

9-1 Seeking Employment in Japan

As the Japanese business sector attempts to globalize its operations, in recent years more and more companies consider hiring competent workers regardless of their nationality. However, even if more companies are looking to secure international human resources, they do not compromise their hiring standards and process for foreign nationals. This means that a lot of companies still wish to hire new employees in April alongside the traditional process. Several group and one-on-one interviews, written tests, and group discussions with other candidates are still common practice and are often conducted in Japanese.



Companies also tend to have greater expectations on international student's capabilities and motivation, often expect high Japanese language proficiency regardless of the person's English skills, and focus on the recruitment of newly graduated foreigners. This is because Japanese companies emphasize training employees by themselves and expect long-term employment, in which workers spend their entire career with them. Because of this, Japanese companies tend to evaluate a person's potential in terms of how much he or she can contribute to the company in the future during the recruiting process in several ways.

Because of the unique nature of the Japanese employment system and job-hunting in Japan, it is important to sharpen your skills to work in Japanese society while you are still a student. This includes Japanese language skill, even if you wish to work in a firm that uses English. It is also important to research companies and industries to find out what corporate cultures fit you, and in what industries you can exhibit your strengths.

CDP Office

You should also make use of the services offered by the Career Service Section (CDP Office) at SFC, go to employment assistance events and seek advice from senior students, co-workers from your part-time job, and friends.

CDP Office Hour:

Weekdays 9:15 a.m. - 4:50 p.m. (Semester Period)

Weekdays 9:15 a.m. – 11:30 a.m. & 12:30 p.m. – 4:50 p.m. (Break Period)

*The office is closed on Saturdays, Sundays, national holidays on which there are no classes (including makeup classes), January 10 (Keio Founder Yukichi Fukuzawa's Birthday), and campus-wide summer and winter break periods.

Location:

The Alpha building on the 1st floor, right side of the Academic Affairs Office.

Support:

Counseling on jobs and higher education. On-campus seminar. Providing info on Jobs, events, alumni, etc.

Job-Hunting Websites

The next step is to start gathering information about jobs. We strongly recommend that you check the information on internship and employment opportunities offered by the Career Service (CDP Office) regularly. You should also closely examine, if a company fits



you in terms of corporate climate, by doing research, during company information sessions, interviews and other forums. Please use the websites introduced below to gain more information on this matter.

- **JASSO**

To most foreign students, job hunting in Japan feels unique and different from that of other countries in terms of its schedule and characteristics. The most obvious but also important point in order to start job-hunting in Japan is to inform yourself of the whole process to not miss out on opportunities. A good recourse for this is the “Job Hunting Guide for International Students” on the Japan Student Services Organization’s (JASSO) website: http://www.jasso.go.jp/job/guide_e.html. Here you will find information on preparations for job hunting activities, applications, screening tests and more.

- **The Employment Service Center for Foreigners**

These centers are public employment offices specializing in providing job counseling and placement services for non-Japanese students holding a college student visa and non-Japanese specialists or technical experts holding a corresponding visa living in Japan and seeking employment in Japan. The centers are run by the Ministry of Health, Labour and Welfare.

The centers are located at Tokyo, Nagoya and Osaka.

HP: <https://jsite.mhlw.go.jp/tokyo-foreigner/english.html>

- **International Foreign Student Association Employment Information Center**

This employment information center for international students is run by the International Foreign Student Association (IFSA). After registration as a member you will receive corporate and other information.

HP: <http://www.ifsa.jp/index.php?ryugakusei> (Japanese language only)

- **Center for Student Employment**

This is another government institution established by the Ministry of Health, Labor and Welfare to support university students to secure jobs after graduation. There is one such center set up in each prefecture of Japan.

HP: <http://job.gakusei.go.jp/> (Japanese language only)

- **List of Foreign Chambers of Commerce in Japan**

This list provided by the Japan Chamber of Commerce and Industry introduces foreign chambers of commerce, which offer regularly updated information on available jobs in connection with the respective country.

HP: <http://www.jcci.or.jp/international/foreign-cci.html> (Japanese language only)

- **Business related social networks and websites for job seeking**

Networks like linkedin or career forum provide information on jobs, connect you with companies of your interest and help companies to find you after you created a profile.

Linkedin: <https://www.linkedin.com/nhome/>

Career Forum Net: <http://www.careerforum.net/?lang=E>

My Navi: <http://www.mynavi.jp/eng/>

Asia Link: <http://asia-link.jimdo.com/> (Japanese language only)

Ryukatsu: <https://www.ryugakusei.com/> (Japanese language only)

Career Engine: <https://careerengine.org/index/index/lang/en>

NAP: <http://www.nap-net.jp/>

Visa matters

As an international student, your current status of residence is “Student,” which allows you to study at a university. You are not permitted to work under the status “Student” and therefore must apply for the appropriate status of residence for your profession after finding employment and before starting work. Two such statuses are “Specialist in Humanities / International Services” or “Engineer.”



