definition of Refugees

The term "Refugee" is those to whom Article 1 of the Convention relating to the Status of Refugees and the Protocol relating to the Status of Refugees applies and defined as follows:

- A person who, owing to well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside the country of his nationality and is unable or, owing to such fear, is unwilling to avail himself of the protection of that country etc.

### 4-2

### Definition of Persons under Complementary Protection

Persons under complementary protection are defined as follows.

- A person who is not a refugee under the Refugee Convention (see 4-1) but meets all requirements other than being at risk of "persecution for reasons of race, religion, nationality, membership of a particular social group, or political opinion."

## 4-3

## Application for Recognition of Refugee Status or Eligibility for Complementary Protection

- Application for recognition of refugee status or eligibility for complementary protection is a system for those who have fled their home countries (See: 4-1) and seek protection from Japan. A foreign national residing in Japan can apply for this status. Foreigners who are recognized as refugees are issued with a Certificate of Recognition of Refugee Status, and those who are recognized as persons under complementary protection are issued with a Certificate of Recognition of eligibility for complementary protection. In either case, as a general rule, the status of residence of "Long-Term Resident" will be granted.
- A foreign national who has been recognized as a refugee, based on his/her application, will receive a refugee travel document in place of a passport.
- A foreign national and his/ her family recognized as a refugee or a person under complementary protection can benefit from the Settlement Support Program, which includes Japanese language education, guidance for living in Japan and job placement.

See the following URL for details:

<https://www.moj.go.jp/isa/applications/procedures/16-6.html>



## 4-4

## Request for Administrative Review

A foreign national who has an objection to a disposition denying recognition as a refugee or a person under complementary protection may submit a request to the Minister of Justice for an administrative review.

When the Minister of Justice makes a determination on the request, the Minister must hear the opinions of the refugee examination counselors who have an academic background in law or international affairs.

See the following URL for details:

About Request for Administrative Review

[https://www.moj.go.jp/isa/refugee/procedures/nanmin\\_00001.html#midashi04](https://www.moj.go.jp/isa/refugee/procedures/nanmin_00001.html#midashi04)



## 5

## Deportation Order etc.

## 5-1

### Major Grounds for Deportation

- Remaining in Japan after the period of stay (Please note that even a stay for just one day beyond your authorized period will constitute overstaying and subject you to deportation.)
- Engaging in an activity that is not permitted under your status of residence, and receiving remuneration without permission to engage in an activity other than those permitted under the status of residence previously granted
- Receiving a certain criminal punishment

## 5-2 If You Are Deported

If you are deported, in principle, you will not be allowed to enter Japan for 5 or 10 years. If you are deported due to receiving a certain criminal punishment or some other particular grounds, you will not be allowed to enter Japan anymore.

Even in cases where deportation has been finalized, the period of denial of landing may be shortened to one year upon application if the applicant is permitted to leave the country at his/her own expense.

## 5-3 Departure Order System

If all of the following requirements are met, an overstayer will be allowed to leave Japan through simple procedures without being detained.

When you leave Japan by the departure order system, in principle, you will not be allowed to enter Japan for one year.

### Requirements for the Departure Order System

Those subject to the departure order system need to fulfill the following requirements.

- (1) Either (a) or (b) must be satisfied.
  - (a) Before the investigation of the violation began, the foreign national voluntarily presented himself/herself at a Regional Immigration Services Office with the intention of departing Japan.
  - (b) After the investigation of the violation has started, the foreign national has expressed his/her intention to leave Japan promptly to the immigration inspector or immigration control officer before receiving the notification of recognition by the immigration inspector.
- (2) There is no reason for deportation other than illegal overstay.
- (3) The foreign national has not been sentenced to imprisonment or imprisonment without work in Japan for certain crimes such as theft.
- (4) The foreign national has never been deported or has never left Japan under a departure order
- (5) The foreign national is expected to leave Japan promptly.



## 5-4 Special Permission to Stay in Japan

Even if subject to deportation procedures, special permission to stay in Japan may be granted by the Minister of Justice in consideration of the situation for which the foreign national has settled down in Japan, his/her family situation, etc.

## 6

# Contact for information about Procedures for Immigration and Residence

## Regional offices of Immigration and Residence Control

Sapporo Regional Immigration Services Bureau	Sapporo 3rd Joint Government Building 12-chome Odori-nishi Chuo-ku, Sapporo-shi Hokkaido 060-0042	0570-003259 (IP/ from overseas: 011-211-5701)
Sendai Regional Immigration Services Bureau	Sendai Second Legal Affairs Joint Government Building 1-3-20, Gorin Miyagino-ku, Sendai-shi, Miyagi 983-0842	TEL 0570-022259 (IP/ from overseas: 022-256-7025)
Tokyo Regional Immigration Services Bureau	5-5-30, Konan Minato-ku, Tokyo 108-8255	TEL 0570-034259 (IP/from overseas: 03-5796-7234)
Tokyo Regional Immigration Services Bureau Yotsuya Branch Office	Yotsuya Tower 13F, 14F, 1-6-1, Yotsuya, Shinjuku-ku, Tokyo 160-0004	TEL 0570-011000
	Status of Residence Registration Office	Notices related to overseeing agency, notices by the overseeing agency TEL 03-5363-3032 (main number)
	Online Inspection Department	Status of Residence Online Application Procedures TEL 03-5363-3030
	Information Processing Department	Examination Record Management TEL 03-5363-3039
Narita Airport Branch	Second Terminal Building 6th floor 1-1 Aza-Furugome, Furugome Narita-shi Chiba 282-0004	TEL 0476-34-2222 (main number) TEL 0476-34-2211
Haneda Airport Branch	2-6-4 CIQ Building Haneda Airport Ota-ku Tokyo 144-0041	TEL 03-5708-3202
Yokohama Branch	10-7 Torihama-cho, Kanazawa-ku, Yokohama-shi Kanagawa 236-0002	TEL 0570-045259 (IP/from overseas: 045-769-1729)
Nagoya Regional Immigration Services Bureau	5-18 Shoho-cho, Minato-ku, Nagoya-shi, Aichi 455-8601	TEL 0570-052259 (IP/ from overseas: 052-217-8944)
Chubu Airport Branch	1-1 CIQ Building 3rd floor CENTRAIR Tokoname-shi, Aichi 479 - 0881	TEL 0569-38-7410 (main number)
Osaka Regional Immigration Services Bureau	1-29-53 Minami-kohoku, Suminoe-ku, Osaka-shi, Osaka 559-0034	TEL 0570-064259 (IP/ from overseas: 06-4703-2050)
Kansai Airport Branch	Senshukukonaka 1, Tajiri-cho, Sennan-gun, Osaka 549-0011	TEL 072-455-1453 (main number)
Kobe Branch	Kobe Regional Joint Government Building 29 Kaigan-dori, Chuo-ku, Kobe-shi, Hyogo 650-0024	TEL 078-391-6377 (main number)
Hiroshima Regional Immigration Services Bureau	Hiroshima Legal Affairs General Office Building 2-31 Kamihatchobori, Naka-ku, Hiroshima-shi, Hiroshima 730-0012	TEL 082-221-4411 (main number)
Takamatsu Regional Immigration Services Bureau	Takamatsu Legal Affairs Joint Government Building (General Affairs Division, Enforcement Department) 1-1 Marunouchi, Takamatsu-shi, Kagawa 760-0033	TEL 087-822-5852 (main number)
Takamatsu Regional Immigration Services Bureau Hamanochi Branch Office	Hamanomachi Branch Office (Judging Section) 72-9 Hamanochi, Takamatsu-shi, Kagawa 760-0011	TEL 087-822-5851 (main number)
Fukuoka Regional Immigration Services Bureau	Fukuoka First Legal Affairs General Office Building 3-5-25 Maizuru, Chuo-ku, Fukuoka-shi, Fukuoka 810-0073	TEL 092-717-5420 (main number)
Naha Branch	Naha First Regional Joint Government Building 1-15-15 Higawa, Naha-shi, Okinawa 900-0022	TEL 098-832-4185 (main number)
Higashi-Nihon Immigration Center	1766-1 Kuno-cho, Ushiku-shi, Ibaraki 300-1288	TEL 029-875-1291 (main number)
Omura Immigration Center	644-3 Kogashima-machi, Omura-shi, Nagasaki 856-0817	TEL 0957-52-2121 (main number)

### Foreign Residents Support Center (FRESC)

Foreign Residents Support Center	Yotsuya Tower 13F, 1-6-1, Yotsuya, Shinjuku-ku, Tokyo 160-0004	TEL 0570-011000 (IP/from overseas: 03-5363-3013)
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### Foreign Resident General Information Center, etc (for foreign residents consultation)

Visit consultation	The immigration control offices in the various regions mentioned above. (Except for Tokyo Regional Immigration Services Office Yotsuya Branch Office, each Airport Branch Office and each Immigration Control Center)	
Telephone consultation	TEL 0570-013904 (IP/PHS/from overseas: 03-5796-7112)	

## 7

## Information Transmission from Immigration Services Agency

### 7-1

### Immigration Services Agency's Official Website

The Immigration Services Agency's Official website provides guidance on the procedures for immigration and residence, etc. In addition to Japanese, we provide machine translated information in over 100 languages.

Immigration Services Agency's Official website:

<https://www.moj.go.jp/isa/index.html>

\*Fees for immigration procedures will be revised on April 1, 2025.

[https://www.moj.go.jp/isa/01\\_00518.html](https://www.moj.go.jp/isa/01_00518.html)



### 7-2

### Immigration Services Agency's Official Social Media, etc.

The Immigration Services Agency opened various types of social media, etc. to provide guidance on new systems and transmit information that would be useful for daily life of foreign residents.

Immigration Services Agency's X (formerly Twitter) account:

[https://x.com/MOJ\\_IMMI](https://x.com/MOJ_IMMI)



Immigration Services Agency's Facebook account:

<https://www.facebook.com/ImmigrationServicesAgency.MOJ/>



**Immigration Services Agency's Instagram account:**

[https://www.instagram.com/isa\\_\\_Japan/](https://www.instagram.com/isa__Japan/)

**Email distribution service:**

<https://www.moj.go.jp/isa/publications/publications/mail-service.html>



Regional Immigration Services Bureaus' X (formerly Twitter) accounts provide information on how busy their service counters are.

**Regional Immigration Services Bureaus' accounts:**

[https://www.moj.go.jp/isa/publications/publications/nyuukokukanri01\\_00184.html](https://www.moj.go.jp/isa/publications/publications/nyuukokukanri01_00184.html)

**7-3****Portal site to support foreign residents living in Japan**

This is a website that informs foreigners of what is necessary and important to live in Japan safely and comfortably.

Information from the government, written in various languages, can be found on the site.

**Portal site to support foreign residents living in Japan:**

<https://www.moj.go.jp/isa/support/portal/index.html>

**7-4****Videos for the Daily Life Orientation**

We have created videos for the Daily Life Orientation that introduce Japanese lifestyle rules and other information to help foreign nationals who are considering living in Japan or who already live in Japan to join Japanese society smoothly.

These videos introduce basic information and rules necessary for living in Japan, such as lifestyle rules, work, and taxes, in multiple languages.

**Videos for the Daily Life Orientation:**

[https://www.moj.go.jp/isa/support/coexistence/04\\_00078.html](https://www.moj.go.jp/isa/support/coexistence/04_00078.html)



# Procedures at Municipal Offices



## 1

## Necessary Notifications

### 1-1

### Notification of Address

The following foreign nationals are required to notify the municipal office of their address.

#### Foreign nationals who need to notify

- Foreign nationals who possess Residence Cards (Mid-to- long-term residents)
- Special Permanent Residents
- Foreign nationals who have been granted permission for temporary refugee or provisional stay
- Foreign nationals who may continue to stay in Japan temporarily due to their birth, or losing their Japanese nationality

#### (1) If you entered Japan by receiving a new landing permission

- You need to file a moving-in notification with your municipal office within 14 days after you settled into a new address.
- As your Residence Card (or passport, if your Residence Card is to be issued later) is necessary for the notification, please make sure to bring it.
- If you live in Japan with your family, you need a document that proves your family relationship by showing official documents such as a marriage certificate or a birth certificate.
- Process after moving-in notification is as follows;

- i. When you file a moving-in notification, the address registered on your Residence Card will be updated at that time.
- ii. When your Certificate of Residence is created;
  - Your name, date of birth, sex and address are recorded on it.
  - Copies of your Certificate of Residence are available to certify your residential status (for a charge).
    - \* If you fail to apply for a residence period extension at the Regional Immigration Services Office and your period of stay expires, your residence status will be revoked and your resident card will be invalidated. Please be sure to take care of all procedures related to your residence status.
- iii. Your municipal office notifies you your "Individual Number."
  - \* Individual Number: A 12-digit number that identifies you for the purposes of procedures of social security, tax and disaster response.

#### For details, see 2: Individual Number System

- iv. If you haven't applied for Individual Number Card, you can apply with the application form which is attached to the notification of your "Individual Number."

## (2) When you move

- i. When you move to another municipality
  - Before moving
    - You need to file a moving-out notification with the municipal office where you lived
  - After moving
    - You need to file a moving-in notification with the municipal office where you will reside within 14 days
- ii. When you change your address inside the same municipality;
 

You need to file a change of address notification to the municipal office where you reside within 14 days after you move.
- iii. When you move to a foreign country;
 

You need to file a moving-out notification to the municipal office where you reside before you move.



See the following URL for details:

[https://www.soumu.go.jp/main\\_sosiki/jichi\\_gyousei/c-gyousei/zairyu/english/move-in\\_move-out.html](https://www.soumu.go.jp/main_sosiki/jichi_gyousei/c-gyousei/zairyu/english/move-in_move-out.html)



### 1-2

## Notification of Marriage

### When you marry in Japan

- You need to file your marriage notification to the municipal office.
- When it is acknowledged that you satisfy the requirements for marriage and your notification is accepted, your marriage comes into effect.



## (1) Documents Required for a Marriage Registration

Japanese	<p>Nothing in particular</p> <ul style="list-style-type: none"> <li>* Please check the website of the municipality where you will be filing your marriage registration for information on the format of the marriage registration form and the documents (such as identification documents) to be presented at the counter.</li> </ul>
Foreign Nationals	<ul style="list-style-type: none"> <li>• A certificate of legal capacity to contract marriage</li> <li>* A certificate of legal capacity to contract marriage is obtained at your embassy or consulate (general) in Japan. <sup>(Note 1)</sup></li> <li>• If you submit documents written in a foreign language, such as a certificate of legal capacity to contract marriage, a Japanese translation must be attached to all of such documents. <sup>(Note 2)</sup></li> </ul>

(Note 1) Some countries do not issue this certification. In that case, you are required to submit an alternative document.

(Note 2) The name of the translator has to be recorded in the translation. The applicant himself/herself can be the translator.

## (2) Validity of marriage in your country

Although marriages that are contracted in Japan are valid in Japan, such marriages are not necessarily valid in your country. You should inquire regarding its validity at the embassy/ consulate (general) in Japan of your native country.

### 1-3 Notification of Divorce

#### When you divorce in Japan

- If both people who are going to divorce have agreed on the divorce, you need to file your divorce notification to the municipal office.
- Requirements differ depending on a place where you live or your nationality, and therefore, you should inquire at the municipal office for details.
- When your spouse has not agreed on the divorce, the procedure for divorce by arbitration or judicial divorce will be taken at the Family Court.

## (1) Validity of divorce in your country

Divorces that are contracted in Japan are valid in Japan, however, are not necessarily valid in your country. You should inquire regarding its validity at the embassy/consulate (general) in Japan of your native country.

## (2) If you are worried that your divorce notification might be submitted without your consent

If you are worried that your spouse (Japanese national) might submit your divorce notification without your consent, you can prevent your divorce from being contracted by visiting the municipal office of either your spouse's (Japanese national) permanent address or your present address and submitting an appeal for rejection of divorce notification.

### 1-4 Notification of Death

#### When a foreign national dies in Japan

- Relatives, cohabitants, etc., must be notified of the death.
- The notification has to be done within seven days after the date that the death became known.
- You can notify a death to the office of the municipal office where the foreign national died, or where your address is located.

## (1) Documentation required for notification of death

- A death certificate or a postmortem certificate
- As for other required documents, please inquire at the municipal office where you file the notification of death.

## (2) Returning of a Residence Card

The Residence Card of the deceased must be returned by either of the following ways.

- Bring the card to a Regional Immigration Services Office nearby.
- Send the card to the Odaiba office of the Tokyo Regional Immigration Services Office.

**Address:** Online Inspection Department, Odaiba Branch Office, Tokyo Regional Immigration Services Bureau  
9th floor, Tokyo Port Joint Government Building, 2-7-11 Aomi, Koto-ku, Tokyo 135-0064  
(Please write "Residence Card to be returned" on the front of the envelope.)

### 1-5

## Seal Impression Registration

### About Seal Impression Registration

- The procedure that registers a seal (*a hanko*) at the municipal office is called a seal impression registration.  
→ You may be asked to submit the certificate of a registered seal in several important occasions such as the contract of real estate.



## (1) Procedures for seal impression registration

### Documentation required for Seal Impression Registration

- An application form for a seal impression registration
- A seal (*a hanko*) to be registered
- An identification document of the person such as Individual Number Card, Residence Card, Driving License, etc.
- \* After the registration, a Certificate of a Registered Seal is issued.
- \* As for the details of the procedures, please ask the municipal office.



## (2) Certificate of a Registered Seal

- This is a document that certifies the seal registered at your municipal office.  
→ For application for the certification, you need to show your seal registration card at the municipal office.
- In some municipalities, it is possible to receive the certificate at some convenience stores by using your Individual Number Card.

## 2

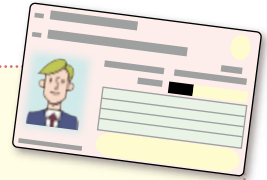
## Individual Number System

## 2-1

## About Individual Number System

- A Individual Number is necessary such as in the following occasions:

- When you receive a pension, childcare allowance or medical services
- When you make or receive overseas remittances
- When you open a bank account



- When using Individual Number, the following will be confirmed:

- Whether the number is exactly your number
- Whether the person of the photo on the card and you are the same person. Therefore, other person cannot use your Individual Number by impersonating you.

## 2-2

## Individual Number Card (My Number Card)

Individual Number Card is a card with IC chip which is necessary for convenient life in Japan.

## (1) Contents

Front side: Name, Address, Date of birth, Sex, Photo of yourself facing forward, the term of validity

Back side: Individual Number



Front side



Back side

## (2) When to use Individual Number card

- Use it as an identity verification document
- Use it for filing an income tax online
- Use it to apply online for childcare allowances and daycare
- Use it to get a copy of various certificates including a certificate of residence etc. at convenience stores (you can also get it on public holidays. In some municipalities, you may not be able to get a copy of certificates.)

- Use it as a health insurance card (Using your Individual Number Card at medical facilities and pharmacies will let you share your health and medical information with healthcare providers for better medical care.)

Please check at which medical institution and pharmacy you can use it on the following website:

[https://www.mhlw.go.jp/stf/index\\_16743.html](https://www.mhlw.go.jp/stf/index_16743.html)



### (3) How to apply for a Individual Number Card

You can apply for a Individual Number Card when you have decided your address and file a moving-in notification to the municipality (except for some municipalities).

When you apply for a Individual Number Card for the first time, you don't need to pay for the application.

If you weren't able to make an application for a Individual Number Card when you moved into the new address, you can apply with an application form which will be sent to you later by following measures.

#### i. Application using a smartphone

Take a photo with you facing forward with your smartphone and apply online by using the QR code on the application form.

#### ii. Application using a PC

Take a photo showing you facing forward with a digital camera and apply online by using the prescribed form.

#### iii. Application by mail

Paste a photo facing forward on an application form, fill the necessary things of the form, and put it in the post.

#### iv. Application using an ID Photo Booth (you can only apply from certain booths)

Operate the touch-panel and insert coins, then present the QR code on an application form to the bar-code reader. Fill in the necessary items and send it with your photo.

#### v. Apply for a Individual Number Card at the municipality office (with some exceptions).

Fill in the necessary items on an application form and submit it to the municipal office where you live.

- \* If you apply for Individual Number Card at the counter of the municipal office after receiving identity confirmation, you can receive it by mail.

See the following URL for details:

<https://www.kojinbango-card.go.jp/en-kofushinse/>



## (4) How to receive your Individual Number Card

About one month later, you will receive a postcard from the municipal office. Please collect your Individual Number Card by bringing the postcard and necessary documents with you to the municipal office.

See the following URL for details:

<https://www.kojinbango-card.go.jp/en-uketori/>



### 2-3

### Notes about handling Individual Number Cards

- When there is a change in any of the items listed on your Individual Number Card such as your name, address and so on, you need to report the matter to the municipal office where you live.
- The validity period of your Individual Number Card will be expired on the date of expiration of your period of stay.
- After renewing your period of stay, please extend the validity of your Individual Number Card at the municipal office where you live before it expires.
- \* The period of validity of your Individual Number Card will not be extended automatically even if your period of stay is renewed. If your Individual Number Card expires, there will be a fee charged to reissue it.
- \* You need to pay attention to the special provision period which will occur upon application for the status of residence. If it is expected that the period of your stay of residence will not be renewed by the validity date of your Individual Number Card, you need to extend the validity date of your Individual Number Card for two months (special provision period).  
After you receive a new residence card, you need to extend the validity date of your Individual Number Card again until the new date of expiration of the period of your stay.

See the following URL for details:

[https://www.soumu.go.jp/main\\_sosiki/jichi\\_gyousei/c-gyousei/zairyu/english/basic\\_resident\\_registration\\_card.html](https://www.soumu.go.jp/main_sosiki/jichi_gyousei/c-gyousei/zairyu/english/basic_resident_registration_card.html)



## 2-4

## Other matters

If you need further information, please access following website.

About Individual Number System

<https://www.digital.go.jp/policies/mynumber/>

About Individual Number Card

<https://www.kojinbango-card.go.jp/en/>



You can also inquire by telephone.

**Call Center**

(Mon.-Fri 9:30-20:00 Sat. Sun. and holidays 9:30-17:30)

◎ Japanese

**TEL 0120-95-0178**

◎ English, Chinese, Korean, Spanish, Portuguese,  
Vietnamese, Thai, Indonesian, Tagalog, Nepali

**TEL 0120-0178-26**





## 1

## Basic knowledge before starting work

### 1-1

### Status of Residence

Foreign nationals are permitted to engage in activities in Japan within the scope of activities permitted by their status of residence.

Foreign nationals can be divided into the following three categories, which are determined by their possibility of getting permission to work.

#### Status of Residence with which people may work within a specified scope

Diplomat, Official, Professor, Artist, Religious Activities, Journalist, Highly-Skilled Professional, Business Manager, Legal/Accounting Services, Medical Services, Researcher, Instructor, Engineer/Specialist in Humanities/International Services, Intra-company Transferee, Nursing Care, Entertainer, Skilled Labor, Specified Skilled Worker, Technical Intern Training, Designated Activities (Working Holiday, Foreign Nurse and Certified Care Worker, etc., based on Economic Partnership Agreement (EPA))

#### Status of Residence with which people may not be permitted to work in principle

Cultural Activities, Temporary Visitor, Student, Trainee, Dependent

#### Status of Residence which people are permitted to work without restriction

Permanent Resident, Spouse or child of Japanese National etc., Spouse or child of Permanent Resident etc., Long-term Resident

### 1-2

### Job hunting

#### (1) Hello Work

- At Hello Work (Public Employment Security Office), you can receive job introduction. For details of Hello Work, please see Chapter 3 2-5(5).

#### (2) When you use a job placement agency

- When you use a fee-charging job placement agency, in order to avoid troubles of job-hunting, please use appropriate companies.

**Are you asked for money for job placements?**

You need not to pay money for job placement nor for work; in the case you have paid, you should retain evidence.

**Can you confirm if the job placement agency has a license for job placement?**

In order to introduce jobs (job placement), as a license is required, please make sure to confirm the license number and keep a note about it.

**Have you been notified properly about labor conditions?**

As it has been decided to present recruiting conditions through documents, including the contents, wages and locations, please make sure to confirm and keep such documents.

- For details of license/notification, you can confirm on “the Comprehensive Site for Human Resources Service”.

<https://jinzai.hellowork.mhlw.go.jp/JinzaiWeb/GICB101010.do?action=initDisp&screenId=GICB101010>

**1-3****Forms of employment****(1) Dispatched workers (dispatched employees)**

- Dispatched workers work as follows:
  - i. A worker enters into a labor contract with a temporary staff company (dispatching company). The dispatching company employs the worker and pays him/her.
  - ii. The worker is dispatched to another company based on a worker dispatch contract.
  - iii. The worker works under the directions and orders of the company receiving the dispatched worker.
- The Worker Dispatching Act sets forth detailed rules for dispatched workers to protect them.
- There are personnel who offer consultation at both dispatching companies and companies receiving dispatched workers. If a dispatched worker encounters problems at work, he/she can contact one of the persons in charge.
- The dispatching company and the company receiving dispatched workers share the responsibility, including matters pertaining to labor standards, safety and health, etc.

**(2) Contract employees (employees with fixed-term employment contracts)**

- Contract employees are workers who made a labor contract with a fixed contract term with their employers.
- A labor contract with a fixed contract term terminates on the expiration of the term of the contract. However, the term of contract can be re-concluded (extended) if the worker and the company agree to renew the labor contract.
- The term of contract shall be a maximum of 3 years, with exceptions in certain cases.

### (3) Part-time workers

- Part-time workers are workers whose prescribed weekly working hours are shorter than that of regular workers (so called “full-time worker”) (\*).  
No matter how the workers are described such as part-timers, temporary part-time workers (known as *arubaito* in Japanese), contract employees, temporary employees and associate staff members, the workers are part-time workers as long as they work under this contract.  
(\*) “Weekly working hours” means the total working hours stipulated by the company’s rules of employment, which start from the starting time to work to the time it ends, excluding break periods.
- The various acts pertaining to labor conditions apply to part-time workers, too. Therefore, if the part-time worker fulfills the required conditions, he/she;
  - is entitled to annual paid leave
  - is covered by employment insurance, health insurance and employee’s pension insurance
- The company has the following obligations when they conclude a labor contract.
  - To clearly indicate working conditions to the worker
  - To issue a written document with regards to six important items (See: 1-4 (2))

In addition, in the case of part-time workers and contract employees (employees with a fixed-term employment contracts), companies must basically provide documentation to specify the availability of pay raises, bonuses, severance allowance and consultation counters which deal with the improvement of employment management.

