

## 2-4 Registration of Residence

Once you have found a place of residence, please note that you must notify your local city office of your place of residence **within 14 days** of deciding on a place of residence (moving-in notification: 転入届, *tennyu todoke*). Please make sure to bring your residence card when you go to the city office. If you fail to give notification of your place of residence without a justifiable reason or submit a false notification, your status of residence may be revoked. After completion of the residency process, your address will be written on the back side of the residence card.

Back side of Residence Card



Place of residence

Permission to engage in an activity other than that permitted under your Visa Status previously granted.

Please note that you have to bring your residence card to the city office of your new residence every time you move.

### If you wish to work part-time

Students who hold the status of residence of “Student” are allowed to stay in Japan only for study and research purposes. Therefore, you are not allowed to work under “Student” status. However, if you wish to engage in secondary activities aside from your studies, such as a part-time job, you must obtain a permit beforehand from the Immigration Bureau at the airport or the city you live. With this permit, students are allowed to work for up to 28 hours a week—up to 8 hours a day during summer, winter, and spring vacations—as long as the work is not deemed to be socially immoral. Since it takes the Immigration Bureau approximately two weeks to a month to issue a permit, those who wish to engage in a part-time job should apply as soon as possible. (It may take more than a month during busy times.)

### What to do when your residence card gets lost

If your residence card is lost or stolen, please apply for re-issuance at the Regional Immigration Bureau or District Immigration Office within 14 days of discovering the loss or theft.

### Other things to do at the City Office

At some banks and mobile phone shops you may need a “Certificate of Residence” (*jumin-hyō*) to open a bank account or get a mobile phone contract. A Certificate of Residence is a document that proves the validity of the information registered on your residence card. It is also necessary when applying for scholarships or you may be asked to present it by the Immigration Bureau or by the University to confirm your status of residence. Furthermore, you must give a notice of both moving out and moving in at the respective city offices and notify the Immigration Bureau if your name, gender, or nationality changes within 14 days of the change. All of this can be done at city halls or community centers of the city you live in.

Please use the information below to make the notifications described above and inform yourself about the city you live in.

#### ●Fujisawa City (Main Building)

1-1 Asahi-cho, Fujisawa

Tel.: 0466-25-1111 (Japanese language only)

Opening Hours: 8:30 a.m. - 5:00 p.m.

Foreign Language Consultation:

Location	Language	Days	Time
Shonandai Community Center	Spanish	Tue, Fri	8:30 a.m. - 12:00 p.m.
	Portuguese		1:00 p.m. - 5:00 p.m.

<https://www.city.fujisawa.kanagawa.jp/soudanc2-1/shise/kocho/shiminsodan/gaikokujin.html>

Other Facilities:

	District	Phone	Address
Community centers /	Goshomi	0466-48-1002	1760-1 Uchimodori, Fujisawa
	Endo	0466-87-3009	2984-Endo, Fujisawa
Public halls	Tsujido	0466-34-8661	1-1-41 Tsujido Higashi Kaikan, Fujisawa
	Shonandai	0466-45-1600	1-8 Shonandai, Fujisawa

Please see the following links for further information:

<http://www.city.fujisawa.kanagawa.jp/jinkendanjo/gaikokugo/english/index.html>

- Yamato City (Main Building)

1-1-1 Shimotsuruma, Yamato

Tel.: 046-263-1111 (Japanese language only)

Opening Hours: 8:30 a.m. - 5:00 p.m.

Foreign Language Consultation:

<http://www.city.yamato.lg.jp.e.gg.hp.transer.com/>

Location	Language	Days	Time
City Hall	Spanish	Tue, Fri	9:00 a.m. - 12:00 p.m.

Please see the following links for further information:

<http://www.city.yamato.lg.jp/web/content/000143006.pdf>

- Chigasaki City (Main Building)

1-1-1, Chigasaki, Chigasaki

Tel.: 046-782-1111 (Japanese language only)

Opening Hours: 8:30 a.m. - 5:00 p.m.

Please see the following link for further information:

<http://www.city.chigasaki.kanagawa.jp.e.ox.hp.transer.com/about/1010015.html>

- Yokohama City (Main Building)

1-1 Minato-cho, Naka-ku, Yokohama

Tel.: 045-664-2525

Opening Hours: 8:45 a.m. - 5:15 p.m.

(Please note that most procedures can be completed at the city hall's main building as well as the ward offices.)

Yokohama City has a wide range of services to support foreign nationals.

Please see the following links for further information:

<http://www.city.yokohama.lg.jp/lang/en/>

<http://www.city.yokohama.lg.jp/lang/en/5-3-1.html>

## 2-5 Individual Number (My number)

This system improves administrative efficiency and enhances public convenience by notifying every resident who has a resident record of their own individual number.

The Japanese government issues Individual Numbers under the new Social Security and Tax Number System (or the "My Number" system). This also applies to International Students who are registered as residents in Japan (international students staying in Japan for more than three months, special permanent residents, etc.).