For example, if you are due to start work in April, the Tokyo Regional Immigration Bureau accepts applications for change of visa status from December of the previous year. It usually takes one to two months for your application to be processed. Make sure to apply in advance so that you have the appropriate status of residence by the time you start work.



The “Student” status of residence allows you to study at a university, and under this status you are not allowed to seek employment after you have graduated, even if your period of stay is still valid. If you wish to continue to seek employment in Japan after graduation, you must apply to change your status of residence to “Designated Activities” which grants a six-month period of stay.



This status of residence may be extended once, meaning that you will be allowed to stay for a period of up to 1 year after graduation to find employment. If you wish to change your status of residence, first ask at the Career Service (CDP Office) after confirming your graduation. You will need a letter of recommendation from Keio University to obtain this status of residence. An interview will be carried out before issuing the letter of recommendation.

Make sure to bring the following documents with you to the interview (you will also need these to apply to the Immigration Bureau):

1. Request form for recommendation letter (university-designated form provided by CDP Office)
2. Residence card
3. CV, resume or entry sheet (what you will be submitting to companies) (Copy acceptable)
4. Certificate of Graduation/Completion (Copy acceptable)
5. Documentation confirming that you are actively seeking employment (This may be a written document indicating a list of companies you have visited so far or your future schedule for job hunting.)
6. Documentation certifying your ability to cover all necessary financial expenses while staying in Japan (ex. Copy of front cover and all pages of your bankbook with the balance should be left at least 500,000JPY to 600,000JPY or copy of part-time pay slips for last 3 months, etc.)

Internship

Internships are typically undertaken by students and graduates looking to gain relevant skills and experience in a particular field with paid and unpaid. If you intend to pursue a paid internship, it is necessary to obtain a permit from the Immigration Bureau to engage in part-time work (shikakugai katsudo kyoka). You are allowed to work on a paid internship for up to 28 hours per week (or up to 8 hours per day during summer, winter, and spring breaks). Before you start your internship, it is your responsibility to check the duration of the internship in advance and whether you will be compensated. If you will not receive compensation for the internship, you do not need to apply for the permit.

You must apply directly to the institution hosting the internship, but the CDP Office can assist you by checking your CV and application form. It is recommended that you enroll in liability insurance that covers injuries or damages caused to others or valuables in the case that you cause damage to the hosting institution. Examples are the University Coop “Student Liability Insurance” or the Keio Academic Enterprise “Life Insurance” with personal liability rider. You do not need to enroll in liability insurance if you will be enrolled in an insurance service offered by the hosting institution. If you are unsure what a particular insurance covers, or have any other questions, please contact the hosting institution.

Credits to be counted toward advancement to the next year or graduation can be earned through fieldwork or internships related to your individual research theme that take place during spring and summer breaks (in Japan or overseas). Before the activity, you must first submit research plan documents and obtain approval for the activity content. Access to the link below for more details.

<Fieldwork-related Subjects Registration (for Undergraduate Students)>

http://www.gakuji.keio.ac.jp/en/sfc/pe/fieldwork_pe.html

[Online Reference Sources]

<My navi Job Information Website for Bilingual Job-seekers> (English available but some information are only written in Japanese.) (Enter “Internship” in search bar.)

<https://global.mynavi.jp/>

<Ryukatsu> (Japanese language only)

<https://www.ryugakusei.com/>

<Tokyo Employment Service Center for foreigners>

<https://jsite.mhlw.go.jp/tokyo-foreigner/english.html>

<各国商工会議所 Foreign Chambers of Commerce in Japan>

<https://www.jcci.or.jp/international/foreign-cci.html> (Japanese only)

<Embassies and Consulates in Japan>

https://www.mofa.go.jp/about/emb_cons/protocol/index.html

<AIESEC>

<https://aiesec.org/>

<Recruitment Center for International Organizations 外務省国際機関人事センター>

<https://www.mofa-irc.go.jp/shikaku/keiken.html> (Japanese only)

<IAESTE>

<https://iaeste.org/>

<Internships.com>

<https://www.internships.com/student>

<College Recruiter>

<https://www.collegerecruiter.com/>

<The Washington Center>

<https://www.twc.edu/>

<InternMatch>

<https://www.wayup.com/>