For details, please contact the Prefectural Labor Bureau's Employment Environment and Equal Employment Department (Office) or Consultation Counters on General Labor Matters.

<https://www.mhlw.go.jp/content/000177581.pdf>



### (4) A person who works upon entering into a subcontracting agreement/contract

#### Principles

- In a “subcontracting” or “contract agreement”, as payment is made for the completion of a work assignment pursuant to a contract received from a client, contractors are treated as “business operators” who do not work under the instruction of a client. Therefore, a contractor cannot generally receive protection as a “worker (as an employee)”.

#### Exceptions

- However, even if you conclude a contract named as “subcontracting” or “contract agreement,” if it is judged from the actual type of working that you are a “worker” who actually receives instructions from the client, you can be protected as a “worker.”
- If it is difficult to determine if you are a “worker” or not, please contact the Labor Standards Inspection Office.

Reference: Those who work under subcontracting (contract agreement) may be subject to the “Act on Ensuring Proper Transactions Involving Specified Entrusted Business Operators” from November 2024 onwards. Please check here for details.

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou\\_roudou/koyoukintou/zaitaku/index\\_00002.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/koyoukintou/zaitaku/index_00002.html)



## 1-4

## Labor contract

**(1) Range of meaning of the term “worker”**

- The term “worker” refers to a person who works under the instruction and control of an employer, receives wages as compensation for the work, and is subject to the protection of certain labor laws including the Labor Standards Act.
- “Workers” include people regardless of what kind of job they are engaged in. “Workers” include not only regular employees, but also dispatched workers, contract employees and part-time workers.

**(2) Specification of working conditions**

- To prevent workers from starting work without fully understanding the working conditions, such as wages, working hours, etc., which possibly lead to problems later on with their employer, the Labor Standards Act (one of the laws concerning working) in Japan stipulates that the employer must clearly indicate the working conditions to the worker when they conclude a labor contract.
- With regards to the following items that are particularly important, it is required as a rule for a company to issue a written document to the worker clearly indicating such conditions (exceptionally, the conditions can be clearly indicated by a fax or an E-mail, etc. (but limited to those which can be output to create a document) to the worker, if the worker prefers it).

- i. When the contract starts and when it ends (pertaining to the term of contract)
  - \* A labor contract may be entered into either with or without a fixed term. The type of employment itself, such as regular employees, contract employees, part-time workers, temporary staff (Arubaito), etc., does not reflect whether it is a contract with a fixed term. Therefore, it is important for an employee to confirm the term of contract itself, not the name of workstyle.
- ii. Provisions related to renewal of the contract, when concluding a fixed term contract (possibility of renewal, a limit to the number of renewals, how decisions are made for renewal)
- iii. Place of work, type of job (location of work, content of work, scope of changes)
- iv. Schedule of work hours and rest time (the time work begins and the time work ends; whether there is overtime, break periods, days off/ holidays, rotation for alternative work schedules, etc.)
- v. The amount of wages, and when and how they are paid (determination, computation and payment of wages, the period of computation and the date of payment)
- vi. Terms of the end of the labor contract (including the reasons of dismissal)

- In addition, when entering into a fixed-term contract, if the contract renewal gives rise to the “right to request conversion to indefinite employment,” it is stipulated that the employee may request conversion to indefinite employment and that the working conditions after conversion must be clearly stated.
- The Labor Contracts Act stipulates that the employer and the worker should confirm details of the labor contracts as regards other matters besides those mentioned above on the documents as well as possible.

**Key Point:****Prohibitions with regard to labor contracts**

The Labor Standards Act also stipulates matters that an employer must not incorporate in a labor contract.

- 1) Having a monetary penalty for breach of a labor contract or establishes the amount of compensation for loss or damage. This is to prohibit fixing the amount of penalties or damages in advance. Therefore, it is not prohibited for a company to claim damages actually incurred as a result of a willful or negligent act of a worker as long as the amount of such damages is not predetermined.
- 2) Loaning money in advance as a condition for work, and unilaterally offsetting monthly wages against such monetary loans as repayment.
- 3) Forcing workers to deposit compulsory savings through the employer. It is prohibited for an employer to force its employees to deposit savings regardless of the reason, even for employee welfare matters such as company trip. However, it is permitted under certain conditions for the employer to take charge of one part of the wages entrusted to the employer by the employees based on its own decision, regardless of the conditions of the labor contract.

**Key Point:****If the working conditions as promised turned out to be different from the reality**

- If a worker notices that the working conditions as promised at the time of conclusion of the labor contract differ from the reality after starting working, he/she may immediately cancel his/her labor contract on those grounds.
- Working conditions are decided based on the labor contract concluded by the employer and the worker, the rules of employment, etc., and minimum standards of the conditions are stipulated by the Labor Standards Act. (The conditions which don't match with the minimum standards of conditions by the Labor Standards Act are no longer valid and substituted with the conditions stipulated by the Labor Standards Act.)
- In principle, the company cannot unilaterally change the work regulations to those unfavorable to the worker without obtaining the consent of the worker after he/she actually started working.

**1-5****Wages****(1) Minimum Wage**

The minimum wage refers to the minimum amount of wages that a company must pay to its employees. It is stipulated in The Minimum Wage Act.

**(2) About the Minimum Wage**

- i. This applies to all workers regardless of types of working.
- ii. It is prohibited to conclude a contract at a lower wage than the minimum wage. Hence, even if you agree to work at a lower wage than the minimum wage at the request of a company, such contract is null and void under the law, and you may afterwards claim the following from the company: [Shortfall from the hourly minimum wage] × [number of hours worked]

### (3) Allowance for Absence from Work

#### Absence from work for reasons attributable to the employer

In the event of an absence from work for reasons attributable to the employer, the employer must pay an allowance equal to at least 60 percent of the worker's average wage in order to guarantee a minimum standard of living for the worker. As long as the reasons for absence from work are attributable to the employer, a certain level of salary is guaranteed to the worker.

## 2

## Rules for working

### 2-1

### Payment of wages

There are rules on how wages must be paid to ensure that wages are paid in full to the workers. The following four principles are established.

i. Principle of payment in currency	Principle	Wages must be paid in cash.
	Exception	If a worker agrees, a bank transfer or other means can be used. In addition, if a company and the labor union makes an agreement, payment can be made in kind (such as company goods) instead of payment in currency.
ii. Principle of direct payment	Wages must be paid directly to the worker.	
iii. Principle of payment of wages in full	Principle	Wages must be paid in full.
	Exception	Deductions stipulated by law, such as income tax and social insurance premiums, etc. Deductions with an agreement concluded by a labor union or a representative of a majority of workers
iv. Principle of regular payment at least once a month	Principle	Wages must be paid at least once a month on a fixed date. ➔ For example, it is not permitted to pay wages for two months all at once. In addition, It is prohibited not to specify the date of payment, for example, such as "from the 20th to 25th every month," or "the fourth Friday every month", as the payment day changes within the range of a 7 days in a month.
	Exception	Extraordinary wages and bonuses

**2-2****Working hours, Break periods, Days off****(1) Working hours**

- Maximum working hours are stipulated by law.
- The Labor Standards Act stipulates that the maximum working hours should be 8 hours a day and 40 hours a week (legal working hours)
- If an employer has its workers work overtime, the employer must pay premium wages.

**(2) Break periods**

An employer must provide its workers during working hours, with a break period of at least 45 minutes if the working hours per day exceed 6 hours. Moreover, if they exceed 8 hours, it is at least 60 minutes.

**(3) Days off**

An employer must give its workers at least 1 day off per week, or at least 4 days off over a period of 4 weeks (legal holidays).

**(4) Obligation of making decisions on working conditions regarding dispatched workers**

The worker dispatching agency shall assume responsibility for making decisions on the working conditions of dispatched workers, and the employer receiving the worker dispatch service shall assume responsibility for the observation of the rules including working hours, break periods, days off, etc.

**Key Point:****Annual paid leave**

Annual paid leave is a holiday (vacation) that a worker may take during which wages are paid even though he/she is absent from work on the prescribed working days. In principle, workers can take annual paid leave whenever they want and for whatever the reason is. A worker who has been working continuously for 6 months and has reported for work on at least 80% of the total working days is entitled to annual paid leave of 10 working days. Furthermore, as the worker's years of service increases, the number of paid holidays he/she is entitled to annually will increase as well as long as he/she meets the condition of at least 80% of attendance at work (with an upper limit of 20 days). A company must permit holidays of 5 days by designating the season to workers who are given annual paid leave of more than 10 days.

In addition, workers such as dispatched workers and part-time workers, even though they have different types of employment from that of regular employees, shall be entitled to the same number of days of annual paid leave as regular employees, if they

- have worked continuously for 6 months\*
- have reported for work on at least 80% of all working days
- have worked for at least 5 days a week or 217 days a year

Even in cases where they work only 4 days or less a week or 216 days or less a year, if their prescribed working hours are at least 30 hours a week, they shall be entitled to the same amount of annual paid leave as regular employees.

Workers whose prescribed working days are 4 days or less a week or 216 days or less a year, and whose prescribed working hours are less than 30 hours a week, are granted annual paid leave in accordance with the prescribed number of working days.

- \* When the contract of an employee with a fixed-term contract is renewed, the days he/she reported for work prior to renewal of the contract will be included in the calculation if the renewal of contract makes the situation virtually the same as continuous employment.

## 2-3

## Overtime work and work on holidays

### (1) Overtime work and work on holidays

- A company must conclude a written agreement (hereinafter referred to as the “36 agreement”) with a labor union organized by a majority of workers, or a representative of a majority of workers if there is no union organized by a majority of workers, in a case where the company wants to have workers work in the following situations.

- i. Overtime work beyond legal working hours
- ii. Work on statutory holidays

- The maximum time of overtime work is stipulated by law.
- The maximum hours are stipulated in the Labor Standards Act. In principle, these maximums are up to 45 hours a month, 360 hours a year. (In the case of any temporary and special reasons, they are up to 720 hours a year but less than 100 hours a month (including work on holidays), 80 hours over an average of multiple months (including work on holidays). Up to six months a year, working overtime for more than 45 hours is permitted.

### (2) Premium Wages

According to the 36 Agreement, an employer has to pay a premium wages in the case the company has its workers work overtime, or on holidays.

#### Key Point:

#### How to calculate the rate of premium wages for overtime

- i. 25% or more for overtime work in excess of legal working hours
  - \* For overtime work in excess of legal working hours by 60 hours a month, a premium of 50% or more must be paid.
- ii. 35% or more for work on a holiday (holiday work)
- iii. 25% or more for work from 10:00 pm to 5:00 am (night work)
  - \* For example, in the case of overtime work in excess of legal working hours, and when it is also night work at the same time (items i & iii), the premium wages shall be increased by 50% or more.

Premium wages shall be applied to all workers, regardless of types of employment. Therefore, the premium wages shall be paid to dispatched workers, contract employees, part-time workers and temporary part-time workers as well.



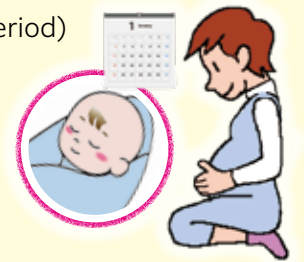
## 2-4

## Maternity health care, maternity leave, childcare leave / family care leave, etc.

### (1) In case of pregnancy

- Pregnant women (partially including female workers who are within one year after childbirth, and in such case, hereinafter referred to as “expectant or postpartum mothers”) can apply for the following:

- Transfer to other, light operations (only during the pregnancy period)
- Keeping her working hours on legal working hours per week or per day basis (including when an irregular working hour system is adapted) (for expectant or postpartum mothers)
- Exemption from overtime work, holiday work or midnight work (for expectant or postpartum mothers)



#### \*Employers must take the following measures:

- Guarantee the time for health guidance and medical examinations to expectant or postpartum mothers**
- If a female worker receives instructions from a doctor or a midwife, take necessary measures such as changing her working hours or reducing her workload so that she can follow the instructions**

- \* If you receive instruction from a doctor or midwife, please submit the Maternal Health Management and Guidance Card to your company.

The Maternal Health Management and Guidance Card is available in English, Chinese, Portuguese and Vietnamese from the following website:

#### About maternity health care for female workers

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou\\_roudou/koyoukintou/seisaku05/index.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/koyoukintou/seisaku05/index.html)



- Employers are prohibited from engaging in the following acts:

- Using marriage, pregnancy or childbirth as grounds for terminating the employment of a female worker
- Dismissing a female worker due to her marriage
- Dismissing or making disadvantageous treatment to a female worker by reason of her pregnancy, childbirth or applying for maternity leave before and after childbirth, etc.

- \* Dismissal of expectant or postpartum mothers is invalid. However, this shall not apply in the case that the employer proves that the dismissal is not caused by reasons such as pregnancy or childbirth.

#### Ensuring equal opportunities and treatment for men and women in employment

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou\\_roudou/koyoukintou/danjokintou/index.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/koyoukintou/danjokintou/index.html)



## (2) Maternity leave

- An employer shall not have a female worker work in the following periods:
  - i. 6 weeks before the expected date of delivery on the woman's request (or 14 weeks in the case of multiple fetuses)
  - ii. 8 weeks after childbirth (this does not prevent an employer from having a woman who is at least 6 weeks postpartum work, if she requests to, in operations that a doctor has approved as having no adverse effect on her.)

## (3) Childcare Leave

- Until the child becomes one year old (up to until two years old in certain cases), male and female workers can take Childcare Leave. Childcare Leave can be taken by dividing into two.
- Parental Leave refers to male and female workers taking four-week childcare leave within eight weeks after birth of a child. Other than Childcare Leave, Parental Leave can be taken by dividing into two.
- Employers are prohibited to do the following (this applies to companies receiving dispatched workers)
  - i. Refusing an application for Childcare Leave/Parental Leave.
  - ii. Treating workers in a disadvantageous manner such as dismissal due to their application for Childcare Leave/Parental Leave.

## (4) Caregiver Leave

- A worker can take Caregiver Leave (Act on Childcare Leave/Caregiver Leave)
  - i. This is a leave in order to provide caregiving to an applicable family member requiring caregiving.
  - ii. Caregiver Leave can be taken in up to three periods, not to exceed 93 days in total per applicable family member.
- Employers are prohibited to do the following (this applies to companies receiving dispatched workers)
  - i. Refusing an application for Caregiver Leave
  - ii. Treating workers in a disadvantageous manner such as dismissal of workers due to their application for Caregiver Leave

For details, please contact the Prefectural Labor Bureau's Employment Environment and Equal Employment Department (Office) (or Labor Consultation Service for Foreign Workers).

\* When you visit our office for consultation, we can assist you in 13 languages.

(When you consult us by phone, we can only assist you in Japanese.)

<https://www.mhlw.go.jp/content/000177581.pdf>



**Key Point:****Allowances**

- Persons who meet the conditions during childcare leave are granted childbirth allowance.  
See Chapter 4 3-2
- Those who meet certain conditions when taking childcare leave may be eligible to receive childcare leave benefits.  
See Chapter 4 3-3 (1) and (2)
- Persons who take family care leave and meet certain conditions are granted family care leave allowance. An allowance is equal to 67% of the person's wage before the suspension of their work and it is paid up to three times per Subject Family Member, for up to 93 days.

**2-5****Resignation / Dismissal****(1) Resignation**

- It is your choice to resign from a company, however, it is important to maintain some social rules when you resign.

- Notify your supervisor know your intention to resign before you resign
- Notify the company of your resignation in written form
- Handing over your jobs to your successor



- If you decide to resign, it is necessary for you to look up the resignation procedures in your employer.
- If your employer stipulates resignation procedures in its rules of employment, you should follow the employer's rules.
- When a worker notifies his/her intention to resign, the applicable laws and rules differ depending on whether his/her labor contract has a fixed-term or not.

**Labor contract without a fixed term**

- If a worker has entered into a labor contract without a fixed term, the labor contract will be terminated within two weeks after the worker notified his/her resignation.

**Labor contract with a fixed term**

- If a worker has entered into a labor contract with a fixed term, he/she cannot resign during the middle of the term of contract unless there are unavoidable circumstances. If one year has passed since the contract was entered into, the worker can resign anytime by notifying his/her resignation.
- In order to continue working after the expiration of the term of contract, it is necessary to enter into a new labor contract (to renew the labor contract) (See: 1-3 (2)). The renewal of a labor contract requires the consent of both the employer and the worker.

## (2) Dismissal

### Dismissal

- This is a unilateral termination of a labor contract by an employer.
- If the dismissal lacks objectively reasonable grounds and is not considered to be appropriate in general societal terms, the dismissal shall be invalid. In other words, an employer cannot dismiss its workers at will.
- In addition, it is required for an employer to prescribe reasons for the dismissal (circumstances that are the basis for dismissal) in its rules of employment.
- When an employer wishes to dismiss a worker, the employer must provide at least 30 days advance notice or must pay the worker the average wages for 30 days or more (dismissal notice payment) to the worker concerned except for the cases that where business continuance has become impossible due to a natural disaster or any other compelling reason, or where the reasons for dismissal were attributable to the worker .

### Termination of fixed-term employment

- If a new contract is not concluded or a current labor contract is not renewed when a fixed-term employment expires, the fixed-term employment will be terminated. (See: 1-3 (2))
- The termination of a fixed-term employment is different from dismissal, in which an employer terminates the labor contract unilaterally.
- An employer must provide 30 days advance notice for the workers below:
  - i. Workers whose contract were renewed three or more times.
  - ii. Workers who have continued to work for more than one year.
- In the following cases, an employer cannot terminate a fixed-term employment without objectively reasonable grounds or without general societal terms.
  - i. When a termination is recognized as dismissal because the contract has been renewed many times.
  - ii. When a worker reasonably assumed that his/her employment would continue.
- If the employer is not allowed to terminate a fixed-term employment, the labor contract with a fixed term shall be renewed under the same working conditions as before.

#### Key Point:

#### Dismissal for the purpose of restructuring

- When an employer carried out workforce reduction due to a recession, business slump, etc., a dismissal in this case is referred to as a dismissal for the purposes of restructuring.
- Whether such a dismissal is valid or not is judged in the light of the following matters.
  - i. Necessity of workforce reduction
    - It must be based on needs serious enough to carry out workforce reduction measures in the light of employer management such as recession, business slump, etc.



ii. Efforts to avoid dismissal

Efforts must have been made to avoid dismissal through other means, such as reassignment, recruitment of those persons who would like to resign.

iii. Rational choice of suitable persons subject to dismissal for the purpose of restructuring

The criteria for choosing persons subject to dismissal for the purpose of restructuring must be objective and rational, and their implementation must be fair.

iv. Appropriateness of dismissal procedures

The need for dismissal and its timing, scale and method must be explained to the labor union or workers to gain their understanding.

### (3) Bankruptcy of the Employer

A system has been established which the government pays unpaid wages in advance on behalf of an employer under the Act on Ensuring Wage Payment, in the event the employer goes bankrupt and cannot pay wages to its workers.

Please consult with the Labor Standards Inspection Office in such case, as part of your unpaid wages might be paid in advance.

### (4) Employment Insurance (Basic allowance)

#### In case of unemployment

If you were covered by employment insurance and meet the conditions below, you can receive a basic allowance from employment insurance.

- Terms for being eligible to receive a basic allowance
  - i. Being an unemployed person
  - ii. A person who is capable to work and has the intention of getting a job
  - iii. A person who had worked at least 11 days per month or at least 80 working hours per month as the bases of wage payment for 12 months during the span of two years before he/she left the company.

(However, if the reason for being unemployed is the bankruptcy or other circumstances of the company, or non-renewal of a fixed-term labor contract, etc., a worker can receive the basic allowance provided he/she had worked for at least 11 days per month or at least 80 working hours per month as the bases of wage payment for 6 months during the span of a one-year period before he/she left the company.)

#### Starting time of payment

This depends on the reason for your becoming unemployed.

i. **Dismissal due to circumstances of the company, resignation due to recommendation by the company, etc.**

When 7 days have passed in total since the person became unemployed after an application for job hunting (\*1) was submitted and a certificate of unemployment was accepted at *Hello Work* (the Public Employment Security Office)

ii. **Voluntary resignation**

When an additional 2 months (the number of voluntary resignations shall be up to twice

in 5 years) (\*2) have passed since 7 days had passed in total since the person became unemployed after an application for job hunting (\*1) was submitted and a certificate of unemployment was accepted at *Hello Work*.

(\*1) Please check "(5) Job Hunting Activities" for *Hello Work* in your place of residence or job-hunting activities after application for job hunting.

(\*2) In the case of the third or subsequent voluntary resignation in 5 years, 3 months should have passed.

### iii. Dismissal for a serious reason that is attributed to the worker himself/herself

When an additional 3 months have passed since 7 days had passed in total since the person became unemployed after an application for job hunting was submitted and a certificate of unemployment was accepted at *Hello Work*.

When you receive a certificate of unemployment, make sure to check and read the reasons for your resignation of the company. This is because, if it states that you resigned the company voluntarily, even when in fact you were dismissed due to company circumstances or you merely accepted a recommendation to resign by the company, you will be at a disadvantage with regard to receiving the basic allowance.

### Period of payment

This depends on the reason for your unemployment and your age. It will be from 90 days to 330 days in principle.

## (5) Job Hunting Activities

You will perform job hunting activities at *Hello Work* or other places in order to find your next job.

You can receive the following services from the job consulting counter at *Hello Work*, all of those are free of charge.

### i. Job consultation

They provide various types of consultation for job hunting and employment. You should consult with them first about any matter.

### ii. Looking for a company for which you want to work

*Hello Work* has job vacancy information from a lot of companies.

You can check such job vacancy information on the personal computer of *Hello Work* or your smart phone.

### iii. Introduction to a company for which you want to work

If you find a company for which you want to work, you should visit the counter at *Hello Work*. A staff will give you advice on important points of the company or job hunting. He/she will also hand you an "Introduction Letter" so that you can have an employment screening interview.

### iv. Support for job searching

*Hello Work* also provides correction guidance for application documents such as a personal history or resume, advice on interview etiquette and attitude, a mock interview, and various seminars



Please visit the following website to check *Hello Work* in your place of residence:

<https://www.mhlw.go.jp/content/000637894.pdf>



Interpreters are available at certain branches.

<https://www.mhlw.go.jp/content/000592865.pdf>



If you cannot visit *Hello Work*, you can make a phone call to *Hello Work* in foreign languages.

<https://www.mhlw.go.jp/content/000673000.pdf>



"Checklist for Using *Hello Work* for Foreign Nationals" explains matters described in 2-5 in detail:

<https://www.mhlw.go.jp/content/000678121.pdf>



For consultation about working conditions (wages, dismissal), etc., please visit the following website:

<https://www.check-roudou.mhlw.go.jp/soudan/foreigner.html>



If there is any term relating to labor or social insurance of which meaning you don't understand, you can check it with the "Multilanguage Useful Glossary for Employment Management."

[https://www.mhlw.go.jp/seisakunitsuite/bunya/koyou\\_roudou/koyou/jigyounushi/tagangoyougosyu/index.html](https://www.mhlw.go.jp/seisakunitsuite/bunya/koyou_roudou/koyou/jigyounushi/tagangoyougosyu/index.html)



## 3

## Health and security

### 3-1

### Healthy and safety working environment

The Industrial Safety and Health Act is a law to ensure health and safety for workers. Employers are obliged to take necessary measures to protect workers from work-related accidents and illnesses.

#### (1) Contents of the Industrial Safety and Health Act

Employers have the following obligations:

- Take necessary measures to prevent dangers due to machines, instruments and other equipment.
- Conduct an annual medical checkups when an employer recruits workers or after their recruitment. (Workers have to receive a medical checkups.)

- Conduct a stress checkup on workers and take necessary measures on job such as changing their work according to the results of the checkup. (Companies with less than 50 workers are obliged to strive to do the above.)
- Grasp the workers' working hours objectively from the viewpoint of health management.
- Have the workers see a doctor for counseling and take necessary measures such as changing their work in case the workers are fatigued because of long working hours.

## **(2) Medical checkups, etc.**

Under the Industrial Safety and Health Act, not only regular employees but also dispatched workers, contract employees, and part-time employees are eligible for medical checkups and stress checks, if they meet the following two conditions:

- Being employed with a contract without a fixed term (in case of a worker with a fixed-term contract, the worker must be expected to be employed for at least one year, or have been employed at least one year by renewal of the contract)
- Working for three-quarters or more of the prescribed working hours of regular workers engaged in the same type of job at the place of business per week.

## **(3) Face-to-face guidance by physicians**

Under the Industrial Safety and Health Act, not only regular employees but also dispatched workers, contract employees, and part-time employees are eligible for face-to-face guidance by physicians, if they meet the following condition:

- Having performed overtime work or holiday work for over 80 hours a month, and being recognized to be suffering from fatigue (if they submit a request). However, those who meet the following conditions are eligible for face-to-face guidance by physicians without submitting a request:

- i. R&D workers who worked overtime or on holidays for 100 hours or more per month
- ii. Workers under the highly skilled professional system whose health management hours (the total of hours spent in the workplace and working hours outside the workplace) per week exceed 40 hours, where the excess hours per week have accumulated to more than 100 hours per month

Please visit the following website for consultation about workplace health and safety (Consultation and Support Office for Foreigners):

<https://jsite.mhlw.go.jp/tokyo-roudoukyoku/fresc.html>



## 3-2

## Compensation for injuries or illnesses due to work (Industrial Accident Compensation Insurance)

Workers are compensated by Industrial Accident Compensation Insurance if they incur an injury or illness due to their work.

### (1) Procedure for applying for the Industrial Accident Compensation Insurance

- If you receive treatment at a hospital designated by the Industrial Accident Compensation Insurance, the treatment cost will usually be free (if you go to a hospital that is not designated, you must pay the cost initially, but you can be reimbursed by submitting a request to the Labor Standards Inspection Office).
- If you have to take a day off from work, you can receive compensation for absence from work (the business owner will pay 60% of the average wage until the third day of leave, and 80% of the amount equivalent to the average wage will be covered by the Industrial Accident Compensation Insurance from the fourth day).
- If a worker dies, Benefits (compensation), etc. for the Surviving Family will be provided to the bereaved family.
- An employer must not dismiss a worker in a period during which the worker is absent from work for medical treatment due to an injury sustained or illness suffered in the course of employment, nor within 30 days.

