To all newly-hired international students and foreign workers

1 Residence Status

- **To work in Japan, you must have a residence status that permits you to work.** If you already have such a work-eligible status, you must also confirm that the contents of your job match the specific activities allowed by your residence status.

List of status of residence (Immigration Services Agency)
www.moj.go.jp/isa/applications/status/qaq5.html

- There is a **"Designated Activities" (Notification No. 46) residence status** that allows graduates of Japanese universities to engage in a wide range of work at public or private institutions in Japan. To be eligible for this residence status, you will need to use your academic achievements, as well as a high level of Japanese language proficiency gained through your experience as an international student.

Status of residence: "Designated Activities" (Graduates of Japanese universities and their spouses) - (Immigration Services Agency)
https://www.moj.go.jp/isa/applications/status/designatedactivities11.html

- **If you graduated from a university in Japan and plan to continue job-hunting after graduating, you can change to the "Designated Activities (Continuing Job-Hunting)" residence status.** You may also be able to apply for "Permission to engage in activity other than that permitted under the status of residence previously granted," and work part-time if you meet certain conditions.

For those who wish to stay in Japan to look for a job after graduating from university, etc. (Immigration Services Agency)
www.moj.go.jp/isa/applications/resources/nyukan_nyukan84.html

- When applying for a change of status to "Engineer/Specialist in Humanities/International Services" or "Research," **you may be exempt from submitting some of the documents** if any of the following apply to you.

① You have graduated (or will graduate) from a Japanese university (including graduate school and junior college)
② You have graduated from a prestigious university overseas
③ You will be employed by an eligible institution*

*Refers to institutions that already employ a foreign national who holds the same type of work-eligible status the applicant is seeking ((limited to those who previously changed their status from "Student"), and that foreign national should have renewed their period of stay at least once while working there.

To those who are planning to apply for a change of residence status from "Student" to "Work Status" (Immigration Services Agency)
https://www.moj.go.jp/isa/10_00240.html

Once you graduate, you are no longer considered a "Student". This means that you no longer have "Permission to engage in activities other than that permitted under the status of residence," and **you cannot continue to work part-time**.



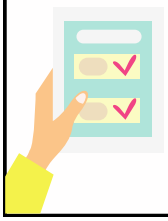
2 Health Insurance and Pension

Pension

All those aged 20 or over must enroll in the Public Pension System.

Regarding Japanese Social Insurance Systems (Japan Pension Service)

www.nenkin.go.jp/international/index.html



Students can apply to use the **"Special Payment System for Students"** to postpone payment of pension contributions while enrolled in school. For more details, refer to the "FAQ: National Pension for International Students" on our homepage.

www.hiecc.or.jp/soudan/info/detail.html?pid=9555789318804

Health Insurance

In principle, anyone staying in Japan with a period of stay of more than 3 months is required to enroll in health insurance.

National Health Insurance Handbook for Foreign Residents (Hokkaido)

www.pref.hokkaido.lg.jp/hf/kki/hp_guidance.html

Enrolling in Health Insurance and Pension

If you are living in Japan for longer than 3 months, you must enroll in either the **"Employees' Health Insurance & Pension"** through your employer, or the **"National Health Insurance & National Pension"** through your local municipality. Make sure to check which is applicable to you.

Employees' Health Insurance & Pension

- If you are employed by a company, etc., you will enroll in Employees' Health Insurance & Pension through your employer.
- Your employer will complete the procedures for you. Half the contributions will be taken from your monthly paycheck, and your employer will cover the rest.

*Not all workplaces enroll their employees in Employees' Health Insurance & Pension, so be sure to check with your employer.

National Health Insurance & Pension

- If you are not enrolled in Employees' Health Insurance & Pension, you will need to enroll in National Health Insurance & National Pension by yourself.
- You can complete enrollment procedures at the municipal office that has jurisdiction over where you reside. After enrolling, payment slips will be sent to your address. You can use the payment slips to pay at convenience stores, banks, etc..



The current Health Insurance card is no longer being issued as of December 2, 2024. For this reason, **the My Number card shall now be used as a Health Insurance Card (a.k.a. Myna Health Insurance Card).** For more details, refer to the "FAQ: Regarding the Health Insurance Card and My Number Card" on our homepage.

www.hiecc.or.jp/soudan/info/detail.html?pid=9154985343749

3 Moving Procedures

Change of Address

- **Moving within the same municipality:** You must submit a “Notification of Change of Address” to your municipal office (or to your new ward office) within 14 days of moving.
- **Moving out of your current municipality:** You must submit a “Moving Out Notification” at the municipal office *before* you move. You can submit the notification starting from 14 days before you move. Then, you must submit a Moving-out Certificate and Moving-in Notification to the municipal office at your new address within 14 days of moving in.

Trash

If you want to dispose of items like furniture or home appliances that cannot be collected on regular household waste collection days, it is important to check disposal methods in advance. As disposal methods and collection dates may vary depending on the item, you should refer to the information provided by your local municipality.

Mail

The post office offers a mail forwarding service for letters and packages. If you apply for this service, **Japan Post will forward any mail sent to your old address to your new address for free for up to one year**. To use this service, you need to submit a change of address form to a nearby post office, drop it in a mailbox, or apply online through "e-Tenkyo." If you want to submit the form by dropping it in a mailbox, you will need to attach identification documents for verification.

Relocation/Forwarding Service (Japan Post)

www.post.japanpost.jp/service/tenkyo/

Rental Agreement

It is important to understand the costs you are responsible for when restoring a property to its original condition after the termination of a rental agreement.

Points for restoring rental housing to its original condition when you move out, Confirmation of Property’s Condition at the Time of Moving Out and Restoration to Original Condition Checklist (example) (MLIT)

www.mlit.go.jp/jutakukentiku/house/jutakukentiku_house_tk3_000017.html

Other contracts

You must terminate contracts for electricity, gas, water, and internet, etc., if you are moving. If you plan to continue using your credit cards, bank accounts, or mobile phone carriers, you will also need to change your address with each service.

4 Employment Contract

You should confirm the contents of your employment agreement before signing the contract. **Employment contracts outline conditions such as working hours, wages, etc.** If anything is unclear or if the contents of the contract differ from the explanation you received, you should contact your employer as soon as possible. If there are still things you don't understand after speaking with your employer, you can contact the multilingual Labour Standards Advice Hotline or Foreign Workers Consultation Service.

Counseling Services and Hotlines for Foreign Workers
(Ministry of Health, Labour and Welfare)
www.check-roudou.mhlw.go.jp/soudan/foreigner.html



Please refer to the **"Working Conditions Handbook"** for basic information on labor standards.
www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/roudoukijun/foreign/index.html



Good luck as you take your next step in life!

Feel free to contact us at the Hokkaido Foreign Resident Support Center if you need any help.

www.hiecc.or.jp/soudan support@hiecc.or.jp TEL: 011-200-9595 FAX: 011-221-7845