### (2) Other reminders

- Industrial Accident Compensation Insurance covers not only injuries and illnesses at work, but also injuries, etc., incurred while commuting.
- Mental disorders such as depression due to causes such as long working hours are also covered by Industrial Accident Compensation Insurance.
- Even when you develop a disease caused by work in Japan after return to your home country, it is covered by the Industrial Accident Compensation Insurance.
- You cannot use health insurance if the injury or illness was caused by work.
- If any issues arise concerning injuries, etc., incurred during work or commuting, please consult the Labor Standards Inspection Office.
- Industrial Accident Compensation Insurance applies not only to regular employees but also to dispatched workers, contract employees, and part-time employees.
- Basically, a company that employs even one worker is required to join the Industrial Accident Compensation Insurance and pay the entire insurance premium.

Details of the Industrial Accident Compensation Insurance benefits are posted on the following website.

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou\\_roudou/roudoukijun/gyousei/rousai/gaikoku-pamphlet.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/roudoukijun/gyousei/rousai/gaikoku-pamphlet.html)



## 3-3

**Prohibition of discrimination on the basis of sex****(1) While seeking employment**

- With regard to the recruitment and employment of workers, employers are prohibited from discriminating against workers on the basis of sex.

**(2) After employment**

- Employers are prohibited from discriminating against workers on the basis of sex, with regard to the following matters:

- Assignment, promotion, demotion, and training of workers;
- Welfare (fringe benefits as provided by ordinance of the Ministry of Health, Labor and Welfare)
- Changes in type of job or employment status
- Encouragement of retirement, mandatory retirement age, dismissal, and renewal of the labor contract

- Employers are prohibited from using the fact that a worker is a woman as a basis for engaging in differential treatment in comparison to men with respect to wages.

For details, please contact the Prefectural Labor Bureau's Employment Environment and Equal Employment Department (Office) (or Labor Consultation Service for Foreign Workers).

\* When you visit our office for consultation, we can assist you in 13 languages.

(When you consult us by phone, we can only assist you in Japanese.)

<https://www.mhlw.go.jp/content/000177581.pdf>



## 3-4

**Harassment prevention measures**

Employers are required to take necessary measures, including developing necessary systems, to give advice to workers and cope with the problems of workers, so that the working conditions of workers will not be harmed by reason of the following types of harassment; (iv. Power harassment is an obligation to make efforts for small and medium-sized enterprises until March 31, 2022.)

- Sexual harassment;
- Harassment related to pregnancy, childbirth, etc.
- Harassment related to childcare and nursing care leave, etc.
- Power harassment (\*)



(\*) Harming the workplace environment by behavior that goes beyond the level needed for business with taking advantage of superior positions in a relationship as background.

The Prefectural Labor Bureau's Employment Environment and Equal Employment Department (Office) or Consultation Counter on General Labor Matters have been accepting consultations.

\* When you visit our office for consultation, we can assist you in 13 languages.

(When you consult us by phone, we can only assist you in Japanese.)

(Prefectural Labor Bureau's Employment Environment and Equal Employment Department (Office))

<https://www.mhlw.go.jp/content/000177581.pdf>



(Consultation Counter on General Labor Matters)

<https://www.mhlw.go.jp/general/seido/chihou/kaiketu/soudan.html>



Our leaflet on anti-harassment measures is available in 13 languages at the following website.

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou\\_roudou/koyoukintou/seisaku06/index.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/koyoukintou/seisaku06/index.html)



### 3-5

## Guidelines for Foreign Employee Management

- For foreign workers who are currently working in Japan in professional or technical fields as well as those wishing to work in Japan in the future, it is necessary to ensure fair treatment and establish an environment where they can demonstrate their full potential.
- The “Guidelines for Employers to Improve the Management of Employment of Foreign Workers” (the “Guidelines for Foreign Employee Management”) set out the rules for employers to take appropriate measures to improve employment management of foreign employees and support them to find a new job.
- *Hello Work* provides advice and guidance based on the guidelines when they visit employers hiring foreign workers.

Guidelines for Foreign Employee Management

<https://www.mhlw.go.jp/content/000601382.pdf>



Pamphlet concerning the rules for employing foreign workers

<https://www.mhlw.go.jp/content/001261967.pdf>



Consultations regarding labor matters are accepted at Consultation Counter on General Labor Matters. You can also inquire about the contents described in i to iii when you cannot find the inquiry destination for such contents. The office can assist visitors who come for consultation in 13 different languages. (Telephone consultation is available in Japanese only.)

<https://www.mhlw.go.jp/general/seido/chihou/kaiketu/soudan.html>



## 4

## Social Insurance and Labor Insurance

Social insurance and labor insurance are systems in which money (insurance premiums) are publicly collect from workers and/or companies and provide to workers when they encounter events such as loss of employment, injury, and death, so that workers can prepare for various life risks.

## 4-1

### Health insurance / National health insurance

Health insurance / National health insurance (Refer to Subsections 2-1 and 2-2 in Section 2 of Chapter 6) provide necessary medical benefits or allowances to workers in cases where workers or their family have matters of such as the following:

- i. When they have an injury or illness,
- ii. When they have given birth, or
- iii. When they died.



## 4-2

### National pension / employees' pension insurance

National pension and employees' pension insurance (refer to Subsections 1-1 and 1-2 in Section 1 of Chapter 7) provide insurance benefits to workers for a lifetime in case they reach old age, suffer from physical disability, or die.

## 4-3

### Long-term care insurance

Long-term care insurance is a system to support elderly and other people who need long-term care by society as a whole.

Refer to Section 2 of Chapter 7, Long-Term Care Insurance.

## 4-4

### Employment insurance

The employment insurance system (refer to Subsection 2-5, (4)) provides unemployment benefits, etc., to unemployed workers to ensure their living and promote their employment.

#### (1) Persons eligible for employment insurance

- i. In principle, persons who fall under the followings are eligible for employment insurance.
  - Workers who have prescribed working hours of 20 hours or more per week; and
  - Workers who are expected to be employed at least 31 days.

- ii. Persons who are considered eligible based on i) are eligible for employment insurance regardless of the size of the business establishment.
- iii. Persons who are considered eligible based on i) are eligible for employment insurance whether they are dispatched workers, contract employees, or part-time workers.

## (2) Payment of premiums

- i. The company has the responsibility of enrolling its workers in the employment insurance system.
- ii. The payment of premiums is shared by both the workers and the company.

### Employment insurance

[https://www.hellowork.mhlw.go.jp/insurance/insurance\\_summary.html](https://www.hellowork.mhlw.go.jp/insurance/insurance_summary.html)



## 4-5

## Industrial Accident Compensation Insurance

Industrial Accident Compensation Insurance (refer to 3-2) is a public system in which the government provides necessary insurance benefits in the following cases;

- i. Where workers incurred injury, illness or death due to their job (employment accidents); and
- ii. Injury, illness, or death of workers who are employed by multiple companies, etc. (accidents due to multiple job causes)
- iii. Where workers incurred accidents on their way to work (commuting accidents).



## 1

## Procedures Related to Pregnancy

## 1-1

### Notification of pregnancy and issuance of a maternal and child health handbook (boshi kenko techo)

- Once you learn of your pregnancy, report it to your local municipal office as soon as possible.
- The office will provide the following to those who report their pregnancy:

- A maternal and child health book (boshi kenko techo)
- Tickets for receiving subsidized prenatal checkups
- Consultation with public health nurses and other professionals
- Introduction of parents' classes (mothers' /fathers' classes)

- \* The maternal and child health handbook records the entire health history of the mother from pregnancy to birth, and of the child from infancy to early childhood, while providing guidance for the parents or guardians on childrearing. It is designed to allow parents or guardians to make notes of and manage information, and to enable healthcare professionals to make notes of and view information.
- \* In January 2023, we launched our "Maternal and Child Health Handbook Information and Support Site" with information on childcare and related topics.

(Maternal and Child Health Handbook Information and Support Site)

<https://mchbook.cfa.go.jp>

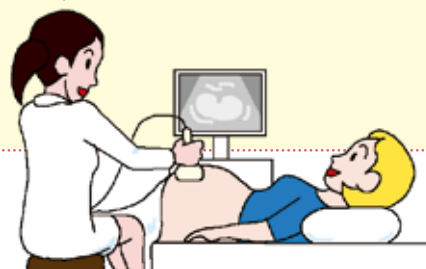


## 1-2

### Prenatal health checkups

- During pregnancy, you must take even greater care of your health than usual. Please receive regular prenatal checkups and manage your health according to the advice of doctors, midwives, and other healthcare professionals.
- It is best to receive prenatal health checkups with the following frequency:

- Once every four weeks from early pregnancy until week 23;
- Once every two weeks from week 24 to week 35;
- and
- Once a week from week 36 until childbirth.



**1-3****Home visits by a public health nurse, midwife, or other healthcare professional**

A public health nurse, midwife, or other healthcare professional will visit you at your home to provide you with help and guidance on the following matters;

- i. Guidance on home life or meals;
- ii. Consultations about uncertainties or concerns you may have about pregnancy and childbirth; and
- iii. Consultation regarding childcare for newborns and infants

\* There is no fee for these visits. For details, please contact your local municipal office.

**1-4****Parents' classes (mothers'/fathers' classes)**

The municipality holds parental classes on pregnancy, childbirth, parenting, nutrition, and other relevant topics. These classes are also an opportunity to meet and talk with other expecting parents.



## 2

## Procedures after Birth

## 2-1

## Notification of birth

## If you gave birth to a child in Japan

- A notification of birth must be submitted by the mother or father.
- This notification must be submitted within 14 days of birth.
- Submit the notification of birth to the municipality where your child was born or the municipality of the person submitting the notification.



## (1) Documents required for notification of birth

- Birth certificate
- For other necessary documents, contact the municipality to which you are submitting the notification.

## (2) Other procedures

If a status of residence is not obtained for the child within 60 days of birth, the residence certificate may be deleted, and the child may not be able to receive administrative services such as national health insurance and child care allowance. For details, refer to Chapter 1, 2-4, "Acquisition of status of residence."

## 2-2

## Notification of the childbirth to home countries

If neither of the parents have Japanese nationality, your child cannot obtain Japanese nationality even if he or she is born in Japan. In such a case, it is necessary to perform the procedure to report the birth of the child to your home country. For details, please contact the embassy or consulate (general) of the father's or mother's country in Japan.

In addition, acquire a passport for your child.



## 3

**Childbirth Expenses and Allowances**

As pregnancy and childbirth are not illnesses, they are not generally covered by health insurance. C-sections and other surgical procedures are covered by health insurance as exceptions.

**3-1****Lump-sum allowance for childbirth**

This is a system for paying out 500,000 yen to cover the expenses for delivery when the mother is enrolled in health insurance or the national health insurance. However, if the delivery is not covered by the Japan Obstetric Compensation System for Cerebral Palsy, such as when the duration of pregnancy is less than 22 weeks, the amount paid is 488,000 yen.

There are two types of payment in this system.

i **Direct payment**

With this method, the medical institution requests and receives the lump-sum allowance for childbirth on the mother's behalf. As the lump-sum allowance is paid directly to the medical institution, you do not have to pay the full amount of the childbirth expenses at the payment counter when leaving the hospital.

ii **Proxy recipient**

With this method, when requesting the lump-sum allowance for childbirth from the Health Insurance Association or other association you are enrolled in, you can entrust medical institution where your child will be born to receive the allowance so that the lump-sum allowance is paid directly to the medical institution.

**3-2****Childbirth allowance**

If you are enrolled in health insurance yourself and must take a leave of absence from work without pay, you will be eligible to receive a childbirth allowance for the duration you were absent within the period starting 42 days before birth (the due date) (98 days for multiple births) and ending 56 days after birth. In principle, you are eligible to receive the amount equivalent to two thirds of your wages per day as childbirth allowance during your maternity leave from your health insurance. However, if you receive wages from the company for which you work during your leave, and the amount you receive from the company is greater than the childbirth allowance amount, you are not eligible to receive the childbirth allowance.

If the actual date of birth is later than the due date, you will be also eligible to receive a childbirth allowance for the delayed period.

## 3-3

**Childcare leave benefits (provision during childcare leave)****(1) Benefits during childcare leave**

If you are enrolled in employment insurance and take childcare leave to care for a child who is less than one year of age (one year and two months if certain conditions are met or one year and six months or two years if certain other conditions are met) and meet the following requirements, you will be eligible to receive childcare leave benefits by applying for the benefit at Hello Work, in principle. (For the first 180 days, you will receive the amount equivalent to 67% of your wages prior to the start of the leave. After that, you will receive 50% of your wages prior to the start of the leave.)

- Requirements for receiving the benefits

- i. That you have worked more than 11 days per month or more than 80 working hours per month as the bases of wage payment for 12 months or more during the two years prior to the start date of your childcare leave.
- ii. That you meet certain conditions such as your wages during childcare leave drop to less than 80% of the wages you made when starting your leave.
- iii. There must be 10 or fewer working days per month during the period of leave (or if more than 10 working days, the number of working hours must be 80 hours or fewer)

Childcare leave benefits generally apply even when leave is split into two periods.

\* In the case of a temporary worker (employee with a fixed-term contract)

In addition to the conditions mentioned above, a temporary worker (an employee with a fixed-term contract) needs to satisfy the condition that it is unclear that the employment contract will end before his/her child turns one year and six months old (two years old if the childcare leave starts after the child is one year and six months old due to reasons such as the child being unable to enter daycare) at the start of the childcare leave.



## (2) Childcare leave at birth benefits

If you are enrolled in employment insurance and take childcare leave (childcare leave at birth) to care for a child by the time eight weeks passes since a child is born by specifying the period up to 4 weeks and meet the following requirements, you will be eligible to receive childcare leave benefits by applying for the benefit at Hello Work. (You will receive the amount equivalent to 67% of your wages prior to the start of the leave. The number of days for which childcare benefits at birth shall be included in 180 days when benefit rate of 3-3 (1) Benefits during childcare leave is 67%).

- Requirements for receiving the benefits

- i. That you have worked more than 11 days per month or more than 80 working hours per months as the bases of wage payment for 12 months or more during the two years prior to the start date of your childcare leave.
- ii. That you meet certain conditions such as your wages during childcare leave drop to less than 80% of the wages you made when starting your leave.
- iii. That the maximum number of working days is 10 days or less (in the case where such number exceeds 10, the working hour is 80 hours) (however, in the case where the leave period is less than 28 days, the number of days/hours for which you can work shall become less in proportion to such days of the leave period.)

Additionally, even in the case where childcare leave at birth is taken by dividing, you are eligible to receive childcare leave benefits up to twice.

Other than the above-mentioned, in the case of the leave that falls under any of the following i and ii, you shall not be eligible to receive the benefits;

- i. The third time or later of childcare leave taken for the same child.
- ii. The portion of paternity leave taken for the same child exceeding a total of 28 days.

\* In the case of a temporary worker (employee with a fixed-term contract)

A temporary worker (an employee with a fixed-term contract) needs to satisfy the requirement that it is unclear that the employment contract will end during the period from the day following the day on which eight weeks has elapsed to six months.

### 3-4

## Child allowance

The child allowance is paid to ensure a stable home environment and the healthy development of the children.

This allowance is paid when the child and the person raising the child are both living in Japan.

### (1) Eligibility

Person raising a child until the first March 31st after their 18th birthday

### (2) How to receive the child allowance

- Submit an application for the allowance to your local municipality.

- In principle, the allowance is paid starting from the month following the month in which the application is submitted.
- You need to submit the new application when a new child is born or when you move to another municipality

### (3) Amount

Eligible child (*)		Monthly amount per child
First child, second child	Under three years old	15,000 yen
	From three years old Until the end of the first fiscal year after reaching 18 years of age	10,000 yen
Third child and subsequent children	From 0 years old Until the end of the first fiscal year after reaching 18 years of age	30,000 yen

\* Children who are a financial burden until the end of the first fiscal year after reaching the age of 22 are referred to as the first child, second child, third child, and so on, in order of birth.

### (4) Payment timing

As a rule, child allowance is paid altogether once in 2 months (April, June, August, October, December, and February).

## 4

## Parenting

### 4-1

### Postpartum Care Services

We provide physical and mental care and childcare support to mothers and babies immediately after discharge from the hospital.

- Implementation methods and locations

- Residential: You can stay at a hospital or maternity center to receive care and support.
- Day service: You can visit a facility during the day to receive care and support on an outpatient basis.
- Outreach: A staff member will visit your home to provide care and support.

The details vary depending on the municipality, so please contact your local municipality for more information.

## 4-2

**Checkup of infants**

Your municipality provides the following health checkups for free:

- 18-month-old checkup
  - 3-year-old checkup
  - Depending on the municipality, checkups may be provided for infants of other ages.
- \* Checkups include tests of development, height and weight measurement, and parenting consultations. For details, contact your local municipality.

## 4-3

**Vaccinations**

There are some illnesses that can be immunized against with vaccinations. There are two types of vaccinations.

**i. Vaccinations recommended by the municipality**

These vaccinations may be provided for free. For details, contact your local municipality.

**ii. Voluntary vaccinations available by request**

For these vaccinations, you will pay out-of-pocket.  
Consult your doctor before giving your child vaccinations.



## 4-4

**Medical expenses for children**

If you are enrolled in a health insurance, you pay 20% of the medical expenses for children up to age six prior to the start of elementary school.

Depending on your local municipality, medical expenses may be free until the end of high school or additional aid may be provided.

## 4-5

**Facilities for preschool-aged children**

- There are different types of facilities for children up to age six prior to the start of elementary school, such as daycare centers, kindergartens, and centers for early childhood education and care.
- Fees for daycare centers, kindergartens, centers for early childhood education and care, are free for all children aged 3 to 5.

**(1) Day care center (Hoikujo)**

- These facilities care for children in lieu of parents and guardians who are unable to provide care at home for work or other reasons.
- Regular daycare services are eight hours a day, and some daycares also offer after-hours services such as evening and holiday daycare services.
- Some day care centers offer hourly care services in which children can be left there on an hourly basis in the event of urgent business or a short-term part-time job, for example.

**Key Point:****Non-registered daycare facilities**

This is the general term for facilities that care for children and that have not been approved according to the Child Welfare Act. The following are examples of non-registered daycare facilities:

- Non-registered daycares (Muninka hoikujo)
- Daycares for customers at department stores
- Day nurseries (Takujisho)
- Baby hotels
- Babysitters etc.

**(2) Kindergarten (Yochien)**

- Kindergartens are school for children from age three until they start elementary school.
- The standard time for education is four hours a day, but childcare services is available at some kindergartens until evening or night, or from early morning, depending on the circumstances of parents and guardians such as working.
- Kindergartens focus on learning through children's voluntary play.
- Some kindergartens also offer consultation services related to child-rearing for parents and guardians in the local community or open their schoolyard to the public.

**(3) Center for Early Childhood Education and Care (Nintei Kodomoen)**

- Centers for early childhood education and care combine the functions of both kindergartens and daycares.
- Centers for early childhood education and care can be used regardless of whether parents/guardians work or not.
- They also have other functions for all households with children such as consultation activities to help with the anxiety of parenting and providing a place where parents and children to get together.

**4-6****After-school Children's club (Hokagojido-club)**

- For elementary school children whose parents or guardians are not at home during the daytime for work or other reasons, after-school children's clubs are available.
- In these clubs, after-school child care workers etc. are staffed to offer an appropriate place for playing and spending time after classes.
- Some municipalities also offer after-school children's classes, which provide different types of learning and interactive activities for elementary school age children.

## 4-7 Family Support Center

- The Family Support Center is an organization that consists of the members described below. The Center acts as a go-between to help members support each other.
  - i. Parents who need assistance in watching infants or elementary school children
  - ii. People who want to provide assistance
- Examples of support are as follows.
  - i. Taking children to and from daycare facilities etc.
  - ii. Watching children after daycare facility hours or after school
  - iii. Watching children while parents or guardians go grocery shopping or run other errands
- The procedure for using such support is as follows.
  - i. Contact the nearest local Family Support Center and register to become a member.
  - ii. Apply for use of the support.
  - iii. A Family Support Center advisor introduces you to a member who will provide you with assistance and acts as a go-between for you and that person.
  - iv. Pay a fee to the person who provided assistance after the assistance.

# 5

## Consultation services for pregnancy, childbirth, and child-rearing

### 5-1 Children and Family Centers, etc.

Municipalities have consultation services (such as children and family centers) where pregnant women, parents raising children, and children can consult about concerns related to pregnancy, childbirth, and child-rearing, as well as problems related to family and school life, and receive support. Public health nurses can provide consultation on matters before and after childbirth and on the growth and development of infants and toddlers, and counselors can provide consultation on child-rearing as well as offer support for a variety of concerns.

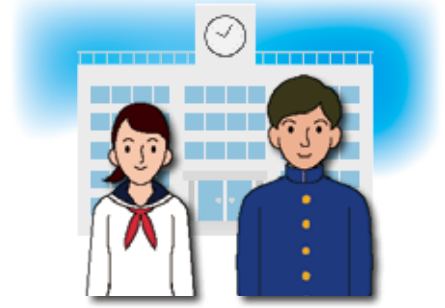
For more details, please check the website of your municipality.

### 5-2 Regional Child-rearing Support Centers

Municipalities have established places where parents and children can interact at local facilities such as public facilities, childcare centers, and children's centers (regional child-rearing support centers), and provide childcare consultations and information on child-rearing.

For more details, please check the website of your municipality.

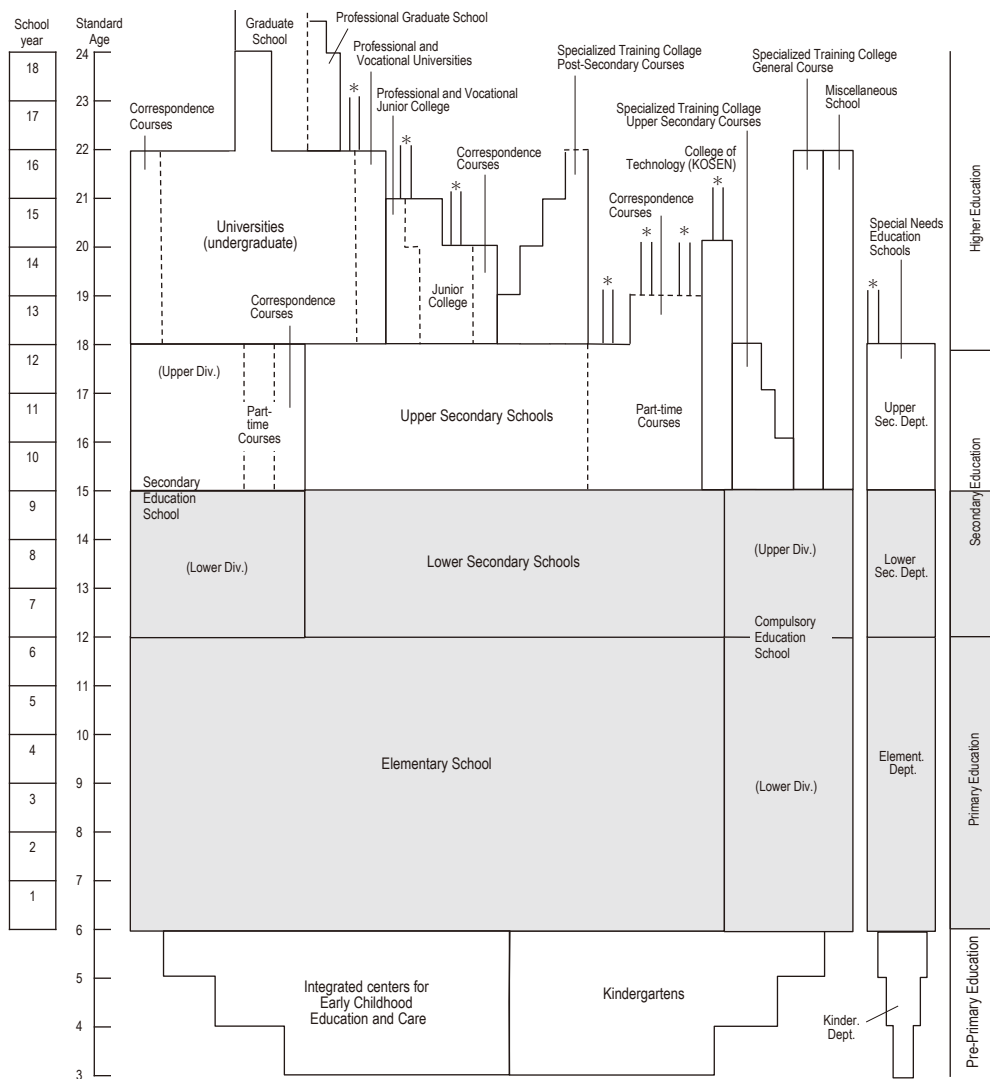
# Chapter 5 Education



## 1 Education system in Japan

The Japanese education system is generally called the “6-3-3-4-year system” and consists of six years of elementary education, three years of junior high education, three years of high school education and four years of college education. Education is compulsory in elementary schools and junior high schools. Preprimary education is given at kindergartens etc.

Diagram of the school system in Japan



Notes:

- (1) The gray sections are Compulsory education.
- (2) \*indicates advanced courses
- (3) Upper secondary schools, upper division of Secondary Education Schools, universities, junior colleges, and upper secondary department of schools for Special Needs Education can have separate courses with course terms of year or more.
- (4) A child aged from 0 to 2 years old can attend Integrated centers for Early Childhood Education and Care because it functions as school as well as child welfare institution.
- (5) Age and admission requirements for Specialized Training College General Courses and Miscellaneous Schools are not defined uniformly.

## 1-1

## Elementary and junior high school

## Enrollment in a public elementary and/or junior high school

- Custodians have the obligation to enroll their children aged 6 to 15 who are Japanese nationals in elementary school, junior high school or compulsory education school.
- In the case of foreign children, the children can be accepted by Japanese public elementary and junior high school etc. Tuition and textbooks are free of charge.
- Tell your local municipal office that you wish to send your children to Japanese public school.
- Visit an appointed school with required documents and the Enrollment Permit for International Students issued by the municipal office.
- In Japan, besides elementary and junior high schools, there are compulsory education schools which provide compulsory education comprising grade one through nine, and special schools for physically and/or mentally challenged children.  
(See 1-4 for Night Junior High School.)

Ministry of Education, Culture, Sports, Science and Technology  
"Guidebook for School Enrollment for Foreign Children"

[https://www.mext.go.jp/a\\_menu/shotou/clarinet/003/1320860.htm](https://www.mext.go.jp/a_menu/shotou/clarinet/003/1320860.htm)



Ministry of Education, Culture, Sports, Science and Technology  
"Videos for foreign children and their parents"

<https://casta-net.mext.go.jp/multilingual-contents/videos-for-learners>



Ministry of Education, Culture, Sports, Science and Technology  
"CASTA-NET" information search site to support the learning of children and students with connections to foreign countries

<https://casta-net.mext.go.jp/>



## 1-2

## High school

- High schools are for those who have graduated from junior high school and wish to continue their studies. To get enrolled in high school you have to take an entrance examination and pass it, as a general rule.
- High schools are categorized into schools offering full-time courses, part-time courses and correspondence courses.
- High school graduates are entitled to apply to university.

## 1-3

## Schools for foreign students

- Besides elementary, junior high and high schools, there are various types of educational institutes for foreign students, and the facilities aimed exclusively at educating foreign children are called "schools for foreign students."
- Each school has different background of cultures, ethnicities, languages, curriculums and post-graduate paths, so you should choose one suitable for your children. (Enrollment qualifications

for those who have graduated from schools for foreign students can be found in 1-7 Higher educational institutes (colleges and universities).)

The below is a website for persons related to schools for foreign students:

[https://www.mext.go.jp/a\\_menu/kokusai/gaikoku/index.htm](https://www.mext.go.jp/a_menu/kokusai/gaikoku/index.htm)



## 1-4

### Evening Classes at Junior High Schools

- In Japan, there are Evening Classes at Junior High Schools for those have not completed their compulsory education either in Japan or in their home country as well as for those beyond school age who were unable to receive a full compulsory education due to various circumstances.
- 32 prefectures and designated cities across Japan have 53 Evening Classes at Junior High Schools (as of October 2024).
- If you wish to get enrolled in Evening Classes at Junior High Schools near you, first of all, contact your municipal Board of Education.

Ministry of Education, Culture, Sports, Science and Technology:

"For those who wish to learn at Evening Class at Junior High Schools".

[https://www.mext.go.jp/a\\_menu/shotou/yakan/index\\_00005.htm](https://www.mext.go.jp/a_menu/shotou/yakan/index_00005.htm)



See the Ministry of Education, Culture, Sports, Science and Technology's

"Evening Classes at Junior High Schools PR Materials" to watch videos showing what these classes are like.

[https://www.mext.go.jp/a\\_menu/shotou/yakan/index\\_00004.htm](https://www.mext.go.jp/a_menu/shotou/yakan/index_00004.htm)



## 1-5

### Examination for Granting an Equivalency Certificate of Lower Secondary School Graduation

- Those who have not graduated from junior high school in Japan can take this test.
- The test is held once a year.
- By passing the test, you will be qualified to take an entrance examination for Japanese high schools.

## 1-6

### Upper Secondary School Equivalency Examination

- Those who have not graduated from high school can take this test.
- The test is held twice a year.
- If you pass it, you will be entitled for the following:
  - To take entrance examinations for colleges/universities, junior colleges or professional training colleges in Japan.
  - To take tests for employment or qualifications which entitles people who have graduated from high school.

Outline (in English):

[https://www.mext.go.jp/a\\_menu/koutou/shiken/mext\\_01319.html](https://www.mext.go.jp/a_menu/koutou/shiken/mext_01319.html)



## 1-7

## Higher educational institutes (colleges and universities)

## Admission to college and university

- Those who have graduated from “high schools”, “middle schools” or an accredited international schools in Japan ([http://www.mext.go.jp/a\\_menu/koutou/shikaku/07111314/003.htm](http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm)) are entitled to apply for the following schools:



- Colleges and universities
- Professional and vocational universities
- Junior colleges
- Professional and vocational Junior colleges
- Professional training colleges (post-secondary course of specialized training colleges), etc.



- Those who have obtained one of the following certificates will also be qualified to apply for the above-mentioned educational institutes:

- International Baccalaureate
- Abitur
- Baccalaureate
- General Certificate of Education, Advanced-Level
- International A Level
- European Baccalaureate

(List of International Baccalaureate-accredited schools in Japan:  
<https://ibconsortium.mext.go.jp/about-ib/school/>)



- Those who have completed their 12-year education and graduated from an educational institute that is certified by any of the following groups are also entitled to apply for the above-mentioned educational institutes:

- WASC (The Western Association of Schools and Colleges)
- CIS (Council of International Schools)
- ACSI (Association of Christian Schools International)
- NEASC (New England Association of Schools and Colleges)
- Cognia
- COBIS (Council of British International Schools)

## Other institutes for higher education

- There are other institutes for higher education in Japan as follows and each has its own application requisites:

- Graduate schools mainly for postgraduates
- Professional graduate schools mainly for postgraduates
- Colleges of Technology mainly for junior-high graduates

## 1-8

**Entrance examination to higher educational institutes**

- To get enrolled in a higher education institute, you have to pass an entrance examination or document screening.
- Some institutes offer special assessments for foreign applicants.
- The Examination for Japanese University Admission for International Students (EJU), operated by the Japan Student Services Organization, is employed by many colleges and universities as a special evaluation reference for international students.

The below is a website for foreign nationals:

<https://www.jasso.go.jp/en/ryugaku/eju/index.html>



## 2

## Financial support for the education costs

## 2-1

## Financial support for elementary and junior high students

- There is a system that offers assistance for the expense of school supplies such as uniforms, school bags, stationery and school lunches.
- Low-income parents whose children go to elementary or junior high school are eligible for this assistance.
- The requirements for the assistance and the amount to be paid vary on the municipality in which the applicant resides.

For further information on this system, please visit:

[https://www.mext.go.jp/a\\_menu/shotou/career/05010502/017.htm](https://www.mext.go.jp/a_menu/shotou/career/05010502/017.htm)



## 2-2

## High School Tuition Support Fund

- High-school students whose annual household income is less than 9,100,000 yen, can receive financial aid to cover the expense of high school tuition.
- Students who go to national or public high school are eligible to receive financial aid equal to the amount of the tuition.
- The amount of the aid for private high-school students varies depending on their household income.
- In order to receive the aid, an application form must be submitted.
- Details will be announced by the school you attend.



For further information on this system, please visit:

[https://www.mext.go.jp/a\\_menu/shotou/mushouka/1342674.htm](https://www.mext.go.jp/a_menu/shotou/mushouka/1342674.htm)



If you want to read it in English:

[https://www.mext.go.jp/a\\_menu/shotou/mushouka/20220329-mxt\\_kouhou02-2.pdf](https://www.mext.go.jp/a_menu/shotou/mushouka/20220329-mxt_kouhou02-2.pdf)



## 2-3

**High School Supplemental Scholarship Fund**

- Low-income parents whose children go to high school can receive benefits to cover the expense other than tuition fees, such as the expense of textbooks and school supplies.
- The amount of the benefits differs in the kind of schools students attend.
- In order to receive the benefits, you have to apply for an application form must be submitted.
- Details will be announced by the school your child attends.

For further information on this system, please visit:

[https://www.mext.go.jp/a\\_menu/shotou/mushouka/1344089.htm](https://www.mext.go.jp/a_menu/shotou/mushouka/1344089.htm)

If you want to read in English:

[https://www.mext.go.jp/a\\_menu/shotou/mushouka/20240326-mxt\\_kouhou02-2.pdf](https://www.mext.go.jp/a_menu/shotou/mushouka/20240326-mxt_kouhou02-2.pdf)



## 2-4

**Scholarship for undergraduate and postgraduate students**

- Scholarships are provided by the Japanese government, local governments and private foundations.
- National financial aids consist of two types:
  - Grant type: scholarships that do not need to be repaid
  - Student loan type: financial aids that must be repaid



\* Some student-loan type scholarships have interest charges while others don't.

- Foreign students who continue with higher education and have one of the following residence statuses may be eligible for the financial aids offered by the Japanese government:

- Special Permanent Resident
- Permanent Resident
- Spouse or child of Japanese national
- Spouse or child of Permanent Resident
- Long-Term Resident (who intend to live in Japan permanently)
- Dependent who meet the requirements (those who have graduated from elementary school, junior high school, or high school in Japan and intend to work and settle in Japan even after graduating from university)



- There are also grant-type scholarships for those whose status of residence is "Student" and have satisfied the academic requirements.

The below is a website for foreign nationals:

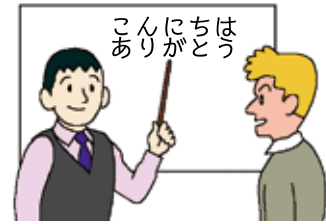
[https://www.jasso.go.jp/en/ryugaku/scholarship\\_j/shoreihi/index.html](https://www.jasso.go.jp/en/ryugaku/scholarship_j/shoreihi/index.html)



## 3

## Learning Japanese

Knowing Japanese will make your life easier in Japan. You can get to know others and make friends with them. They may help you when you need any help. You may be able to fulfill your dreams. In order to live your own life in Japan, it is strongly recommended that you keep studying Japanese.



## 3-1

### About the Japanese language

- Japanese language uses five types of characters: hiragana, katakana, kanji, and English letters (romaji) and numbers. Both Hiragana and Katakana have 46 characters each and those written in smaller versions (four characters for Hiragana and nine characters for Katakana). The special symbols ` ° — are also used.
- Kanji will be helpful once you memorize them. Some may look complicated. Start by learning the simple ones.
- Learn about romaji as well, which is often used when you type or text for mails and social media
- If you live in Japan, it is very important to know the names of local places and streets by reading and writing characters such as Kanji. Japanese also has many dialects and they have an important role in your community life. You can learn these dialects at Japanese classes in your area and through communication with local residents.
- Other than the above-mentioned, there are forms of polite speech in Japanese. It would be better if you become able to use polite Japanese depending on who you are speaking to.

## 3-2

### Reference Framework for Japanese Language Education

- "Reference Framework for Japanese Language Education" was newly established in 2021 to make learning Japanese easier for you, with reference to CEFR (Common European Framework of Reference for Languages; Learning, teaching, assessment).
- This describes learning contents and action targets according to six levels of Japanese language (A1 to C2) and Japanese language proficiency ("listening," "reading," "speaking (interaction)," "speaking (expression)," and "writing").  
\* Please use it as a reference to check your Japanese language level and to study setting the next goal.
- Resources that we have created and made available include "Seikatsu Can Do," a guide to using the reference framework, and "Nihongo Check!," a Japanese language self-assessment tool.

Reference Framework for Japanese Language Education, guide, Seikatsu Can Do and more

[https://www.nihongo-ews.mext.go.jp/information/framework\\_of\\_reference](https://www.nihongo-ews.mext.go.jp/information/framework_of_reference)



<b>C2</b>	Can understand with ease virtually everything heard or read. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.
<b>C1</b>	Can understand a wide range of demanding, longer texts, and recognize implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes.
<b>B2</b>	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with proficient speakers of Japanese quite possible without strain for either party.
<b>B1</b>	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can produce simple connected text on topics which are familiar or of personal interest.
<b>A2</b>	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
<b>A1</b>	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

**3-3****Where to learn**

By attending Japanese classes, you can not only study the language, but also exchange information and make friends at the same time. Find a language school or lesson near you.

Nowadays an increasing number of learners choose distance learning through social media or E-learning. Find the method that is suitable for you.

**(1) Japanese language school**

- There are courses with different purposes: to prepare for school study, for work, or to prepare for examinations
- There are classes for beginners through advanced learners.
- You can choose to learn in a group or in a private class.
- You have to pay for the classes.

## (2) Japanese classes in local communities

- Japanese classes are organized by local governments, international associations, or NPOs.
- Classes are held in community centers, schools, churches or volunteer centers.
- Teachers are volunteers in many cases.
- Some classes are free of charge. They are more economical than studying at a language school.
- Generally, classes are held once or twice a week for one to two hours.

The below is a list of responsible departments for Japanese language education in each region and Japanese classes organized in the region:

[https://www.bunka.go.jp/seisaku/kokugo\\_nihongo/kyoiku/nihongokyoiku\\_tanto/pdf/93036701\\_01.pdf](https://www.bunka.go.jp/seisaku/kokugo_nihongo/kyoiku/nihongokyoiku_tanto/pdf/93036701_01.pdf)



\* Check the following when you search for Japanese classes:

①Name of the class ②organizer ③venue ④contact number ⑤how to contact ⑥supported languages ⑦course period ⑧number of sessions ⑨timetable (day and time) ⑩qualification for application ⑪cost ⑫ class type (group or private) ⑬number of students ⑭level ⑮who teaches ⑯what to learn ⑰availability of parking, baby-sitting services, etc.

## (3) Online classes, distance learning

If you are too busy to go to language school because of working or parenting, you can study Japanese online using SNS or E-learning. There are various version of tuitions and services, so find the one that is most suitable for you.

### 3-4

## Website for Japanese learners: "Connect and Enhance Your Life in Japanese" (known as Tsunahiro)

This website is for foreign nationals who live in Japan to learn Japanese, aiming to communicate in Japanese or use Japanese in daily life.

You can choose learning contents in videos and scripts based on your Japanese level, the situation and keywords that interest you. Study and use Japanese to connect with society and broaden life's possibilities.

- **Available languages:** Japanese, Chinese (Simplified), Chinese (Traditional), English, Filipino, French, Indonesian, Khmer (Cambodian), Korean, Mongolian, Myanmar, Nepali, Portuguese, Russian, Spanish, Thai, Ukrainian, Vietnamese (18 languages)
- **Situations for learning:** Scenes from daily life such as greeting people, shopping, using a bank, using a train, going to a municipal office, and preparing for disaster and emergency, child rearing

"Connect and Enhance Your Life in Japanese":

<https://tsunagarujp.mext.go.jp>



## 3-5

## “Nihongo Check!,” a Japanese language self-assessment tool based on the Reference Framework for Japanese Language Education

This online system has a self-assessment tool targeting Japanese language learners both in Japan and internationally that allows users to answer questions from a “Can do” section, providing a straightforward assessment of their Japanese language skills. It is designed to encourage individual study based on the results and help set goals for learning Japanese.

The Reference Framework for Japanese Language Education has six levels (A1 to C2) and covers five language activities, including listening, reading, speaking (interaction and expression), and writing. Japanese language learners assess their own proficiency by answering questions regarding their language abilities on a four-point scale as follows: “1. I cannot,” “2. I can hardly do it,” “3. It’s difficult, but I can just about do it,” and “4. I can.”

- **Supported languages:** 14 languages, including Japanese.  
Chinese, English, Filipino, Indonesian, Khmer, Korean, Mongolian, Burmese, Nepali, Portuguese, Spanish, Thai, Vietnamese, and Japanese (with furigana readings).

Check your level at the following page.

<https://www.nihongo-check.bunka.go.jp/>



Japanese Proficiency Self-Assessment Tool

### Check Your Japanese Level!

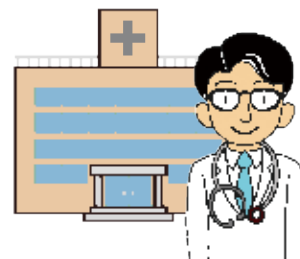
Check Your Current Japanese Proficiency Level

LANGUAGE

English 英語

Before Checking





## 1

## Medical institutions

### 1-1

### Types of medical institutions

- There are a variety of medical institutions in Japan and each one has its own role. If your medical concern is not severe, visit a local clinic.

- Doctor's offices, clinics: For treatment of mild symptoms and slight injuries.
- Middle-scale hospital: For surgeries, hospitalization and emergency care
- Large-scale hospital: For critical emergencies and advanced medical treatment

- Present your health insurance card at the hospital or clinic, or otherwise you will cover the full amount of medical expenses.
- Find a doctor depends on your symptoms of illness or injuries. Here are some examples:

<b>Internal Medicine</b>	Diagnosis and treatment of diseases affecting the internal organs (digestive, respiratory, circulatory, and urinary organs, blood, endocrine, nerves, etc.) mainly with medication without operations. You can also see them when you catch a cold or have general health problems
<b>Surgery</b>	Surgical treatments mainly by operations for internal organs damaged by cancer and injuries
<b>Pediatrics</b>	Treatment of children's illness
<b>Orthopedics</b>	Treatment of the locomotive systems such as bones, joints, muscles, tendons and its related nerves
<b>Ophthalmology</b>	Diagnosis and treatment of eye disorders
<b>Dentistry</b>	Treatment of teeth; endodontics, orthodontics, etc.
<b>Obstetrics</b>	Treatment of pregnancy, childbirth, newborns and related disorders etc.

## 1-2

## How to find medical institution

- You can search for one using any of the following:

- Municipal newsletters issued by the municipal office in your area
- Online
- Medical Information Net (NAVII) where you can search for medical institutions nationwide

- \* Medical Information Net (NAVII)

<https://www.iryuu.teikyouseido.mhlw.go.jp/znk-web/juminkanja/S2300/initialize>



- \* In addition, you can also search for medical institutions (hub medical institutions and other medical facilities that can accept foreign patients, selected by prefectures) in foreign languages on the website of the Japan National Tourism Organization (JNTO) for foreign travelers visiting Japan.

[https://www.jnto.go.jp/emergency/jpn/mi\\_guide.html](https://www.jnto.go.jp/emergency/jpn/mi_guide.html)



- It is also possible to consult at the following:

- The municipal office in your area
- A Medical Safety Support Center (\*)

- \* A total of 400 Medical Safety Support Centers are located in prefectures, municipalities with public health centers and wards in Tokyo.

**See the following URL for details:**

<https://www.anzen-shien.jp/center/>



- If you do not speak Japanese, you can consult at the following:

- The municipal office in your area
- International associations near you
- NPOs (they may speak your language)



## 2

## Medical Insurance

No matter where you are from, you are obliged to enroll in public medical insurance in Japan. This is a Japanese social system to guarantee that any resident can equally receive medical services at a high standard at low cost by sharing the cost across the whole of society.

## 2-1

### Health Insurance

#### (1) Enrollment Requirements

Those who work for a company which is obliged to have their employees enroll in the health insurance and are obliged to enroll in the health insurance:

- i. Regular employees, chief executives, board of directors
- ii. Part-time workers, temporary workers, etc., who work at least three-quarters of the fixed weekly working hours of full-time employees at the same company (business establishment)
- iii. Part-time workers, temporary workers, etc., who fulfill all of the following:
  - who work during office hours for over 20 hours a week;
  - who are expected to work for more than two months;
  - who earn more than 88,000 yen a month;
  - who are not students; and
  - who work for a company with more than 51 employees



#### (2) Insurance premiums

As a rule, both the companies (employers) and the insured pay half of the health insurance premiums. Dependents of the insured do not need to pay premiums.

#### (3) Benefits

##### Copayment of medical expenses

The copayment ratio of medical expenses for the insured is as follows:

- Preschool infants under six years old..... 20%
- School-age children through adults up to 69 years old..... 30%
- Adults aged 70 to 74 years old ..... 20% (Wage-earners at their pre-retirement income level: 30%)

##### Medical expenses

- When you have just been employed by a company and not received an insurance card yet;
- When you purchase medical devices such as a cast;

- When you have received an acupuncture, moxibustion or massage which your doctor deems medically necessary; or
- When you have received medical services outside of Japan.

In the above-mentioned cases, you will need to pay the full amount of expenses by yourself; however, once your application is approved, you will be eligible for reimbursement of the expenses minus your copayment.



### High-cost medical care expenses

The high-cost medical treatment system is a financial support system for cases where the total amount of medical expenses during a month that are paid for treatment or medications (except the cost for food and bed during in hospital) exceeds a certain limit. In such cases, the over-the-limit amount will be covered. The fixed monthly copayment limit varies with age (whether the insured is under 70 years old or not) and the income level of the insured.

### Medical transportation expenses

If a patient has a difficulty in moving due to illness or injury, but get transferred due to a temporary and emergency need as instructed by a doctor, he/she will be eligible for reimbursement of his/her medical transportation expenses in cash in cases where the following requirements are fulfilled:

- You have been properly treated at the medical institution where you had been transferred to;
- The reason why the patient had significant difficulties in transportation is his/her injury or illness which is the cause of the transportation;
- It was an emergency and unavoidable.

### Accident and Sickness Allowance

When the insured is unable to work due to illness or injury and have been absent from work for three consecutive days, accident and sickness allowance will be paid from the fourth day of absence.

The duration of payment will be onward for up to 18 months in total counting from the first day of payment.

### Childbirth and Childcare lump-sum grant

This is a benefit for an insured or his dependent to help cover expenses related to childbirth. As a general rule, the allowance per child is 500,000 yen.

### Maternity Leave Allowance

An insured of health insurance will be eligible to receive Maternity Leave Allowance when she takes leave for give birth. The allowance is paid for the days the insured is away from work during a period starting 42 days (98 days in the case of multiple pregnancies) before the estimated delivery day and 56 days afterward.

### Family Medical Expenses

If the dependents of an insured (subscriber) get ill or injured, the insured will be eligible to receive Family Medical Expenses. The range, measure and duration of the payment are the same as that of Medical Expenses for the insured.

## 2-2

## National Health Insurance

**(1) Enrollment requirements**

- All registered residents who are under 75 and are not in Employees' Health Insurance are obliged to get enrolled in National Health Insurance.
- Foreign nationals are obliged to join National Health Insurance except in the following cases:

- i. The period of stay is less than three months (\*);
- ii. The status of residence is "Temporary Visitor";
- iii. The status of residence is "Designated Activities" and the activities are specified as "to receive medical treatment" or "to provide everyday assistance for someone who is engaged in the activities mentioned above";
- iv. The status of residence is "Designated Activities" and the activities are specified as "sightseeing, recreation or other similar activities";
- v. The status of residence is "Diplomat";
- vi. Persons who do not have a valid status of residence; or
- vii. Persons who are from a country with which the Japanese government has a social security agreement with including health insurance, and have an official certificate issued by the government to show their membership of the social insurance system in their home country.



\* Even if your period of stay is shorter than three months, you can join the National Health Insurance if your status of residence is one of the following and if you have any document to certify that your stay will be longer than three months:

- "Entertainer"
- "Technical Intern Training"
- "Dependent"
- "Designated Activities (except iii. and iv. above)"

**(2) Enrollment and withdrawal application**

You can join in or withdraw from National Health Insurance (\*) at the municipal office in your area. Ask the municipal office for more details.

(\*) You must withdraw from National Health Insurance in the following cases:

- i. When you move to a different municipality; or
- ii. When you join Employee's Health Insurance.

**(3) Insurance premiums**

Insurance premiums are calculated on a per-household basis and decided according to the insured's income or the number of the household. This amount is paid by the head of the household.

\* Insurance premiums may be reduced in accordance with income and other circumstances. Ask for further information at the municipal office in your area.

## (4) Benefits

### Copayment of medical expenses

The copayment ratio of medical expenses for an insured is as follows:

- Preschool infants under six years old..... 20%
- School-age children through adults up to 69 years old..... 30%
- Adults aged 70 to 74 years old ..... 20% (Wage-earners at their pre-retirement income level: 30%)

### Medical expenses

- When you have just been joined the National Health Insurance and not received an insurance card yet;
- When you purchase medical devices such as a cast;
- When you have received an acupuncture, moxibustion or massage which your doctor deems medically necessary; or
- When you have received medical services outside of Japan.

In the above-mentioned cases, you will need to pay the full amount of expenses by yourself; however, once your application is approved, you will be eligible for reimbursement of the expenses minus your copayment.



### High-cost medical care expenses

The high-cost medical treatment system is a financial support system for cases where the total amount of medical expenses during a month that are paid for treatment or medications (except the cost for food and bed during in hospital) exceeds a certain limit. In such cases, the over-the-limit amount will be covered. The fixed monthly copayment limit varies with age (whether the insured is under 70 years old or not) and the income level of the insured.

### Medical transportation expenses

If a patient has a difficulty in moving due to illness or injury, but get transferred due to a temporary and emergency need as instructed by a doctor, he/she will be eligible for reimbursement of his/her medical transportation expenses in cash in cases where the following requirements are fulfilled:

- You have been properly treated at the medical institution where you had been transferred to;
- The reason why the patient had significant difficulties in transportation is his/her injury or illness which is the cause of the transportation;
- It was an emergency and unavoidable.

### Childbirth and Childcare lump-sum grant

This is a benefit for an insured or his dependent to help cover expenses related to childbirth. As a general rule, the allowance per child is 500,000 yen.

## 2-3

## Medical Care System for Elderly in the Latter Stage of Life

**(1) Enrollment Requirements****When you become 75 years of age**

- All registered residents in Japan aged 75 years or older must join the Medical Care System for Elderly in the Latter Stage of Life.
- Those who are between 65 and 74 years old and have been approved as having certain disabilities can also join this program.
- You have to withdraw from other medical insurance programs (National Health Insurance, Health Insurance Associations, Japan Health Insurance Association, or Mutual Aid Association, etc.)
- All foreign nationals aged 75 years or older, except in the following cases, must join this program as well:



- The period of stay is less than three months (\*);
- The status of residence is "Temporary Visitor";
- The status of residence is "Designated Activities" and the activities are specified as "to receive medical treatment" or "to provide everyday assistance for someone who is engaged in the activities mentioned above";
- The status of residence is "Designated Activities" and the activities are specified as "sightseeing, recreation or other similar activities";
- The status of residence is "Diplomat";
- Persons who do not have a valid status of residence; or
- Persons who are from a country with which the Japanese government has a social security agreement including health insurance, and have an official certificate issued by the government to show their membership of the social insurance system in their home country.

(\*)Even if your period of stay is shorter than three months, you can join the program if your status of residence is one of the following and if you have any document to certify that your stay will be longer than three months:

- "Entertainer"
- "Technical Intern Training"
- "Dependent"
- "Designated Activities" (except iii. and iv. above)

**(2) Enrollment and withdrawal application**

Your application can be submitted at the municipal office in your area. Ask the municipal office for more details.

Those who move to another municipality in another prefecture should withdraw from this program.

### (3) Insurance Premiums

Insurance premiums are the total amount of per-capita base and income-base charges.

There are cases in which the premiums are reduced for dependents in the employees' health insurance or for the insured in accordance with their income level and life status. Ask for more details at the municipal office in your area, or at an Association responsible for operation of the medical-care system for the elderly aged 75 and older.

### (4) Benefits

#### Copayment of medical expenses

When you receive medical treatment under the insurance coverage, your copayment ratio is 10%. However, if you have an income at a preretirement level, your portion is 30%, or if you have an income above a certain level, your portion is 20%.

#### Medical expenses

- When you have just obtained insurance but not received an insurance card yet;
- When you purchase medical devices such as a cast;
- When you have received an acupuncture, moxibustion or massage which your doctor deems medically necessary; or
- When you have received medical services outside of Japan.

In the above-mentioned cases, you will need to pay the full amount of expenses by yourself. If your application is approved, you can receive medical expenses for the portion that exceeds the copayment.



#### High-cost medical care expenses

The high-cost medical treatment system is a financial support system for cases where the total amount of medical expenses during a month that are paid for treatment or medications (except the cost for food and bed during in hospital) exceeds a certain limit. In such cases, the over-the-limit amount will be covered. The fixed monthly copayment limit varies with the income level of the insured.

#### Medical transportation expenses

If a patient has a difficulty in moving due to illness or injury, but get transferred due to an instruction by a doctor, he/she will be eligible for reimbursement of his/her medical transportation expenses in cash in cases where the following requirements are fulfilled:

- You have been properly treated at the medical institution where you had been transferred to;
- The reason why the patient had significant difficulties in transportation is his/her injury or illness which is the cause of the transportation;
- It was an emergency and unavoidable.

## 3

## Medicine

- Medicine can be purchased at pharmacies and drugstores.
- Medicine is often used to cure diseases and injuries. However, bear in mind that any medicine has side effects and that it should be handled with care.
- If you have any questions about any medicine, consult a pharmacist or a registered drug seller at the pharmacy and drugstore.

\* A registered drug seller offers some over-the-counter (OTC) pharmaceuticals as well.

### 3-1

### Pharmacies

A pharmacy is a shop where pharmacists prepare medicines based on prescription issued by a doctor. After having medicine-taking guidance, you can receive the medicines. OTC pharmaceuticals are also available.

### 3-2

### Drugstores

OTC pharmaceuticals are available at drug stores as well as at pharmacies. However, prescription medications cannot be prepared at drugstores.





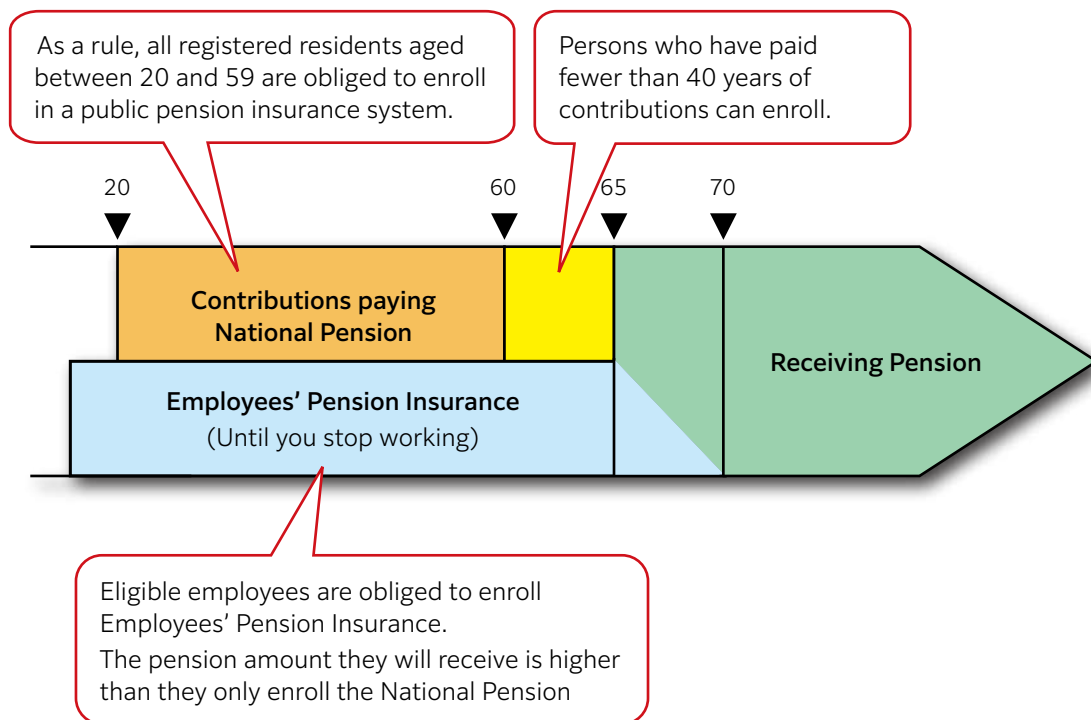
## 1 Pension

The Japanese public pension is a system to provide lifetime social security through mutual generational support.

The system is run with the scheme in which contributions paid by working generations goes to pension benefits of people such as the elderly.

Other than old-age pension, there are disability pension and pension for surviving family.

### Image for Old-age Basic Pension and Old-age Employees' Pension



## 1-1

## National Pension

The Japanese National Pension system is a public pension system in which those aged 20 to 59 years who reside in Japan are to enroll.

### (1) How to enroll the system

The insured (participants) are categorized according to their status as follows:

**i. Category I insured persons**

- Persons who are not in Category II or III, such as those who are self-employed, students, etc. are categorized in Category I.
- Applications to enroll should be filed at the municipal office in your area.

**ii. Category II insured persons**

- Persons who have already enrolled in Employees' Pension Insurance system are categorized in Category II.
- Applications to enroll should be taken care of by the company which employs you.

**iii. Category III insured persons**

- Dependents of Category II insured persons are categorized in Category III.
- Applications to enroll are taken care of by the company where your spouse (in National Pension Category II) works.

\* Dependents of Category I insured persons are not categorized in Category III.

\* Dependent spouses married to persons over 65 years old in Employees' Pension Insurance system who receive pension benefits are not categorized in Category III, either.

In addition, those who do not fall under any of i to iii and live in Japan aged 60 to 69 and meet a certain conditions may become insured under a National Pension (optional subscribers) upon request. Applications to enroll should be filed at the municipal office in the person's area.

\* Those aged 65 to 69 need to meet several requirements such as being born before April 1, 1965 or not meeting the 10-year eligibility period.

### (2) Contributions

- Contributions for those of Category I and optional subscribers are flat. Additionally, upon request, they can pay contributions by adding to ordinary ones (Optional subscribers 400 yen per month) upon request. Those in Category II and III are exempted from payments of National Pension contributions.
- Contributions for those of Category I can be paid in cash when you receive a payment notice by (paying at service window of financial institutions, convenience stores etc.), bank transfer, or with a credit card.
- A discount is applied if the full amount is paid in advance.
- Exemption from payment or contributions postponement options are available for those of Category I, if they have difficulties paying contributions if your income has reduced or you have lost your job.
- For more details, please contact your municipal government or a Japan Pension Service (JPS) branch near you.

\* If you continue to fail payment of contributions:

- Approximately 20,000 yen per year of “old-age basic pension” shall be reduced for one year absence of payment.
- In the case where you become disabled, you may not receive “disability basic pension”.
- In the case where you pass away, your surviving family may not receive “survivor’s basic pension”.

### (3) Benefits

#### Old-age Basic Pension

- Persons who have paid contributions for at least 10 years are eligible to receive the Old-age Basic Pension when the insured attains 65 years of age.
- The benefit amount is calculated in accordance with the period during which the insured has paid contributions.
- Persons who have paid contributions for 40 years from 20 to 59 years of age can receive the full amount of pension benefits.
- Those who pay loading contributions can receive additional pension (200 yen x the number of months of additional contributions)(annual amount).
  - \* The period of time during which the contributions have not been paid cannot be included in the qualifying period for benefits.
  - \* The pension benefit amount to be paid to persons who have been exempted from the contributions payment for a period of time will be calculated in accordance with the type of such exemption and the basic pension expenditure ratio in the National Treasury.

#### Disability Basic Pension

- Persons who fulfill all of the following are eligible to receive the Disability Basic Pension:

- i. The first consultation day (doctor/dentist consultation about the illness or injuries which have eventually caused the disability in question was carried out for the first time) while the insured had been covered by the National Pension system;
- ii. A disability above a certain level has been caused by illness or injuries;
- iii. Contribution payment requirements had been fulfilled as of the day before the day of the first doctor consultation.

- There are two grades of disabilities.
- Benefit amount varies from the grade.

- i. Disability Grade 1 → Full amount of Old-age Basic Pension × 1.25
- ii. Disability Grade 2 → Full amount of Old-age Basic Pension

- If you have a Child, no matter which grade he/she corresponds to, an additional amount is paid.

#### Survivors' Basic Pension

- A “Dependent with a Child” or a “Child” who satisfies the following conditions is eligible to receive Survivors’ Basic Pension.

→ A “Dependent with a Child” or a “Child” who depended economically on the deceased insured satisfies i or ii below.

- i. At the moment when an insured or ex-insured aged 60 or older but under 65 and who resided in Japan died, he/she had satisfied the contribution payment requirements.
- ii. At the moment when an insured who had been qualified for Old-age Basic Pension for 25 years or more died, a “Dependent with a Child” or a “Child”.

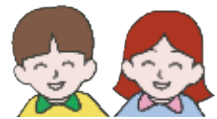
- The amount of Survivors’ Basic Pension are the same as that for the full Basic Pension benefit. An additional amount will be paid if you have a Child.

#### Key Point:

#### Who is a “Child”?

The term “Child” refers to a child or young unmarried person who fulfills following two conditions:

- Under 18 years, and 18 years old until first 31st March after his/her birthday; or
- Under 20 years old with Disability Grade 1 or 2.



#### Lump-sum Death Benefit

- If an insured has paid contributions as a Category I insured person for more than 36 months and has not yet received any benefits, a family member can receive the Lump-sum Death Benefit.
- The benefit amount varies depending on the length of the contribution-paid period and contribution-exempted period.

#### Widow's Pension

- This is a benefit for a widow whose husband has died after contributing to the pension system at least for 10 years as a Category I insured person. However, said widow must have been financially supported by him and married to him at least for 10 years by the time of his death. The Widow's Pension will be paid from 60 to 65 years old.
- The amount of the pension is 3/4 of the Old-age Basic Pension calculated based only on the period in which the insured husband had been categorized in Category I.

## 1-2

## Employees' Pension Insurance system

Employees who work for employers who are responsible to enroll their employees in appropriate employees' health and pension insurance systems will enroll Employees' Pension Insurance by satisfying the enrollment requirements. (The requirements for employers and employees are the same as those in Health Insurance.)

Employees who are not eligible for Employees' Pension Insurance are to enroll in the National Pension system.

## (1) Eligible members (subscriber)

- Persons who are under 70 years old and work for employers who are responsible to enroll their employees in appropriate employees' health and pension insurance systems and fulfill the enrollment requirements, are to enroll Employees' Pension Insurance (subscriber).
- Persons who are 70 years or more and do not meet certain requirements such as being not qualified for receiving old-age basic pension may be eligible for becoming insured (old-age optional subscriber) upon request.

### Requirements for appropriate employers

The following employers have a responsibility to enroll their employees in the appropriate employees' health and pension insurance systems:

- i. Corporations;
- ii. Private entities except those in the agriculture, forestry, fisheries and service industries and that have five or more employees; or
- iii. Voluntary applicable businesses based on a labor-management agreement.

### Requirements to become insured

Those who fall under (a) to (c) employed in the appropriate employers shall be the insured:

- (a) Regular employees, representatives and executive officers;
- (b) Persons whose regular working hours per week and regular working days per day is 3/4 of those of regular employees engaged in the same office and work (part-timer, temporary staff etc.)
- (c) Persons whose regular working hours per week and regular working days per day is less than 3/4 who satisfy the following four requirements:
  - i. Persons whose regular working hours per week are 20 hours or more;
  - ii. Base wages of at least 88,000 yen;
  - iii. Persons other than students; and
  - iv. Persons who work for a company with 51 employees or more.

(Note 1.) Employees who are employed by the appropriate employers that belong to National and local governments can become the insured only by satisfying i to iii mentioned above.

(Note 2.) Persons whose period of employment is specified as two months and less and not expected to be employed beyond the said period shall not be applicable to becoming the insured (even though their original employment period is less than two months, in some may be eligible to become the insured from the beginning of employment.)

## (2) Contributions

- Co-payment Contributions are calculated as follows:

$$\text{Monthly salary (monthly average remuneration)} \times \text{Contribution rate} \div 2 \\ + \text{bonus (standard bonus amount)} \times \text{Contribution rate} \div 2$$

\* The employee and the company each pay half of the contributions for Employees' Pension Insurance.

### (3) Benefits

#### Old-age Employees' Pension

- Those who meet the eligibility requirements for the Old-age Basic Pension and have been enrolled in Employees' Pension Insurance for at least one month are eligible to receive Old-age Employees' Pension benefits.
- The amount of the pension varies in accordance with the insured persons' monthly salary (monthly average remuneration) when paying contributions and the contribution-paid period, etc.
  - \* It is possible to receive Old-age Employees' Pension before your 65th birthday if you meet the contribution payment qualifications.

#### Disability Employees' Pension

- Persons who fulfill all of the following can receive Disability Employees' Pension:
  - i. The first consultation day (doctor/dentist consultation about the illness or injuries which have eventually caused the disability in question was carried out for the first time) about the illness or injury which have eventually caused the disability in question was carried out while an insured had been covered by Employees' Pension Insurance;
  - ii. Disabilities have been caused by illness or injuries; and
  - iii. Contribution payment qualifications are fulfilled as of the day before the day of the first doctor consultation.
- There are three grades of disability.
- Benefit amount varies according to the grade.
  - i. Disability Grade 1 → Old-age Employees' Pension amount × 1.25
  - ii. Disability Grade 2 and 3 → The same amount as the Old-age Employees' Pension

- \* A minimum benefit amount is reserved for Disability Grade 3.  
Guaranteed minimum benefit = Disability Grade 2 Disability Basic Pension amount × 3/4

Even if your disabilities are not approved for Disability Employees' Pension, you may be able to receive benefits for persons with disabilities.

#### Survivors' Employees' Pension

- Survivor dependents of an insured decedent who fulfill any of the following are eligible to receive Survivor's Employees' Pension:
  - i. If the insured fulfills contribution payment qualifications and when he/she has died;
  - ii. If the insured fulfills contribution payment qualifications and when he/she has died within five years from the first doctor consultation on the illness or injuries he/she had been suffered from while he/she had been covered by Employees' Pension Insurance;
  - iii. When an insured or ex-insured who has the valid coverage period for Old-age Basic Pension over 25 years has died; or
  - iv. When an insured who was eligible to receive Disability Grade 1 or 2 Employee's Pension died.
- Survivors' pension amount is 3/4 of the Old-age Employees' Pension that the insured would receive.

**Key Point:****Who is a "Survivor"?**

A "Survivor" is defined as any of the following:

- i. Spouse (In case of a husband, he must be over 55 years. He can receive a pension from 60 years old.)
  - ii. Child (as defined in the National Pension system)
  - iii. Parents (Over 55 years old. They can receive a pension from 60 years old.)
  - iv. Grandchildren (the same conditions as the Children are applicable)
  - v. Grandparents (Over 55 years old. They can receive a pension from 60 years old.)
- \* If a husband is qualified for the Survivors' Basic Pension, he can receive Survivor Employees' Pension from 55 years old.
- \* Parents, Grandchildren and Grandparents can receive the benefit according to the priority ranking.

**1-3****Lump-sum Withdrawal Payments****Eligibility**

You may claim Lump-sum Withdrawal Payments (LWP) in the case where you leave Japan if you satisfy all conditions as below:

- i. You do not have Japanese nationality.
- ii. You have paid contributions as the insured under the Employees' Pension Insurance (EPI) or the Category I of National Pension (NP) for six months or more;
- iii. Your qualifying periods for old-age pension are less than 10 years (10 years in total);
- iv. You no longer have a registered address in Japan;
- v. You are no longer covered by the EPI and the NP;
- vi. You have never had the right to receive Japanese public pension benefits including Disability Allowance.
- vii. Within 2 years after the date you no longer have a registered address in Japan.

### Important notes for the application

Before applying for Lump-sum Withdrawal Payments (LWP), please read through the following notes:

- i. When you apply for LWP, all your insured periods in the past shall be used as the base to calculate your LWP amount. Once LWP are entitled to you, these insured periods will no longer be valid. Therefore, please carefully consider the possibility of receiving Japanese old-age basic pension before claiming LWP.
  - \* An application form for LWP is downloadable at the JPS (Japan Pension Service) website. Please also read the notes on the application form carefully.
- ii. If you still have a registered address in Japan on the day when the JPS receives your application, your application will be rejected. Please submit a move-out notice to the municipal office where you live before you apply for LWP.
- iii. In case you submit your application while you are still in Japan before you move to another country, please submit your application so that it arrives at the JPS after the move-out (planned) date on the residence certificate.
- iv. The amount of payment of LWP will be calculated based on your insured periods up to 5 years (60 months).

Visit the following JPS website for more details about Lump-sum Withdrawal Payments and the application form including mailing address.

<https://www.nenkin.go.jp/shinsei/jukyu/sonota-kyufu/20150406.html>



#### Key Point:

#### Social Security Agreement

Japan has concluded Social Security Agreements with several countries. If you have insured periods of a country that has a totalization agreement with Japan, you may be entitled to a benefit(s) from Japan or/and the other country, even if your insured periods of each country is insufficient for the entitlement, by totalizing the insured periods of both countries.



See the list of contracting countries of the Agreements on the website of the Ministry of Health, Labour and Welfare.

<https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/nenkin/nenkin/shakaihoshou.html>



## 2

## Long-Term Care Insurance

In Japan, there is a Long-Term Care Insurance system where the whole of society supports the elderly who need long-term care, etc. The insured pay premiums and when they need long-term care, they can use the long-term care service by paying their co-payment.



## 2-1

## Eligibility

Persons who are over 40 years old and who will reside in Japan longer than three months have to get enrolled in the system.

## 2-2

## Premiums

The insured in this system pay a premium calculated in accordance with their income in the previous year. The amount of premium varies not only from the income but also from the age of the insured and the area they live in.

- i. Over 65 years old member (Primary insured persons)  
As a general rule, the premium is deducted from your pension. (You should pay in cash when you receive a payment notice.)
- ii. Over 40 and under 65 years old member (Secondary insured persons)  
The premium will be deducted together with that for medical insurance.

See the following URL for details about the Long-Term Care Insurance system (Secondary insured persons):

[https://www.mhlw.go.jp/stf/newpage\\_10548.html](https://www.mhlw.go.jp/stf/newpage_10548.html)



## 2-3

## Long-Term Care service

The process for using the long-term care service:

- i. Apply for certification of Needed Long-Term Care and Support at the municipal office in your area. Your application needs to be approved.
  - \* You need to be certified for long-term care and support services.
  - \* Once you apply, your physical and mental conditions will be checked and you will be notified of the result generally within 30 days.
- ii. Request the Care Plan from a Care Manager or a Community General Support Center in your area.
  - \* If you are going to move into a long-term care facility, apply to the facility directly.
- iii. Service is provided according to the Care Plan.
  - \* In addition, long-term preventive care and life support services are available for persons who are not certified for needed long-term care and support. Ask at your municipal office for further information.

## 3

## Child Welfare

## 3-1

## Child Allowance



See Chapter 4-3, Article 3-4

## 3-2

## Child Rearing allowance

- This is a benefit for Children (\*) in single-parent household.
- Persons who are in custody of Children as listed below can receive the allowance:

- Children whose parents are divorced;
- Children whose father or mother has died;
- Children whose father or mother has disabilities of a particular grade; or
- Children for whom it is not clear whether their father or mother is alive or dead.

\* "Children" means persons who are under 18 years old or younger until the first 31st March after their 18th birthday, or persons who are under 20 with certain disabilities.

### Monthly allowance

**\* In FY2024 (from November 2024, the amount varies every year in linked with price)**

- First child/Where you have one child  
In full: 45,500 yen Partial payment: from 45,490 to 10,740 yen
- Additional amount for the second child and subsequent children  
In full: 10,750 yen Partial payment: from 10,740 to 5,380 yen
- \* The benefit amount varies from year to year depending on the inflation rate. Those whose income in the previous year had reached a certain standard are not eligible to receive it. When you receive a public pension, etc., the allowance will only be paid partially, or will not be paid. For further information, ask at the municipal office in your area.

## 3-3

## Special Child Rearing Allowance (for parents of children with disabilities)

Parents and guardians who raise children who are under 20 years old and have physical or mental disabilities in households are eligible for this allowance.

- \* If the income of the parents in the previous year reached a certain level, they will not be eligible to receive the allowance. For further information, ask at the municipal office in your area.

### Benefit amount

**\* In FY2024 (the amount varies every year in linked with prices)**

- In case of children with extremely severe disabilities (equivalent to Disability Grade 1 for the basic pension)  
Per child 55,350 yen/month
- In case of children with severe disabilities (equivalent to Disabilities Grade 2 for the basic pension)  
Per child 36,860 yen/month

## 3-4

## Severe Disability Premium

Children and young persons under 20 who have severe physical or mental disabilities and need consistent nursing care are eligible to receive this premium.

- \* If a qualified person had an income at a certain level in the previous year, such person will not be eligible to receive the premium. Contact your municipal office for more details.

### Benefit amount

**\* In FY2024 (the amount varies every year linked to retail prices):**

15,690 yen/month

## 4

## Welfare for persons with disabilities

## 4-1

## Certification for Persons with Disabilities

If a person has physical, intellectual or mental disabilities, a **Certification for Persons with Disabilities** is issued according to the grade of his or her disability as a certificate. With this **certification**, a tax reduction and discounts on transportation fares are applied.

## Types of Certification for Persons with Disabilities

- Physical disability certificate: for persons who have permanent physical disabilities
- Intellectual disability certificate: for persons who have intellectual disabilities
- Mental disability certificate: for those have intellectual disabilities which cause them difficulties and limitations in social life

See the following URL for details:

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/hukushi\\_kaigo/shougaishahukushi/techou.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/hukushi_kaigo/shougaishahukushi/techou.html)



\* For consultation, please contact your nearest municipal office.

## 4-2

## Public services for persons and children with disabilities

Various types of public services, such as nursing and rehabilitation training, are available for persons with disabilities.

Nursing and development support are also available for children and young persons with disabilities.

For further information on public services for persons with disabilities, contact your municipal office.



## 5

## Public Assistance

Upon meeting the requirements indicated in 5-1, if a household's income does not reach the minimum standard of living, public support may be given to bridge the difference between the income and the standard.

\* The minimum standard of living is determined by the Minister of Health, Labour and Welfare.

Foreign nationals who fulfill the following condition may be eligible for the assistance:

- Persons whose status of residence does not have any limitations on their activities in Japan: Permanent Resident, Spouse or Child of Japanese National, Spouse or Child of Permanent Resident, Long-Term Resident

For more details, please consult the municipal office in your area.

## 5-1

## Requirements for Public Assistance

**(1) Utilizing Assets**

If you have any savings or land/buildings that are not in use, turn them into cash to cover your living expenses.

**(2) Utilizing Skills**

If you can work, make the best of your skills.

**(3) Other Allowances**

If you are eligible for pensions and/or any allowances, apply for them.

**(4) Support from family members**

If you can get financial support from any of your relatives, receive the support.

## 5-2 Types of assistance

The types of assistance will be determined according to what is necessary to live.

Essential costs of living	Type of assistance	What is supported
Basic living expenses for food, clothing and utilities	Livelihood assistance	<ul style="list-style-type: none"> <li>Personal expenses (for food, etc.)</li> <li>Fixed amount to cover household utility costs</li> </ul>
Rent for apartment	Housing assistance	Actual costs within the budget
Charges for school meals, books, supplies, etc. for compulsory education	Education assistance	A fixed amount (Some expenses within a specified range.)
Medical expenses, costs related to treatment	Medical assistance	Actual amount will be paid directly to the medical institution (no co-payment)
Nursing care charge using nursing-care insurance	Long-term care assistance	Actual amount will be paid directly to the care service facility (no co-payment)
Expense of childbirth	Maternity assistance	Actual costs within the budget
Expenses for acquisition of skills required for employment	Occupational assistance	Actual costs within the budget (part of the expenses for attending high school, etc. is based on a specified standard amount)
Funeral expenses	Funeral assistance	Actual costs within the budget

## 6

## Services to support self-reliance of people in need

There are consultation services (Self-Reliance Consultation Support Organizations) that provide assistance to people in need. Depending on the nature of your consultation, you can receive support in areas such as employment, household finances, and housing. Please consult with your local self-reliance consultation support organization first.



### List of self-reliance consultation support organizations

<https://minna-tunagaru.jp/ichiran/>





## Non-Japanese citizens and tax

Non-Japanese citizens under the following conditions must pay tax in Japan:

- Persons who earn income in Japan;  
→As a rule, individual income tax is imposed on income.
- Persons who have a registered address in Japan as of January 1.  
→Individual Inhabitant Taxes are also imposed. (The amount of the tax varies in accordance with your income in the prior year.)

Consumption tax is also imposed when you stay at a hotel or eat at a restaurant, etc.

### Key Point:

#### National Tax and Local Tax

Japanese taxes are divided into National and Local Taxes, depending on to whom the tax is paid.

- Taxes paid to the national government, such as Individual Income Tax, are called National Taxes.
- Taxes paid to the prefectural or municipal government, such as Individual Inhabitant Tax, are called Local Taxes.

## 1

## Individual Income Tax

Individual Income Tax is a tax imposed on personal income earned in a year starting from January 1 through December 31.

The tax is calculated as follows:

- Gross income – Expenses, etc. = Net income (A)
- Net income (A) – Deductions (see 1-3) = Taxable income (B)
- Taxable income (B) × tax rate

The tax rate gradually rises along with the increase taxable income (B).

## 1-1

**Taxpayer and scope of personal taxable income**

The scope of individual income tax varies according to the following types of residence:

**(1) Residents**

**Persons who have a registered address ("domicile") in Japan, or who have had a residence for over a year until the present (except (2) Non-Permanent Residents) are termed Residents.**

→All worldwide income of Residents that is earned inside and outside of Japan is subject to income tax.

**Key Point:****"Domicile" and "Residence"**

- "Domicile" refers to the principal base and center of one's life. It is judged objectively by the circumstances, such as if a person works or has a family in Japan.
- "Residence" refers to a location in which an individual continually resides for a certain time but which does not qualify as a base and center of one's life.

**(2) Non-Permanent Residents**

**Within the term "Residents" as defined in (1) above, those who do not have Japanese nationality and for whom the time they have had a domicile or residence in Japan within the period of past 10 years is five years or less in total are termed Non-Permanent Residents.**

→① Their income other than earned outside Japan, and ② their income earned outside Japan as long as it is paid within Japan or is remitted to Japan is subject to income tax.

**(3) Non-Residents**

**Those who are not classified as "Residents" or "Non-Permanent Residents," including those who have an address abroad, are considered "Non-Residents."**

→Only their income earned within Japan, such as salary, wages, other payments given for your work, etc. is subject to income tax.

## 1-2

**Filing a tax return and payment**

Income tax is self-assessed, with the annual income and the tax to be imposed on it calculated. Taxpayers submit a tax return to the tax office to determine the tax obligation while adjusting the withheld amount (see 1-4) within the due date. This procedure is called filing a tax return.

## (1) Persons who need to file a tax return

The majority of persons who receive salaries and wages do not need to file a tax return, since their tax obligations are determined by their income tax being withheld (see 1-4) and later adjusted in the final salary paid to them in a calendar year (see 1-4).

However, in principle, persons to whom any of the following apply must file a tax return:

- Persons who have one employer and their total amount of their income other than salary income and severance allowance exceeds 200,000 yen;
- Persons who have more than one employer and the total amount of salary income which has not been adjusted in their year's final salary and income other than salaries and severance allowance exceeds 200,000 yen; or
- Persons who have income from business or stock trading and are required to pay income tax according to the calculation.

If there is any tax to pay, taxpayers have to pay such amount in full by the due date. (The tax office will not send any notifications regarding this.)

The following methods can be used to pay tax:

Payment method	Outline
Tax payment transfer	Tax is automatically deducted from a bank account registered in advance on the transfer date specified by the National Tax Agency.
Direct Payment(automatic account transfer by e-tax)	Tax is automatically deducted using e-Tax from a bank account registered in advance .
Electronic tax payment via internet banking, etc.	Payment via internet banking account or ATM
Credit card payment	Payment via credit card through the dedicated website "National Tax Credit Card Payment Site."
Payment via smartphone payment apps	Payment via smartphone payment apps such as "〇〇Pay" through the dedicated website "National Tax Smartphone Payment Site."
Convenience store payment(QR code)	Payment in cash at a convenience store by creating a QR code for payment information on the National Tax Agency website.
Convenience store payment(bar code)	Payment in cash at a convenience store using a barcode payment slip created by the tax office
Payment at a window	Payment methods using cash or checks at the windows of financial institutions or tax offices.

## (2) Persons who are eligible for a tax refund by filing a tax return

- If it is found out that you are eligible for a deduction (see 1-3) from your withheld tax (see 1-4), you can receive a refund of the tax you have overpaid by filing a tax return. The refund will be remitted to your account at a post office or a bank.
- If you have not overpaid income tax due to withheld tax or the like, you cannot receive a tax refund.

### (3) When to file a tax return and pay tax

Income tax consultation and payments for every tax year must be done between February 16 and March 15 of the following year.

- \* Tax office do not accept, as a general rule, consultations or the submission of tax return on days they are closed (weekends, national holidays, etc.).

The due date for income tax payment is March 15.

- \* If this due date (March 15) falls on weekends or national holidays, it will be extended to the following business day.

### (4) When you leave Japan

- If you leave Japan and unregister your Japanese address, your income tax must be adjusted in your year's final salary while you are in Japan.
- If you need to file a tax return due to one of cases in (1) applying to you, you have to do so and pay any tax you owe before you leave Japan.
- If you carry out any procedures relating to tax payment after you leave Japan, you have to appoint a tax agent who resides in Japan and send a "Declaration Naming a Person to Administer the Taxpayer's Tax Affairs for Income Tax and Consumption Tax" to the tax office with jurisdiction. The agent will take care of the procedures after you leave Japan.

## 1-3

### Major tax deductions

Taking each individual's circumstances into consideration, a certain amount of deductions is applicable on your income tax calculation (see the formula in 1 above) if you fulfill the following:

In case of a Non-Resident (see 1-1 (3)), only limited types of deductions are applicable.

#### (1) If you give economic support to your family;

- In the case where you financially support a family member, and the total income of such dependent is 480,000 yen or less (380,000 yen or less in or before 2019), you can receive a certain amount of income deduction on your income tax calculation.
- If your dependent family member is Non-Resident (see 1-1(3)), you need to attach the following documents to a tax return form or show them when you submit your tax return form at a tax office:
  1. Family registration (a copy of your family's *koseki*); and
  2. Remittance slips or other documents to certify that you support your non-resident family member.
- After 2023, in the case where the age of your dependent family member is from 30 to 69 and do not fall under any of the mentioned below, he/she shall not be eligible for receiving income deduction:
 

- i. The dependent family member no longer lives in Japan due to overseas education;
  - ii. The dependent family member is the disabled; and
  - iii. Within the fiscal year, you pay 380,000 yen or more as cost of living or education fees for the dependent family member.

## **(2) If you are married;**

- If you are married and satisfy certain requirements, a certain amount of deduction is applicable to your income.
- If your spouse is Non-Resident (See 1-1(3)), you have to attach the following documents to a tax return form or show them when you submit the tax return form at a tax office:
  1. A marriage certificate (a copy of family registration, etc.); and
  2. Remittance slips or other documents to certify that you support your non-resident spouse.

## **(3) If you pay social insurance;**

If you pay social insurance (Health insurance, National Pension, Employee's pension insurance, etc.) for yourself, your spouse and other family members who depend on you for their livelihood, you can receive an income deduction depending on the amount of the insurance premiums.

## **(4) If you pay life insurance premiums; or**

If you pay a certain amount of life insurance premiums, long term medical care insurance premiums and/or pension insurance premiums, you can receive a certain amount of income deduction.

## **(5) If you have spent a significant amount of medical expenses;**

If the total amount of medical expenses spent by a taxpayer, his/her spouse and/or other family members who depend on such taxpayer for their livelihood exceeds a certain amount, you can receive an income deduction depending on the amount of the medical expenses.

### **1-4**

## **Withholding and year-end adjustment**

- Persons who receive salaries and wages pay income tax in the withholding tax system. When their salaries or wages are paid, income tax is subtracted (withheld) from them by their employer.
- Tax is adjusted in the final salary or wage in a calendar year (year-end adjustment).
- A withholding record with the annual gross salary printed on it is issued by an employer and provided to the salary receiver.

### **1-5**

## **Special cases by Income Tax Convention**

If your country and Japan have concluded an income tax convention, your income tax may be relieved by fulfilling certain requirements.

## 2

## Individual Inhabitant Taxes



## 2-1

### Definition of Individual Inhabitant Taxes

- This is a tax you are obliged to pay to the prefectural and municipal offices with jurisdiction over your address as of January 1.
- Individual Inhabitant Taxes consist of an income-graded component which is assessed on your income for the preceding year and a flat-rate component whose amount is regardless of your amount of income.
- The Individual Inhabitant Taxes to be paid to your prefecture will be paid to your municipal government together with the one for your municipality.

## 2-2

### How to pay the Individual Inhabitant Taxes

- There are two ways of paying:
  - Special collection:** The company that employs you withholds your Individual Inhabitant Taxes from your salary and pays it to your municipal government. As a rule, employees themselves do not need to pay the taxes to the municipal office.
  - Ordinary collection:** When you receive a written tax demand from your local government, go to the government office yourself with the demand you have received and the amount of taxes indicated on it. (\*)

(\*)The document you receive from your local government will describe the method of payment.

## 2-3

### Miscellaneous

- Please note the following regarding Individual Inhabitant Taxes:
  - The taxes must be paid to the municipality where you have had your registered address on January 1. Even if you leave Japan on January 2 or after, you still have an obligation to pay the tax.
  - When those who pay the taxes by special collection (see 2-2 i) terminate their employment, the outstanding tax balance must be paid by ordinary collection (see 2-2 ii). However, there is another way to pay them to your municipality, namely, requesting that the company that employed you withhold the taxes from any salary or severance allowance that would be paid to you.
  - If you cannot pay your Individual Inhabitant Taxes before you leave Japan, you must appoint a tax agent who resides in Japan and will pay the tax for you, and notify the municipal office of such person.

## 3

## Consumption Tax

The Consumption Tax at the rate of 10% (Standard tax rate) is applied to the purchase of goods and services in Japan. In the case of the purchase of food and drink excluding alcoholic drink and dining out, the rate of 8% (Reduced tax rate) is applied.



## 4

## Tax on your automobile

## 4-1

## Automobile Tax / Light Motor Vehicle Tax

### (1) Automobile Tax / Light Motor Vehicle Tax with an environmental performance-based tax reduction



#### When you purchase an automobile or a light automobile

When you purchase an automobile or a light automobile, you have to pay Automobile Tax or Light Motor Vehicle Tax with an environmental performance-based tax reduction.

(The amount of the environmental performance-based tax reduction is determined according to an automobile's or light automobile's fuel efficiency and other elements.)

### (2) Automobile Tax / Light Motor Vehicle Tax and tax reduction according to engine size

#### If you have an automobile

Persons who have an automobile (engine size over 660 cc) as of April 1, are obliged to pay Automobile Tax, a tax reduction will be applied according to its engine size. (\*)

(The amount of the tax reduction is calculated based on the engine size and other elements.)

\* Instructions regarding the tax amount and payment method are given on a letter sent to you by the prefectural government.

#### If you have a light automobile

Persons who have a light automobile as of April 1 whose engine size is 660 cc or less are obliged to pay Light Motor Vehicle Tax, a tax reduction will be applied according to its engine size. (\*)

(The tax amount is calculated based on the engine size, etc.)

\* Instructions regarding the tax amount and payment method are given on a letter sent to you by the municipal office.

## 4-2

**Vehicle Weight Tax****When you have your automobile or light automobile inspected**

Vehicle Weight Tax is imposed according to the weight of your vehicle when it is inspected.

## 5

**Property Tax**

- You are obliged to pay property tax if you have any of the following as of January 1 each year:
  - i. Land; ii. Buildings; or iii. Depreciable assets.
- You have to declare the depreciable assets you have.
- The amount to pay will be calculated by the municipal office based on the values of the assets.
- Pay the tax to the municipal office where your asset is located.

## 6

**Inquiries about tax**

## 6-1

**National Taxes****(1) By Telephone (Call center)**

English speakers will answer general inquiries about National Taxes at the following Tax Payment Call Centers:

- |                                   |                     |
|-----------------------------------|---------------------|
| • Tokyo Regional Taxation Bureau  | <b>03-3821-9070</b> |
| • Osaka Regional Taxation Bureau  | <b>06-4965-8298</b> |
| • Nagoya Regional Taxation Bureau | <b>052-971-2059</b> |

**(2) Tax Answers (FAQ on taxes)**

You can find FAQs and general answers to them via the link below:

<https://www.nta.go.jp/english/taxes/index.htm>

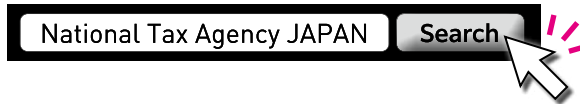


### (3) National Tax Agency website

This website provides useful information on filing and paying national taxes.

Click the link below or scan the QR code for further information:

<https://www.nta.go.jp/english/index.htm>



## 6-2

### Inquiries on Local Tax

For inquiries about local tax, please use the following:

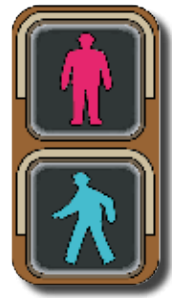
(1) Ministry of Internal Affairs and Communications website

**Guidance on individual inhabitant tax for foreign residents:**

[https://www.soumu.go.jp/main\\_sosiki/jichi\\_zeisei/czaisei/czaisei\\_seido/individual-inhabitant-tax.html](https://www.soumu.go.jp/main_sosiki/jichi_zeisei/czaisei/czaisei_seido/individual-inhabitant-tax.html)



(2) Ask at a prefectural or municipal office in the area you live in for more details.



# 1 Traffic rules

As members of society, we are all obligated to obey traffic rules to ensure the safe and smooth movement of the many vehicles and pedestrians using our streets.

## 1-1 Safety guidelines for pedestrians

### (1) Walking on roads and sidewalk

**Generally, pedestrians should walk on the right side of the street so that vehicles approach on their left.**

- Pedestrians should keep to the right side of the road.
- Pedestrians should use the sidewalks or stay within the lines marked for walking on the road when they are available.



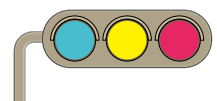
### (2) Rules for crossing the street

#### Crossing the street safely

- Pedestrians should cross the street using the nearest traffic light intersection or pedestrian crossings, overpass or underpass.
- Pedestrians should never cross a street that is marked with signs that prohibit crossing.
- At crosswalks, pedestrians should clearly show a driver their intention to cross by raising their hand or looking at the driver, then cross only after confirming it is safe.
- Pedestrians should check that there are not any cars coming while crossing a street.

#### Rules of traffic lights

- Green light : Pedestrians can proceed to cross the street.
- Yellow or flashing green light: Pedestrians may not begin to cross the street if pedestrians has already commenced crossing, he or she should either attempt to finish crossing quickly or turn back.
- Red light: Pedestrians are prohibited from crossing the street.
- Crossing streets that have traffic light buttons: Pedestrians should push the button to change the light to green after which they can proceed to cross the street.



**Crossing streets that have no traffic lights**

- Pedestrians should cross the street only after confirming there are no vehicles coming from either direction.
- Before crossing the streets, pedestrians should stop and look in both directions to check for oncoming vehicles. If vehicles are approaching pedestrians should wait until they pass.
- Pedestrians should continue looking both ways to check for oncoming vehicles when crossing the street, and walk straight ahead rather than diagonally.

**Rules for rail crossings**

- Before walking over a rail crossing, pedestrians should stop and look both ways to make sure it is safe.
- Pedestrians should never attempt to enter a rail crossing when the warning bell is sounding or the crossing bar is on its way down.

**(3) Walking at night****Pedestrians should wear brightly colored clothing or reflective materials at night**

When walking on the street at night, pedestrians should wear brightly colored clothing such as white or yellow as well as accessories with reflective materials or LED lights to ensure that drivers can easily see them.

**1-2****Safety guidelines for cyclists****(1) Five rules to follow to ensure safety when riding a bicycle**

**Rule 1. In principle, cyclists must ride on roadways and ride on the left; only in exceptional cases may sidewalks be used and give pedestrians the right of way.**



- Bicycles are classified as vehicles, so as a general rule, cyclists should use the left side of street.
- Cyclists should use designated bicycle paths when they are available.
- While cyclists may use the sidewalks on the left of roads, they should not impede the passage of pedestrians.
- Cyclists should use the lanes marked for bicycles on sidewalks or roads when they are available.
- Children under 13, adults 70 and over, and people with physical disabilities are permitted to ride a bicycle on the sidewalk.
- If standard bicycles are permitted to be ridden on sidewalk, you must keep to the roadway side, and proceed along at a speed that can be stopped immediately.
- Cyclists must come to a stop if the bicycle's progress would prevent pedestrians from proceeding

### Rule 2. At intersections, obey traffic signals and must come to a stop and check safety.

- At an intersection where traffic light mechanism is installed, check for safety and cross the street after the light turns green.
- At the intersection where cyclists should stop temporarily, make sure to stop temporarily to check for safety.

### Rule 3. Cyclists must use bicycle lights at night.

- Cyclists must use bicycle lights at night.
- Cyclists should inspect that bicycle lights are surely it before riding bicycles



### Rule 4. Prohibited from riding under the influence of alcohol

- Cyclists are strictly prohibited from riding bicycles when they drink alcohol.

### Rule 5. Wear bicycle helmet

- All bicycle users should wear a bicycle helmet when they ride bicycles.
- When having others ride a bicycle, you should have them wear a bicycle helmet. Parents and guardians must ensure that children wear a bicycle helmet when children ride a bicycle and have infants ride on child seat for bicycle;

### Other regulations

- Riding double and riding side by side is prohibited.
- Cyclists must not use umbrellas or use mobile phones when riding.
- Cyclists can take out insurance against liabilities for damages caused in a bicycle accident and their own injuries. In particular, please keep in mind that you are required to purchase "bicycle liability insurance" to cover liabilities for damages in many areas such as Tokyo or Osaka.

See the following URL for details:

<https://www.mlit.go.jp/road/bicycleuse/promotion/index.html>



## (2) Using intersections

### When making a right-hand turn

- At intersections with traffic lights  
When the light turns green, the cyclist should cross the intersection in a straight direction and come to a stop on the opposite side with the bicycle facing right. When the light of the intersecting street turns green, the cyclist should proceed in a straight direction after looking both ways to check for safety.
- At intersections without traffic lights  
The cyclist should look behind to check for safety, cross the intersection in a straight direction, then slow down to make a right-hand turn, and check for oncoming cars before proceeding.

### When making a left-hand turn

The cyclist should make sure not to obstruct pedestrians crossing the street.

**Designated lines for bicycles**

When an intersection has designated lines for bicycles, cyclists should ride within the lines.

**1-3**

## **Safety guidelines for those riding “specific small motorized bicycles” (electric scooters / kickboards, etc.)**

- While a driver’s license is not required to operate electric scooters, those under 16 years of age are prohibited from riding them.
- If the vehicle does not meet specific size and structural standards of “specific small motorized bicycles,” a drivers license will be required for use.
- It is also necessary to attach a license plate and enroll in liability insurance.
- Electric scooters must be ridden on the left side of the road. Don’t ride on the right.
- Be sure to obey all traffic lights and signs.
- Never ride an electric scooter after drinking alcohol.
- Never lend an electric scooter to someone who has been drinking, or encourage someone who might ride one while intoxicated to drink.
- Do not ride double or side by side.
- Do not use an umbrella or a mobile phone while riding one.
- If an accident occurs, stop riding and help anyone who is injured, and report the accident to the police.
- Be sure to wear a helmet when riding an electric scooter.



Please see the following website for details:

<https://www.npa.go.jp/english/bureau/traffic/index.html>



## 1-4

**Safety guidelines for drivers (automobiles and motorcycles)**

- You need a driver's license to drive.
- You must present your driver's license when asked by a police officer in the event of an accident or a violation of traffic rules.
- You must drive on the left.
- When driving near pedestrians and cyclists, drivers should slow down and make sure to keep a safe distance between them and the vehicle.
- NEVER drive after drink.
- It is also prohibited to lend your car to someone who is under the influence of alcohol, to encourage someone who is going to drive to drink, and to ask somebody who has drunk alcohol to drive.
- Drivers and other passengers must fasten their seat belts.
- Young children under 6 must sit on a child seat.
- You must not use a mobile phone while driving.
- A riding helmet must be worn when riding a motorcycle.



See the following URL for details:

<https://www.npa.go.jp/english/bureau/traffic/index.html>



## 2

## Driver's license

One of the following three valid driver's licenses is required to drive a car (including motorcycles) and a general motorized bicycle in Japan:

- i. Japanese driver's license;
- ii. International driving permit (issued by the countries who signed the 1949 Geneva Conventions and is in the official format); or
- iii. Foreign driver's license issued in the following countries with a Japanese translation certified by the embassy of your country, etc.:  
(Six countries and areas: Switzerland, Germany, France, Belgium, Monaco and Taiwan)

- \* A moped is a type of general motorized bicycle, so you have to have one of the licenses mentioned in 1. to 3. above to ride one.
- \* Regarding 2. and 3., the permit is valid for a maximum of one year.

**See the following URL for details:**

<https://www.npa.go.jp/english/bureau/traffic/index.html>



## 2-1

## How to get a Japanese driver's license

- There are several ways to get a Japanese driver's license as follows:

- i. Getting a Japanese license by taking a driver's license test
  - You must pass the aptitude, skills and knowledge examination at a Driver's License Center, etc.
  - If you take a complete course of driving lessons at a designated driving school, you will be exempted from taking a skills examination.
- ii. How to convert a foreign driver's license to a Japanese one
  - If a foreign driver's license holder is approved as having sufficient knowledge of road rules and practical driving skills, he or she will be exempted from taking knowledge and skills examination.
  - After being licensed in a country, you must have resided for at least an additional three months there.
  - Your application must be submitted at a Driver's License Center under the jurisdiction of the prefectural police in your area.
  - For more details on the documents required for the application, please ask at a Driver's License Centers.

## 2-2 How to renew a Japanese driver's license



### Renewal of the driver's license

- A Japanese driver's license has a validity period.
- When the renewal time approaches, a notice will be sent to your registered address as a postal card. Renew your license in time.
- If you do not renew your driver's license, you are not allowed to drive.

### How to change your registered address

- If there is any change with regard to your name or address etc, notify a police station near you of that fact.
- Further details such as which documents you will need are available at a police station near you.

## 2-3 Penalty point system

- When a driver violates traffic rules or causes an accident, penalty points will be given.
- A driver's license may be suspended or revoked based on the sum of the points accumulated over the last three years.

# 3

## Ownership of motor vehicles (including motorcycles)

### 3-1 Motor vehicle registration

Motor vehicles cannot be driven on public roads unless they are registered.

In addition, registration procedures are required when there are changes to the name or address of the owner or user of a registered vehicle, or when the vehicle is no longer used in Japan.

#### (1) When to register and types of registration

##### Registration for an unregistered vehicle

- When you start to use an unregistered vehicle  
→ Initial registration

### Registrations for an already-registered vehicle

- When the name or address of the owner/user change  
→ Registration of alteration
- When the owner changes  
→ Registration of transfer
- In case of disassembly or export of a vehicle  
→ Registration of deletion

## (2) Where to register

- Registration can be done at 91 bureaus of the Ministry of Land, Infrastructure, Transport and Tourism (MLIT) or Automobile Inspection & Registration offices around Japan.
- If you have any questions about registration, please ask at an MLIT bureau or Automobile Inspection & Registration office near you.

Information on MLIT bureaus in Japan:

<https://www.jidoushatouroku-portal.mlit.go.jp/jidousha/kensatoroku/list/index.html>



## 3-2 Parking Space Certificate

To own an automobile, you as the owner have to have a parking space. Therefore, when you purchase one or when you move and change your address, you have to register your car and have a certificate of parking space issued by the police station with jurisdiction over the location of parking space.

In addition, in case of a light motor vehicle, you must notify the police station with jurisdiction over the location.

This certification is required for automobiles in cities, towns, some villages, and the 23 wards of Tokyo. In addition, for light vehicles, this certification is required in some cities and the 23 wards of Tokyo.

For more information, please contact the police station with jurisdiction over the parking location.



## 3-3

**Vehicle Safety Inspection (including some types of motorcycles)**

- Automobile owners have to have their motor vehicles inspected periodically as required by law.
- There are two ways to have your car inspected:

**i. Carrying to Service garage**

About 90% of automobile owners in Japan nowadays have an inspection performed at an authorized service garage. To request an inspection, ask at a service garage with blue sign (designated service garage), yellow sign or green sign (certified service garage) near you.

**ii. By yourself at an MLIT bureau**

About 10% of the automobile owners in Japan nowadays maintain their automobile by themselves and take it to an MLIT bureau for a safety inspection. Inspection can be carried out at 93 MLIT bureaus (89 for Kei-vehicles) located across the country. For further information on the inspection, please ask at an MLIT bureau near you.

MLIT bureau locator

<https://www.jidoushatouroku-portal.mlit.go.jp/jidousha/kensatoroku/list/index.html>



Information on the Kei-Vehicles

[https://www.keikenkyo.or.jp/procedures/procedures\\_000134.html](https://www.keikenkyo.or.jp/procedures/procedures_000134.html)



- After your motor vehicle passes its periodical inspection, a certificate and a sticker on which the inspection expiration date is printed will be issued. Put the sticker on the windshield (or the upper left part of a number plate in the case of motorcycles), and make sure to carry the certificate whenever you drive.

## 3-4 Car Insurance

### (1) Compulsory Automobile Liability Insurance (CALI)

#### What is CALI?

- CALI is an insurance mandated for all registered vehicles, including automobiles and motorbikes, to cover provide relief to the victims of traffic accidents.
- If someone gets injured or dies in an accident, insurance benefit will be paid from CALI.
- By law, cars, motorcycles (including electric scooters and mopeds) may not be operated without liability insurance. Violations may result in penalties.
- If you purchase CALI (mutual insurance), a certificate is issued for proving the entry of CALI. When you operate an automobile, make sure to carry the certificate with you. Additionally, as an insurance (mutual insurance) sticker is issued for a motorcycle whose engine displacement is 250 cc or less, make sure to attach such sticker on the upper left part of the number plate (in the case of motorized bicycle, to the place where the number plate is easily viewable).
- If you cause an accident resulting in injuries or death without CALI (mutual insurance), you will have to pay a very large amount of medical expenses and compensation by yourself.
- In some cases, such as a serious permanent disability caused by a car accident, you may be eligible to receive caregiving cost assistance from the National Agency for Automotive Safety & Victims' Aid (NASVA). Please consult the NASVA for details.

See the following URL for details:

#### About CALI/mutual insurance

<https://www.mlit.go.jp/jidosha/jibaiseiki/about/overview/index.html>

#### About NASVA

[https://www.mlit.go.jp/jidosha/jibaiseiki/nini\\_nasva/index.html](https://www.mlit.go.jp/jidosha/jibaiseiki/nini_nasva/index.html)



#### Where to buy CALI (mutual insurance)

- CALI (mutual insurance) is available at the following:
  - i. Insurance companies (mutual aid associations), branches and dealers
  - ii. Car and motorbike dealers
  - iii. For moped bikes and motorbike, CALI can be purchased at Post Offices (some do not sell CALI), some insurance companies (mutual aid associations), online or at convenience stores.

\* If you have any inquiries, ask at a location close to you that deals in CALI.

## (2) Voluntary Insurance (mutual insurance)

CALI does not cover property damage due to accidents that cause damage to objects including vehicles etc..

Because of this, there is a “voluntary Insurance (mutual insurance) ” for covering what CALI does not.

**Differences between CALI and voluntary insurance are as follows:**

Insurance	CALI	Voluntary Insurance
Purchase	Compulsory	Optional at a private insurance company or mutual aid association
Coverage	Only liability for bodily injury	<ul style="list-style-type: none"> <li>• Liability for bodily injury</li> <li>• Liability for property damage</li> <li>• Injury</li> <li>• Repair of car damage</li> </ul> Other coverage, as per contract.
Benefit	Limited	Upper limits, as per contract

## 4

## Responding to a Traffic Accident

## 4-1

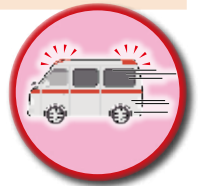
## Stop driving

- Stop driving immediately.
- Pull your car over to a safe place such as the road shoulder or an open space, to give way to other cars.

## 4-2

## Emergency calls to the police and an ambulance

- If anyone gets injured, call 119 to request an ambulance.
- Until the ambulance arrives, try to give first aid (such as stop any bleeding) to the injured following the operator's instructions. Do NOT move the injured person unnecessarily.
- Whether anyone is injured or not, you need to contact the police on 110.
- Do NOT leave the spot until a police officer arrives.
- When a police officer arrives, report the accident and have the site inspected.



## 4-3

## Doctor's diagnosis

- You may not feel injured in an accident, however, it may turn out later that you have been seriously injured.
- It is recommended that you see a doctor right away.

See the following URL for details:

<https://www.npa.go.jp/english/bureau/traffic/index.html>



## 4-4

## Application for a Traffic Accident Certificate

- To apply for any assistance after an accident, a Traffic Accident Certificate may be needed.
- The Certificate can be applied for at a Japan Safe Driving Center (JSDC) Ask at the police station you have reported the accident to for more details regarding the application procedure.
- A Certificate will not be issued for an accident that has not been reported to the police. So be sure to report any traffic accident to the police.

JSDC website

<https://www.jsdc.or.jp/center/tabid/106/Default.aspx>



# Emergencies and Disasters



## 1

## Emergency call

### 1-1

### Medical emergencies, injuries, fires, etc. (119)

Dial 119 in the case of a medical emergency, injury, or fire.

#### In case of medical emergency or injury

- i. Dial 119. An operator will ask you “is it a fire or a medical emergency?” so tell them “it’s a medical emergency.”
- ii. Tell the operator a landmark close-by or the exact location where you want an ambulance to be sent.
- iii. Inform the operator of the symptoms and the age of the person who requires immediate assistance.
- iv. Give the operator your name and telephone number.

You can check how to call an ambulance in the following link in various languages:

<https://www.fdma.go.jp/publication/portal/post1.html>



#### In case of fire

- i. Dial 119. An operator will ask you “is it a fire or a medical emergency?” so tell them “it’s a fire.”
- ii. Tell the operator the location of the fire.
- iii. Give the operator your name and telephone number.

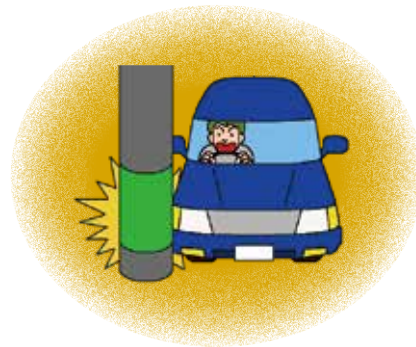
## 1-2

## Traffic accidents and crimes etc. (110)

- If you get involved in a traffic accident or a criminal damage etc., and need immediate police assistance, call 110 for help.
- When you dial 110, an operator will ask you most likely the following questions, so stay calm and answer with as much detail as possible.

- When, where and what has happened
- Your name and telephone number etc.
- Description of the other person in the accident or the criminal(s), such as gender, number of people, age and clothing etc.
- If there is anyone injured

- If you cannot make a phone call by yourself, ask someone around you to help.



## Key Point:

## Emergency call from a public telephone

You can use a public telephone to make emergency calls to 110 (police), 118 (Coast Guard), and 119 (fire department). No coins or telephone cards are required.

- Public telephones with an emergency call button (red button)  
Pick up the receiver, press the emergency call button, and then dial 110.
- Public telephones without an emergency call button  
Pick up the receiver and dial 110 directly.

◆ Public telephones **with** an emergency call button◆ Public telephones **without** an emergency call button

## 2

## Natural Disasters



## 2-1

## Tropical cyclones and intense heavy rain

- When seasons change, warm air meets cold air, forming a boundary (front). A front staying over Japan may often result in heavy rainfall.
- When a tropical cyclone or a low pressure system with fronts passes Japan, it leads to torrential rain over a wide area.
- When convective clouds develop into a towering cumulus (a cumulonimbus) repeatedly in the same area, it causes heavy localized rainfall (intensive heavy rainfall).
- Be careful as these rainfalls may cause sediment disasters and floods which devastate the area.

## (1) Flooding of rivers

- After heavy rain, rivers may be flooded, inundate buildings and wash people away.
- To protect your own life, take the following actions:

## Prepare for yourself

It is important to check regularly the areas which are most likely to be flooded, the locations of evacuation shelters, and the safe routes to the evacuation shelters from your house and other facilities, , with a hazard map or by other methods.

## Key Point:

## Hazard Map

This is a map that shows the areas that are most likely to be affected by natural disasters.



For more details, visit the website below:

<https://disaportal.gsi.go.jp/>



## In case of a heavy rain

- If you feel you are in danger, according to disaster prevention information issued by Japan Meteorological Agency (JMA) or other agencies, you should start to evacuate in your own decision.
- If evacuation instructions have been issued by your local government, evacuate from dangerous places and proceed to a safer place.
- See "3 Evacuation" for how to evacuate.

## (2) Sediment disaster

Sediment disasters occur when mountain slopes or cliffs collapse due to heavy rain or earthquakes, or when soil, stones, and trees are washed away from river areas during flooding. Such disasters can destroy or bury buildings or block roads. Here is how to protect yourself from this disaster:

### Prepare for yourself

It is important to check regularly which areas are likely to suffer a Sediment disaster, an evacuation shelter, and a safe route from your house, etc. to the evacuation shelter, with a hazard map or by other methods.

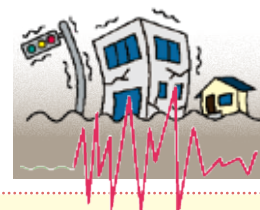
### In case of a heavy rain

- i. If you feel you are in danger according to weather information for disaster prevention issued by the JMA or other agencies, you can start to evacuate by judging for yourself.
- ii. If evacuation instructions have been issued by the local government, evacuate from dangerous places and proceed to a safer place.
- iii. See "3 Evacuation" for how to evacuate.

## 2-2

## Earthquakes

- Japan lies along what is called the Ring of Fire, or the Circum-Pacific Belt, and several tectonic plates mash and collide. This feature makes Japan one of the most earthquake-prone regions in the world.
- When an earthquake occurs, it is vital to protect yourself first, and then stay safe by co-operating with your community.
- Here are actions to take regarding earthquakes that you must always keep in mind:



### Prepare for yourself

- i. Create a family plan about where to evacuate when a large earthquake occurs.
- ii. Take part in an emergency drill of your region, check and understand evacuation plans.
- iii. Prepare a first aid kit and enough food and water for at least three days (for seven days if possible).
- iv. Take precautions to prevent furniture, etc. from falling over. Arrange furniture in a room taking such risks into consideration.

### Key Point:

#### Magnitude and Seismic Intensity

- Magnitude measures the energy released at the source of the earthquake. When the magnitude value increases by 1, the energy increases about 32 times.
- Intensity measures the strength of shaking produced by an earthquake at a certain location. JMA divides the intensity into 10 grades (0, 1, 2, 3, 4, 5lower, 5upper, 6lower, 6upper, and 7).
- You can find this information on TV, radio, and online.

## When an earthquake occurs

When an earthquake occurs, keep calm. What to do depends on where you are. Please keep in mind the following:

### i. Keep Calm

- When you are in your house or building  
Protect your head from falling or moving objects, get under a sturdy table or other furniture, and stay there until the shaking stops.
- When you are outside  
Cover your head with a bag, etc. from falling signboards, walls or window glass from buildings nearby and evacuate to a safe place.
- While you are driving a car  
If you feel shaking, stay calm, pull over to the left and stop the engine. Leave the key, get out of your car and walk to a safe spot nearby for evacuation.

### ii. Check All Fire Sources

Fires following earthquakes can worsen the damage.

- When the shaking stops, extinguish kitchen gas stoves and gas heaters.
- If there is a fire, try to put it out with an extinguisher.
- After an earthquake, do not light a fire due to a risk of gas leaks.

### iii. Evacuate to a Safe Place

An earthquake may collapse buildings and cause fires.

- In mountainous areas, there is a risk of Sediment disaster, etc. When the shaking stops, promptly go to the evacuation shelter designated by your local government.
- Turn off the circuit breaker before evacuating to prevent electrical fire which may occur when power is restored after an earthquake.

### iv. Cooperate and Mutually Aid Your Neighbors

When a disaster occurs, it is important to cooperate with your neighbors.

- Help especially the elderly who live alone and people with disabilities.

### v. Acquire Accurate Information

After an earthquake, false or misleading information tends to spread.

- Keep yourself updated with the latest official information via TV, radio, mobile phone networks and/or disaster information wireless broadcast system and stay calm.

#### Key Point:

#### Earthquake Early Warnings

- The Japan Meteorological Agency issues Earthquake Early Warnings when intense shaking is expected.
- The Warning will be broadcasted on TV, radio, mobile phone networks, disaster information wireless broadcast system, etc.

Video about earthquakes and Earthquake Early Warnings (in English, Chinese, Korean and Japanese)

[https://www.jma.go.jp/jma/kishou/books/sokuho\\_dvd/index.html](https://www.jma.go.jp/jma/kishou/books/sokuho_dvd/index.html)



**When you see or hear Earthquake Early Warning,  
don't panic and protect yourself!**

## 2-3

## Tsunami

- When a large earthquake occurs on the seabed, the ocean floor can rise and fall. These movements displace the water above it and launch the rolling waves in every direction. These waves become destructive tsunami waves.
- It is not always true that “the water level drops before a tsunami hits.”



## Prepare for yourself

It is important to find where evacuation shelters are on a hazard map and check the safe evacuation routes from your home to the nearest shelter.

## When a Tsunami is likely to occur (occurred)

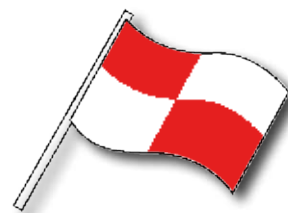
It is too late if you start to evacuate when you see tsunami waves coming to the shoreline. Keep in mind the following when you evacuate:

- If you feel massive shaking in a coastal area or at a river mouth, or even weak but long shaking, immediately leave the area and go to high ground or a tall building.
- Even though you do not feel any shaking but receive an official tsunami warning from the JMA or an evacuation instruction from the local government, immediately leave the coastal area or the river mouth and go to high ground or a tall building.
- Listen and search for correct information via TV, radio, mobile phone networks, disaster information wireless broadcast system, JMA English webpage, or safety tips.
- Tsunami waves are expected to hit repeatedly. Keep away from at-risk zones and areas until a warning or alert is lifted.

## Key Point:

## Tsunami Flags

- Starting from June 2020, red-and-white checkered flags called “Tsunami Flags” are used on the beach, etc. to alert people visually to the fact that major tsunami warning, tsunami warning, or tsunami advisory has been issued.
- The use of “Tsunami Flags” enables us to inform people with hearing difficulties, people who are swimming and hard to hear due to the sound of waves or wind, and foreign nationals of issuance of tsunami warning, etc.



Please visit the following website for information on “Tsunami Flags” (Japanese):

[https://www.data.jma.go.jp/svd/eqev/data/tsunami\\_bosai/tsunami\\_bosai\\_p2.html](https://www.data.jma.go.jp/svd/eqev/data/tsunami_bosai/tsunami_bosai_p2.html)



Please visit the following website for information on “Tsunami Flags” (English):

[https://www.data.jma.go.jp/eqev/data/en/tsunami/tsunami\\_flag.html](https://www.data.jma.go.jp/eqev/data/en/tsunami/tsunami_flag.html)



## 2-4

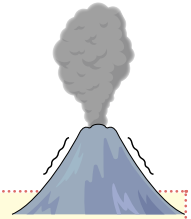
**Volcanic Eruption**

- There are 111 active volcanos in Japan.
- When a volcano erupts, it may cause life-threatening damage and destruction.
- To stay safe and protect yourself from a volcanic eruption, you need to take the following actions:

**Prepare for yourself**

- Check in advance the areas that may be affected by volcanic activity using hazard maps and other sources of information.
- When you go on a hike, prepare the following:

- i. Check a volcanic warning or volcanic alert level and a hazard map, etc.
- ii. Submit a Mountain Climbing Notification; and
- iii. Prepare communication equipment and a helmet, etc.

**Key Point:****Volcanic Alert Level**

- It is the information provided to make "areas that require warning" and "actions that should be taken" are instantly found out according to the situation of a volcanic activity.
- This is operated for 49 volcanos among active volcanos existing in Japan.
- There are five volcanic alert levels as follows:

- Level 5..... Evacuation (evacuation from residential areas at risk is necessary)
- Level 4..... Evacuation of the elderly, etc. (evacuation of the elderly and other persons requiring special care, and preparation for evacuation of residents in residential areas at risk is necessary)
- Level 3..... Restriction on proximity to the volcano (preparation for the evacuation of the elderly and other persons requiring special care, depending on the situation. Restrictions on entry to areas at risk, such as prohibition of climbing and restrictions on mountain entry)
- Level 2..... Restriction on proximity to the crater (restrictions on entry to areas near and around the crater)
- Level 1..... Potential for increased activity (no restrictions)

**Information on volcanic warnings and volcanic alert levels (English):**

<https://www.data.jma.go.jp/vois/data/tokyo/STOCK/kaisetsu/English/level.html>

**When a volcano is likely to erupt or has erupted**

- Evacuate on your own (if necessary) based on the eruption notice, volcanic warning and volcanic alert level the JMA has issued.
- If the local government issues an evacuation instruction, evacuate and proceed to a safe place.
- When you receive the above-mentioned information or an eruption occurs while you are climbing a mountain, you should take the following actions to protect yourself from volcanic rocks and other debris:

- i. Leave the crater and its vicinity immediately.
- ii. Take shelter in a mountain hut, shelter, or behind a rock.
- iii. Protect your head with a helmet or other protective gear.

## 3

**Evacuation****3-1****Evacuation shelters**

An evacuation shelter is a temporary evacuation area or facility that can save your life during disasters.

**When a disaster is likely to occur or has occurred**

- Evacuate from the dangerous place based on the evacuation advisory, etc. and proceed to a safe place as soon as possible.
- Check in advance where the evacuation shelters in your area are.
- Shelters can be found on the hazard map or website of municipalities.
- If it seems to be more dangerous to go to a shelter due to occurrence of a flood or other reasons, evacuate to another safe place (to a large substantial (sturdy) building nearby. In the case where it is also difficult to do so, you should evacuate to the very safest place of the second floor or higher floor of a house). At the very least, take actions to protect your life

**3-2****Evacuation information provided**

Evacuation information is a guidance issued by your local government when a disaster is likely to occur or has occurred. Here are some examples:

**Alert level 3 Evacuation of the elderly**

- What kind of advisory?  
This is an advisory for people who will take time to prepare for evacuation and evacuate, such as the elderly and small children, due to a risk of a disaster that causes damages.

- When the information is announced

The people listed below should start evacuating from a place in danger:

- i. The elderly;
- ii. People with disabilities;
- iii. Children;
- iv. Others who are difficult to evacuate by themselves and who take time to evacuate (including pregnant mothers);
- v. Assistants to those corresponding to i–iv mentioned above; and
- vi. Person who feel in danger.

This is also the right time for other people to postpone their regular activities and prepare for evacuation, as necessary.

#### Alert Level 4 Evacuation instruction

- What kind of instruction?

This advisory will be issued when the risk of damage caused by a disaster has elevated.

- When an advisory is issued

All people should evacuate from a place of danger safely and proceed to either of the following:

- An evacuation shelter
- Safe houses of relatives or friends, inns, etc.

Further, when you check a hazard map, etc. and can determine by yourself that the following three conditions are met, it may be possible to stay indoors and ensure safety:

- Not in the zone where there is a risk of house collapse or destruction due to a flood (possible flood area causing house collapse, etc.)
- Living in a high building without danger of flooding
- Endurable until the flood subsides with a stock of enough water and food

#### Alert level 5 Emergency safety measures

- What kind of measures?

These measures are given when the situation gets worse and a disaster has already occurred or is imminent.

- When the measures are issued

If you have not evacuated, ensure your safety immediately because your life is in danger. If it seems to be more dangerous to go to an evacuation shelter, at the very least, please take the following actions immediately in order to protect your life:

- Evacuation to a higher floor of a substantial building nearby
- Evacuation to at the very safer place of the second or higher floor of a house, and other actions



## Key Point:

## Evacuation instructions categorized by Alert Level

## —What is an Alert Level?—

- This information provides guidance on the appropriate response when a floods or Sediment disasters are likely to occur.
- From 2019 on, alert levels are released together with evacuation instructions and weather information for disaster prevention.
- There are five scales:

Level 1..... Enhance readiness for the disaster. (Gather information on rainfall and river status on TV or online.)

Level 2..... Verify evacuation routes. (Search on whether or not the place where you are is in danger and how and where you should evacuate if it is in danger.)

Level 3..... The elderly and other persons requiring assistance should start evacuating from a place of danger. (People who would take time including the elderly and children etc. to reach shelter should evacuate.)

Level 4..... Full evacuation from a place of danger. (Everyone evacuates from a place of danger and take shelter at a safe place.)

Level 5..... Take best possible measures to save lives. (Disaster has already occurred or is imminent. **Protect your own life!**)

## 3-3

## How to evacuate

When you actually do evacuate, keep in mind the following:

- Extinguish all fire before evacuation; and
- Take the minimum of personal items and carry them in a backpack, so that you can use both hands freely.



## Key Point:

**Disaster Emergency Message Service**

- In times of disaster, such as when a big earthquake occurs, telephone lines will get busy.
- In such case, the Disaster Emergency Message Service will be provided.

The outline is also posted on the website of the Ministry of Internal Affairs and Communications:

[https://www.soumu.go.jp/menu\\_seisaku/ictseisaku/net\\_anzen/hijyo/dengon.html](https://www.soumu.go.jp/menu_seisaku/ictseisaku/net_anzen/hijyo/dengon.html)

**Disaster Emergency Message Dial (171)**

By dialing 171 from a land line or mobile phone, you can easily record and play back messages by following the operation instructions.

For more details, please see the following websites:

NTT EAST : <https://www.ntt-east.co.jp/saigai/voice171/>

NTT WEST : <https://www.ntt-west.co.jp/dengon/>

NTT EAST



NTT WEST

**Disaster Message Board (web 171) (in English, Chinese, Korean, Japanese)**

You can register and check the safety information by inputting a number of your land line or mobile phone with your PC or smartphone.

Visit the following site to use the service:

<https://www.web171.jp/web171app/topRedirect/>



For more details, please see the following websites:

NTT EAST : <http://www.ntt-east.co.jp/saigai/web171/>

NTT WEST : <https://www.ntt-west.co.jp/dengon/web171/>

NTT EAST



NTT WEST

**Disaster Message Board (on mobile phone networks)**

Mobile phone operators also provide message board services.

Visit the following websites to use the services.

NTT DOCOMO : <http://dengon.docomo.ne.jp/top.cgi>

KDDI (au) : <http://dengon.ezweb.ne.jp/>

SoftBank/

Y!mobile : <http://dengon.softbank.ne.jp/>

Rakuten Mobile : <https://public-safety.mobile.rakuten.co.jp/?lang=ja>

NTT DOCOMO



KDDI (au)

SoftBank/  
Y!mobileRakuten  
Mobile

See the following URL for details:

NTT DOCOMO : [https://www.nttdocomo.co.jp/info/disaster/disaster\\_board/index.html](https://www.nttdocomo.co.jp/info/disaster/disaster_board/index.html)

KDDI (au) : <https://www.au.com/mobile/anti-disaster/saigai-dengon/>

SoftBank : <https://www.softbank.jp/mobile/service/dengon/>

Y!mobile : <https://www.ymobile.jp/service/dengon/>

Rakuten Mobile : <https://public-safety.mobile.rakuten.co.jp/info/public-safety/ja/service.html>

NTT DOCOMO



KDDI (au)



SoftBank



Y!mobile

Rakuten  
Mobile

## 3-4

## Useful Disaster Weather information

The JMA publishes useful weather forecasts in times of disaster.  
Such information is available via TV and radio, or on the internet.

Heavy rain and earthquake information (Multilingual)

<https://www.jma.go.jp/jma/kokusai/multi.html>

**Disaster management information**

Find the latest disaster information at the following link:

<https://www.jma.go.jp/jma/en/menu.html>

**Real-time Risk Map**

Find zones and areas with the risk of any of the following disasters:

Inundation (low-land flooding)

[https://www.jma.go.jp/bosai/en\\_risk/#elements:inund](https://www.jma.go.jp/bosai/en_risk/#elements:inund)

<https://www.jma.go.jp/jma/kokusai/multi.html>

Flood (river flooding)

[https://www.jma.go.jp/bosai/en\\_risk/#elements:flood](https://www.jma.go.jp/bosai/en_risk/#elements:flood)

<https://www.jma.go.jp/jma/kokusai/multi.html>

Sediment disaster (collapse of a mass of earth from a mountain or cliff)

[https://www.jma.go.jp/bosai/en\\_risk/#elements:land](https://www.jma.go.jp/bosai/en_risk/#elements:land)

<https://www.jma.go.jp/jma/kokusai/multi.html>

**Volcanic alerts**Volcanic information

<https://www.jma.go.jp/bosai/map.html#5/34.5/137/&contents=volcano&lang=en>

<https://www.jma.go.jp/jma/kokusai/multi.html>



**Key Point:****Emergency Warning for Heavy Rain Emergency Warning**

- The JMA may issue an Emergency Warning for Heavy Rain Emergency Warning.
- This Emergency Warning will be issued when intense rainfall of the sort that happens only once in decades is predicted, and fatal damage may have been caused.

**Key Point:****Real-time Risk Map**

- The JMA marks areas with imminent risk of inundation, flood and Sediment disaster in the Kikikuru (Real-time Risk Map), based on the prediction of rain, etc.
- Real-time Risk Map is updated on the JMA website every ten minutes.
- Get the latest information on your area via mobile phone networks and move to a shelter early.

**Key Point:****"Safety tips," an application for up-to-date disaster information**

- There is a free application for foreign tourists in Japan that provides up-to-date disaster information.
- By downloading this application on your phone, you are notified in advance with the following alerts of disasters nearby.
  - i. Earthquake Early Warning (prediction of strong shaking)
  - ii. Tsunami Warning (advisory to shelter at higher ground as a tsunami is coming)
  - iii. Emergency Warning of Weather, etc. (the largest degree of advisory that intense rainfall or storm in decades is likely to occur)
  - iv. Eruption Notice (advisory to take protective action due to an eruption)
  - v. Tropical Cyclone Information (advisory to take protective action due to an approaching tropical cyclone)
  - vi. Heatstroke information (warning to protect yourself as there is a risk of heatstroke)
- You can also find the following useful information when a disaster occurred:
  - i. Flowchart showing what to do
  - ii. Communication cards to talk with Japanese people.
- Links of "Safety tips" are as follows:

Android : <https://play.google.com/store/apps/details?id=jp.co.rcsc.safetyTips.android>

iPhone : <https://itunes.apple.com/jp/app/safety-tips/id858357174?mt=8>

Safety tips



Android



iPhone





## 1 Japanese Housing

### 1-1 Privately Owned Housing

Housing which you own is generally called Privately Owned Housing, or *mochi-ie* in Japanese. Such properties can be detached houses or a condominium. If you want to have your own house built or to purchase one, you will need to go through many procedures.

### 1-2 Public housing

Public housing is provided by local public entities at affordable rents for low-income persons who need somewhere to live. Requirements such as minimum income vary depending on the prefecture and municipality.

### 1-3 UR Rental Housing

UR Rental Housing is managed by Urban Renaissance Agency (UR). There is a minimum monthly income requirement set by UR; you for non-Japanese can rent a unit if you meet the status of residence requirement (see 2-2).

### 1-4 Private Rental Housing

This is the most popular way to rent a place to live in. Anybody can rent a unit by paying rent in accordance with the rental lease agreement. The agreement will vary depending on the housing to rent, so read it carefully before signing a contract.

## 2

## Moving-in

## 2-1

## Public housing

- Public housing is provided by local public entities at affordable rents for low-income persons. Requirements such as minimum income vary from prefectures and municipalities.
- In the case of foreign nationals, additional requirements may be imposed regarding the status or period of residence (for example, period of residence must be more than one year) or the resident history in Japan.
- If you wish to live in public housing, apply to the prefecture or municipality in charge.
- For more details about qualifications and application, please ask the prefecture or municipality who administrate the housing you wish to move in.

## 2-2

## UR Rental Housing

- You have to fulfill the requirements set forth by UR such as a minimum monthly income standard.
- In the case of foreign nationals, they will need to reside continuously and have one of the following statuses of residence to be qualified to rent a unit: Diplomat, Official, Special Permanent Resident or Mid to Long-Term Resident (including Permanent Resident).
- Contact UR Sales Office (UR Eigyo Center) for more details on the application and vacancies.

## 2-3

## Private Rental Housing

- "Apartment Search Guidebook" and "Guide to Looking for a Home" are available for non-Japanese residents who are looking for private rental housing.
- The "Apartment Search Guidebook" includes basic knowledge and useful information:

- How to search for housing and the process up to signing a contract - general lease procedures lease agreements in Japan differ from those in other countries
- Required documents and budget
- Moving-in procedures
- Rules when living in Japanese housing
- Moving-out procedures
- Useful terms regarding renting a room, etc.



- The "Guide to Looking for a Home" provides basic information which is useful when searching rental housing in Japan and websites of real estate agencies offering services in foreign languages.

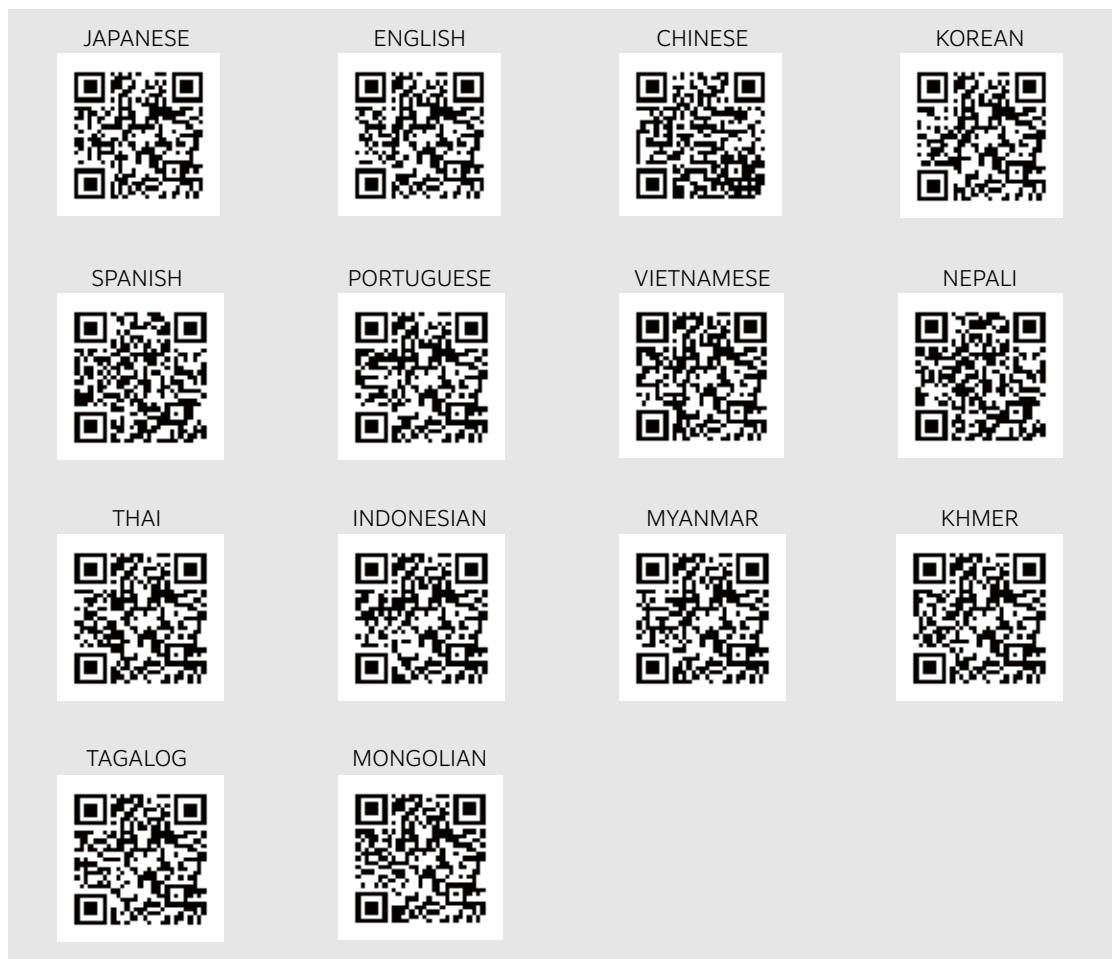
Visit the website of the Ministry of Land, Infrastructure, Transport and Tourism for more information.

[https://www.mlit.go.jp/jutakukentiku/house/jutakukentiku\\_house\\_tk3\\_000017.html](https://www.mlit.go.jp/jutakukentiku/house/jutakukentiku_house_tk3_000017.html)



### "Apartment Search Guidebook"

JAPANESE	<a href="http://www.mlit.go.jp/common/001317843.pdf">http://www.mlit.go.jp/common/001317843.pdf</a>
ENGLISH	<a href="http://www.mlit.go.jp/common/001317844.pdf">http://www.mlit.go.jp/common/001317844.pdf</a>
CHINESE	<a href="http://www.mlit.go.jp/common/001317845.pdf">http://www.mlit.go.jp/common/001317845.pdf</a>
KOREAN	<a href="http://www.mlit.go.jp/common/001317846.pdf">http://www.mlit.go.jp/common/001317846.pdf</a>
SPANISH	<a href="http://www.mlit.go.jp/common/001317847.pdf">http://www.mlit.go.jp/common/001317847.pdf</a>
PORTUGUESE	<a href="http://www.mlit.go.jp/common/001317848.pdf">http://www.mlit.go.jp/common/001317848.pdf</a>
VIETNAMESE	<a href="http://www.mlit.go.jp/common/001316936.pdf">http://www.mlit.go.jp/common/001316936.pdf</a>
NEPALI	<a href="http://www.mlit.go.jp/common/001316937.pdf">http://www.mlit.go.jp/common/001316937.pdf</a>
THAI	<a href="http://www.mlit.go.jp/common/001312581.pdf">http://www.mlit.go.jp/common/001312581.pdf</a>
INDONESIAN	<a href="http://www.mlit.go.jp/common/001312584.pdf">http://www.mlit.go.jp/common/001312584.pdf</a>
MYANMAR	<a href="http://www.mlit.go.jp/common/001312587.pdf">http://www.mlit.go.jp/common/001312587.pdf</a>
KHMER	<a href="http://www.mlit.go.jp/common/001312589.pdf">http://www.mlit.go.jp/common/001312589.pdf</a>
TAGALOG	<a href="http://www.mlit.go.jp/common/001312590.pdf">http://www.mlit.go.jp/common/001312590.pdf</a>
MONGOLIAN	<a href="http://www.mlit.go.jp/common/001312591.pdf">http://www.mlit.go.jp/common/001312591.pdf</a>



"Guide to Looking for a Home"

<https://www.mlit.go.jp/common/001334734.pdf>

Information on rental housing available for foreign nationals

<https://safetynet-jutaku.mlit.go.jp/guest/index.php> (JAPANESE)



# Chapter 12 Daily rules and customs



## 1 Life rules

### 1-1 Garbage



#### (1) Basic rules for garbage disposal

- When you dispose of garbage, you have to observe the following rules:
- Comply with the garbage sorting rules, pick-up sites and days; and
  - Follow the rules set forth by the municipal government in your area.
- \* In general, you must put your garbage bags outside on the morning of the collection day.
  - \* The wrong kind of garbage or garbage bags placed outside of the designated site will not be collected.
  - \* In some areas, you have to purchase trash bags designated by the local government and put your garbage in them.



#### Garbage sorting example (Follow the rules stipulated by your municipality)

<b>Burnable waste</b>	Kitchen waste and paper, etc.
<b>Non-burnable waste</b>	Broken ceramics, glasses, metal, etc.
<b>Recyclable waste</b>	Bottles, cans, plastic bottles, newspapers, books, plastic containers, cartons, etc.
<b>Oversized garbage</b> A fee may be charged for disposal and recycling	Furniture (tables and chairs, etc.), bicycles, bed mattresses, etc.
<b>Home Appliance Waste</b> A fee may be charged for disposal and recycling	Air conditioners, TVs, refrigerators, freezers, washing machines and clothes dryers, etc.

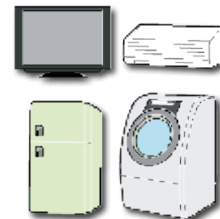
**Key Point:****Used cooking oil**

Used cooking oil must not be poured down the kitchen drain. Please put away used cooking oil in accordance with the rules of the municipalities you reside, after putting some paper towel in the pan to absorb the oil or curdling such oil by using a coagulant etc.

**Key Point:****Home Appliance waste**

When you replace or dispose of the home appliances listed below, you need to pay a recycling fee and a collection and transportation fee:

- Air conditioners;
- TVs;
- Refrigerators and freezers; and
- Washing machines and clothes dryers.



Further, when you dispose of those, you need to ask a business operator who has been approved for collection and transportation. If you have no idea which business operator you should ask, please contact the local government of your municipality.

**Payment and collection**

## i. When replacing with new appliance

- The shop where you purchase a new one

Each shop has its own collection policies. Ask for details at the shop where you will purchase a new appliance.

## ii. Not replacing but disposal only

- The shop where you have purchased the appliance you wish to dispose of

If you do not remember where you have bought an appliance, ask your local government for help.

**(2) Illegal dumping**

Do not recklessly dump waste at any non-designated site.

It is against the law to do so, and you may be punished.

Observe the garbage-sorting rules of the municipality in which you reside.

Many municipalities have regulations that do not allow the littering of streets with cans and cigarette butts. Doing this can be subject to administrative or criminal penalty, so never do it.

## 1-2 Making Noise

Japanese people tend to think that loud sounds and voices bother others.

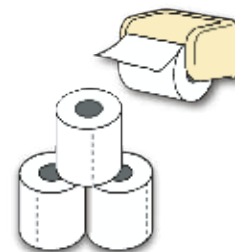
- Be careful that loud voices, parties, TV and music might bother your neighbors.
- Be careful not to make a lot of noise when you use a washing machine, or a vacuum cleaner, or taking a shower early in the morning or late at night.
- In condominium or apartments, refrain from talking loudly or making a lot of noise.



## 1-3 Restroom

### Japanese restrooms

- Be sure to use only the toilet paper that is in the restroom.
- Used paper should be flushed.
  - In some countries, used paper is deposited in a trash bin in the restroom. However, in Japan, it can be flushed away: if the paper in the restroom is properly used, the pipe is rarely clogged with paper.
- There are many buttons in public restrooms in department stores and at stations, etc. The flushing button normally looks like this: **流す (FLUSH)**.



## 1-4 Mobile phone use

- Do not use a mobile phone while walking to avoid injuring yourself or other passengers.
- It is prohibited by law to use a mobile phone while driving or riding a bicycle.



## 1-5 On a bus or train

In public spaces like trains and buses, please keep in mind the following:

- Speaking in a loud voice is considered to be manner violation in Japan.
- As talking on the phone on a bus or train is considered to be bad manners in Japan, please refrain from talking on the phone (as it bothers other people).
- Be sure that your music is not too loud and cannot be overheard outside of the earphones.
- When a bus or train is crowded, take care so your backpack does not bother other people.

## 1-6

**Hot springs and bathhouses**

- There are rules at public baths like hot springs and bathhouses.
- Wash your body before getting in the bathtub.
- Do not put a towel in the bathtub.
- Do not use soap and shampoo in the bathtub to wash your body and hair.
- Persons with tattoos may not be allowed to enter public baths.

## 1-7

**Prohibition signs**

There are signs to indicate that something is forbidden.

This is the basic sign



Obey these signs in the area they are placed.



"Don't swim."



"Don't smoke."



"Don't talk on the phone."

## 2

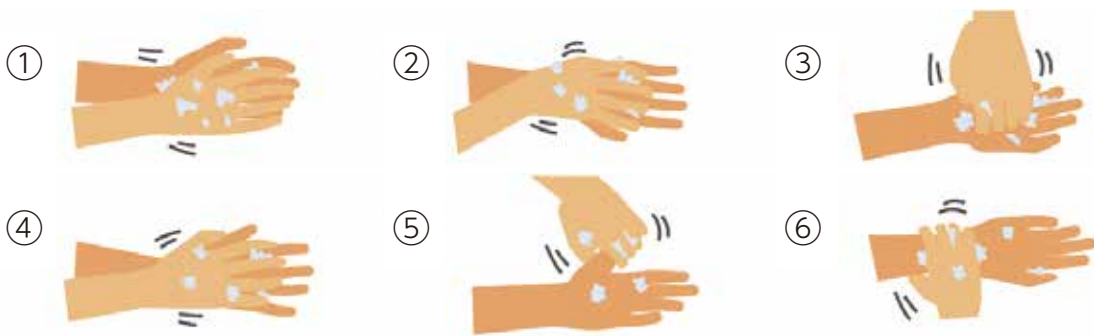
## Prevention of infectious diseases

In Japan, infectious diseases such as cold or influenza sometimes break out in winter when the air is especially dry, as well as an unprecedented infectious disease caused by new viruses sometimes emerges. In this section, basic precautionary measures to prevent the spread of infectious diseases are provided. When any infectious disease is prevalent, each person should make sure the following:

## 2-1

## Hand washing

It is effective measures to wash your hands with running water and soap in order to physically remove viruses sticking to your hand or finger. You should frequently wash your hands upon returning home, before and after cooking, before meals, etc. The order of steps for hand washing is as follows:



- i. After thoroughly wetting your hands with running water, apply soap and rub the palms well.
- ii. Rub the back of your hands up and down.
- iii. Thoroughly rub the fingertips and nails.
- iv. Wash between your fingers.
- v. Twist and wash your thumbs with the palms of your hands.
- vi. Don't forget to clean your wrists.

\* After cleaning with soap thoroughly, rinse with water and wipe dry with a clean towel or paper towel.

## 2-2

**Coughing manners**

"Coughing manners" mean covering your mouth and nose with a mask, a tissue, a handkerchief, a sleeve, the inside of your elbow, etc. when you cough or sneeze, in order to avoid infecting others.

You should observe the following manners when you have symptoms such as coughs or sneezing.

- Wear a mask and cover your mouth and nose.
- Cover your mouth and nose with a tissue or handkerchief if you do not have a mask.
- If you suddenly cough or sneeze, do so in your elbow or inside your sleeves of jacket.

It is also important to wear a mask correctly. You should wear a mask in the following steps.

- Ensure both your nose and mouth are covered.
- Place the rubber string over your ears.
- Cover up to your nose so there are no gaps.

## 2-3

**Humidity**

When the air is dry, the defensive function of respiratory tract mucosa weakens, which makes you vulnerable to infectious diseases. Particularly, when you are inside the room in which the air is likely to be dry, the use of humidifiers to keep the humidity constant (50 to 60%) is effective.

## 2-4

**Rest and nutrition**

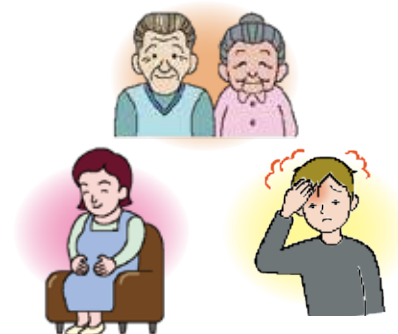
In order to enhance body resistance, you should try to take enough rest and have a well-balanced diet on a daily basis.

## 2-5

**Going out**

When infectious diseases that spread through droplets are prevalent, wearing a mask is considered an effective preventive measure. It is especially important for elderly people, those with underlying conditions, those undergoing cancer treatment, pregnant women, and those in poor health to take precautions to prevent infection.

Be especially careful during times when infectious diseases are prevalent and when entering crowded places.



## 3

## Lifestyle necessities

## 3-1

## Community life

**(1) Community groups (Residents' association and neighborhood association)**

In Japan, community members voluntarily form groups with the purpose of trying to make their community a safe and comfortable place to live in through organizing activities together. Funds for activities are raised by community members.

**Main activities (examples)**

- Emergency drills for earthquakes and fires
- Traffic control for students on school routes
- Caring for the elderly and persons with disabilities
- Circulation of a notice from local government
- Event organization, such as summer festivals and school sports festivals, to deepen relationships among members.

For details, please contact your local municipal office.

**(2) Relationship with your neighbors**

- Talking to your neighbors, taking part in community activities help to have a good relationship with your neighbor.
- It helps avoid having trouble with them and you can exchange useful local information. You can help each other in emergencies.

## 3-2

## Crime Prevention

Bear in mind the following to prevent crimes such as theft and sexual assault, etc.

- Lock your windows and doors every time you leave home;
- When you park a car, a motorcycle or a bicycle, make sure to lock it;
- When you carry valuable items, including a wallet or handbag, keep an eye on them;
- Try not to walk in dark streets or other deserted places at night; and
- If you are uncertain about anything about crime prevention, consult at a nearby police station.

## 3-3

## Utility services

## (1) Electricity

## Start using electricity

When you wish to use electricity, here are the steps to follow:

- i. Determine the date you want to start using the electricity service.
- ii. Subscribe with a electric supplier in your area over the telephone or online.
- iii. Flip the switch “on” on the circuit breaker on the service start date.



The provider may visit your residence depending on the contract and your housing facilities. In those cases, notice of this will be given to you.

## Electricity bills and payment methods

- Various plans are offered by energy providers to meet users' needs. You can choose one that is suitable for you.
- Basically, bills are determined by your usage. However, the portion of the “basic fee” is a fixed amount that you pay every month regardless of how much electricity you use.
- Bills are payable by automatic bank withdrawal, by paying in cash at a convenient store or a bank, or with a credit card.
- \* Your electricity usage is checked by your provider once a month by reading the meter situated outside of your residence either locally or remotely.
- \* Users are notified of their usage and charges by the provider every month (a usage notification is sometimes provided on the web).
- \* The service plan you have chosen can be confirmed in the document (sometimes provided on the web) provided by the electric power company when signing a contract.

## Cancellation

When you wish to stop using electricity, the followings are the steps to follow:

- i. Determine the day that service will end.
- ii. Unsubscribe from the electricity supplier over the phone or online.

Generally speaking, the supplier will not visit you on the day when you cancel the service. However, there may be cases where they visit because the electric meter cannot be read from outside. In such cases, notice will be given by the provider.

In order to avoid problems for the next tenant, please be sure to complete the necessary contract termination procedures well in advance of your move-out date.

**Please visit the following website for consultation if you have any problems with sales activities by or contract with an electric power company.**

<https://www.emsc.meti.go.jp/general/consult.html>



- \* They do not provide information on the details of individual contracts with electric power companies or billing statements. Please contact the electric power company with which you have a contract.

In addition, they do not provide mediation or arbitration services between consultants and businesses.

## (2) Gas

### Types of gas



- There are several types of gas with different components and combustion characteristics. However, City gas (13A) and LP gas are the most popular ones for homes.
- Choose a home appliance compatible with the gas type being used.
  - \* It is dangerous to use appliances that are not compatible with the gas in use. Incorrect usage may cause fire or incomplete combustion. When using gas, open windows for ventilation.  
If you smell gas while using gas appliances, immediately stop using the gas, open windows for adequate ventilation, and do not use lighters or other sources of ignition. Do not touch electrical switches. Contact your gas company immediately.

### Start using gas

- When you wish to use gas, the followings are the necessary steps to follow:

- Determine the date you want to start using gas service.
- Subscribe with a gas company in your area over the telephone or online.

- \* The provider will visit you on the date your service will start. They will check your facilities, explain how to use gas appliances and then will start providing you with gas.

### Gas bills and payment methods

- Various plans are offered by a gas company to meet users' requirements. Choose one that is suitable for you.
- Basically, bills are the total amount of the base rate and your usage. You have to pay the bill every month.
- Bills are payable by automatic bank withdrawal, by cash at a convenient store or a bank, or with a credit card.
  - \* The gas plan you have chosen can be confirmed in the document (sometimes provided on the web) provided by the gas company when signing a contract.

### Cancellation

- When you wish to stop using gas, here are the steps to follow:

- Determine the cancellation date.
- Unsubscribe with the retailer over the phone or online.

- \* It is advisable to tell them your customer number, which is printed on your monthly charge slip (sometimes provided on the web).

On the cancellation day, the provider will come to stop the gas meter. If the meter is situated in a location to which they do not have access, the gas user or someone else acting on their behalf need to be present.

In order to avoid problems for the next tenant, please be sure to complete the necessary contract termination procedures well in advance of your move-out date.

Please visit the following website for consultation if you have any problems with sales activities by or contract with a gas company.

<https://www.emsc.meti.go.jp/general/consult.html>

- \* They do not provide information on the details of individual contracts with gas companies or billing statements. Please contact the gas company with which you have a contract.  
In addition, they do not provide mediation or arbitration services between consultants and businesses.



### (3) Water

#### Start using water

When you wish to start using water after moving into a new residence, you need to sign up for water supply bureau or water supply business in your municipality beforehand.



For details, please contact your local municipal office.

#### Water bill and payment methods

Water bill is charged and paid as follows:

- i. Water supply charges are calculated by the water supply business in your municipality. The business checks your usage at the meter and charges you accordingly.
- ii. Bills are the total amount of the basic charge and your usage. Basic charge is calculated according to the type of size your supply pipe. The bigger the diameter is, the higher the charge becomes. On the other hand, your usage varies every month. The more you use, the higher your bill becomes.
- iii. Payment methods differ according to the businesses. As a basic rule, you can choose from automatic bank withdrawal, cash payment at a convenience store or a bank, etc.

## 3-4

### Mobile phones



#### (1) Mobile phone contract

- Your identification must be verified when signing a contract.
- Your identification can be verified by the following methods:
  - i. To present official documents (identification documents) that include your name, date of birth and current address to the mobile phone operator.
  - ii. To provide a copy of such documents to the mobile phone operator by mail or online.

- Following is a list of valid identification documents:

- i. Residence Card;
- ii. Driver's license;
- iii. Individual Number Card; or
- iv. Passport (only when it has your current address).

- If you are underage, all the documents listed below are required:

- i. Identification document; and
- ii. A consent letter from your parents or guardian.

- For a bill payment, you need to prepare one of the following:

- i. A credit card;
- ii. A bank card for a Japanese bank; or
- iii. A bankbook for a Japanese bank.

- Some mobile carriers provide multilingual information online and at stores.
- You can inquire beforehand about services and the documents required for a contract.

## (2) Warnings for using services for mobile phone contracts

- There are malicious brokers who offer to enter into a mobile phone contract for you but use the contract for criminal purposes.
- If you ask somebody to make a contract for you, check it yourself as well.
- It is prohibited by law to transfer a contracted cell phone without the consent of the mobile phone operator. If you break this law, you will be prosecuted.

In the event that you will no longer be using your mobile phone due to reasons including returning to your home country, please contact your mobile phone provider to cancel or transfer service.

### 3-5

## Bank Account



### (1) How to open a bank account

- You can open a bank account at a bank branch. Depending on the bank, you may also be able to open a bank account by mail, smartphone app or PC. A cash card is generally sent to your home address later.
- Present the following items when opening a bank account:

- i. Identification document (e.g. Residence Card);
- ii. Seal (*Hanko*) (some banks accept signatures);
- iii. Employee ID card or Student ID card (If you do not have any of them, please go to the bank with someone in your workplace or at school.)

- If you are not confident with communicating in Japanese, ask someone who can continuously support you (in your workplace or at school) to interpret to help you.

## **(2) Notify your bank immediately of any change in your address or period of stay**

- If there is any change in your information such as address, period of stay, status of residence and place of work, you should immediately contact the bank with which you have an account. Besides, your bank may contact you to check if there is any change in your information.
- If you fail to contact the bank when your address, period of stay, status of residence or job is changed, or if you fail to respond to the request from the bank, your bank account may become unavailable.

## **(3) How to close a bank account**

- If you are not going to use your bank account due to leaving Japan, etc., please close it. You can close your bank account at a nearby bank branch.
  - \* It is a CRIME to sell, transfer and receive a bank account (e.g. a cash card, a book, login ID and password etc. ) If you commit this crime, you may be sentenced to imprisonment for a period of up to one year or less, or fined up to one million yen.

## **(4) Do not use illegal banks**

- A national license is required to conduct banking business.  
You must not request remittance to foreign countries by paying money to illegal banks or individuals not licensed by the Japanese Government.
- If you are unsure whether a bank is legal, please consult with someone in your workplace or at school.

## **(5) Other**

- The Financial Services Agency has published pamphlets titled “How to Open a Bank Accounts and Send Money” (translated into 15 languages, including English and Chinese) for foreign residents planning to stay in Japan long-term, summarizing important information about using savings accounts and money transfers. Please make use of this resource.

For more details, please visit the following webpages below.

<https://www.fsa.go.jp/news/30/20190411/20190411.html> (Japanese)

<https://www.fsa.go.jp/news/r1/20191004/20190411.html> (English)



## 3-6

## Post Office

- The symbol for post offices and mail boxes is 〒 while the color of this symbol is red.
- These are the major services the Post Office offers:

- i. Sending letters, postcards and parcels in Japan or to overseas (\*1);
- ii. Saving (\*2) and remitting money, and paying public utility charges; and
- iii. Life insurance sales.

- \*1 For inquiries regarding sending letters, postcards, and parcels, Japan Post has established a Customer Service Consultation Center (English).

Japan Post Website (English):

[https://www.post.japanpost.jp/index\\_en.html](https://www.post.japanpost.jp/index_en.html)



- \*2 For inquiries regarding opening an account, Japan Post has established a Multilingual Call Center. (TEL: 0570-023170)

Languages supported: English, Chinese, Korean, Vietnamese, Indonesian  
Call Center Information Website:

<https://www.post.japanpost.jp/bank/account/multilanguage-callcenter.html>



## 4

## Public Transportation

## 4-1

### IC Cards issued by railway companies

#### (1) General functions

You can use IC cards issued by railway companies to pay the transportation fares of trains, subways, buses, etc. The general functions of the card are as follows:

- By charging an IC card, it is not necessary to purchase a ticket at a ticket vending machine;
- The card is available at the ticket vending machine and service counters at stations or bus service centers; and
- Fares can be discounted if they are paid with the card rather than in cash.

#### (2) Registered card

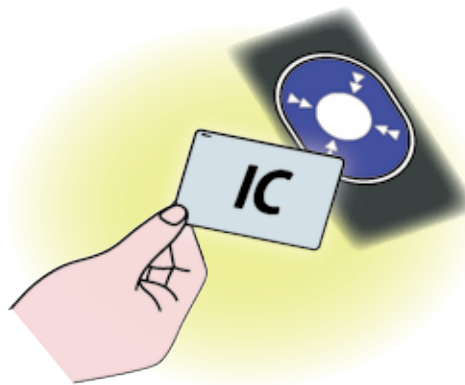
- The name of the card holder is printed on it.
- It is necessary to register name, phone number, date of birth and gender.
- If it is lost, it can be re-issued.

#### (3) Non-registered card

- The name of the holder is not printed on the card.
- If it is lost, it cannot be re-issued.

#### (4) Deposit

- Generally, you have to make a deposit when you purchase one.
- This deposit will be refunded when it is returned to the issuer company.



## 4-2

## Trains

Japan has a well-developed train and subway network. Trains and subways are popular means of transportation for commuters and students.



### (1) How to get on a train

The followings are the basic steps for using train services.

- i. Find your destination on the train network map;
- ii. Buy a ticket for your destination and insert it into the automatic ticket gate. (If you have an IC card, touch the card reader at the ticket gate with it);
- iii. Follow the information on the display in the station and check the number of the platform where trains head for your destination come;
- iv. Wait for trains behind the white line or yellow blocks on the platform; and
- v. At your destination, exit from the ticket gate by inserting the ticket you have purchased at the departure station. (If you have touched your IC card at the departure station, touch it again at the ticket gate. The fare will be deducted from your card's balance.)

### (2) Types of ticket

i. Regular train tickets	for ordinary trains or subways
ii. Commuting pass	This is useful for commuters and students who travel to the same destination frequently every month. Fare per travel will be more economical comparing to the regular one-way ticket. You can choose between validity periods of one, three, six months, etc.

### (3) Other tickets

When you get on an express or specially-equipped train, in addition to a base-fare ticket, you have to purchase an extra ticket as follows:

i. Express ticket	For a bullet train or a limited express train;
ii. Reserved Seat ticket	For a reserved seat on a bullet train. It may be sold with an express ticket; or
iii. Green car ticket	For a higher grade Green car.

## 4-3

## Bus

**(1) Traveling long distances (Long-distance buses)**

- As a rule, you need to buy your ticket before you get on a bus.

**(2) To move in and around the city (Local buses)****i. When a flat fare is applicable**

- Put your fare in the fare box when getting on.
- If you pay your fare with an IC card, touch the card-reader near the fare-deposit box with it.

**ii. When a flexible fare applies**

- Get on a bus, and pick up a ticket with a number from a small box near the door. When you get off the bus, pay the fare corresponding to the number on your ticket, which is indicated on the display above at the front.
- If you pay with an IC card, touch the card-reader twice: when getting on and getting off.