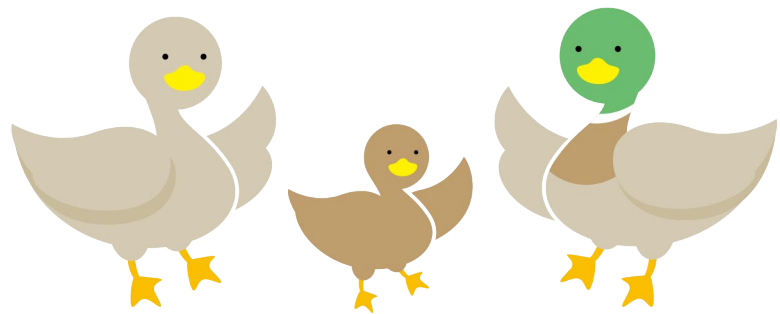


Chapter 3

Administrative Procedures



3 Administrative Procedure

This chapter provides some legal procedures that you need to complete at a municipal office. It is not necessary to book your visit beforehand. It may take 60-120 minutes in total.

3-1 Resident Registration

Moving-in Notification

What to Bring to Your Municipal Office

- Residence Card
- Passport
- New Address

As soon as your new address is determined, please go visit a municipal office. You are required to report an address in Japan to a local ward/municipal office (*Jumin-toroku*) by submitting a prescribed form (*Tennyu-todoke*) **within 14 days** from the date of arrival. The form is available at the ward/municipal 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.

You are also required to report to the local ward/municipal office within 14 days every time you change your address in Japan.

住民登録(*Jumin-toroku*)
resident registration

転入届(*Tennyu-todoke*)
moving-in notification

住民票(*jumin-hyō*)
Certificate of Resident record

Certificate of Residence

To confirm your resident record, the local ward/municipal office will issue you a *Juminhyo*, a certificate of resident record, upon request. You might be asked to present or submit a *Juminhyo* when you make a contract for a mobile phone or open a bank account. It generally costs 300yen (fee varies depending on areas) to have a *Juminhyo* issued.

3-2 National Health Insurance

National Health Insurance (NHI)—*kokumin kenko hoken*, often abbreviated as *Kokuho* in Japanese—is one of the health insurance systems in Japan that allows the insured to receive medical care without financial concern when ill or injured by splitting the medical care expenses between the local or national government and the insured.

国民健康保険(*kokumin kenko hoken*)
National Health Insurance

Full-time international students who will be studying in Japan for more than three months **must join** NHI unless covered by an insurance plan of a family member who lives in Japan. Overseas medical insurance is not accepted.

With NHI, approximately 70% of your medical expenses will be covered when you receive treatment at hospitals or clinics that are NHI medical service providers (most hospitals in Japan accept NHI). You pay the remaining 30%.

Please note that National Health Insurance does not cover expenses for cosmetic surgery, orthodontics, or normal childbirth.

How to Enroll in National Health Insurance (NHI)

When you register your address at the municipal office, you'll be guided to enroll in NHI.

No fee is charged when you join. The insurance card will be sent to your home later, but a National Health Insurance Certificate can be issued on the same day upon your request.

When you receive your NHI card, check if there are any mistakes in the description and be sure to present it at the reception whenever you see a doctor.

Lending your NHI card to someone else is punishable by law. Duplicated or expired NHI cards are invalid.

Payment of Insurance Premiums

Japanese National Health Insurance Premiums amount is determined by the municipal office based on income of previous year. If the NHI recognizes that your income is below a certain amount, a reduction to your insurance premiums will be applied (scholarships are not counted as income).

国民健康保険料申告書
(*kokumin kenko hokenryo shinkokusho*)
income declaration form

Please pick up an **Income Declaration for National Health Insurance form** ("*kokumin kenko hokenryo shinkokusho*") at the NHI counter, fill it out, and submit it with the application for NHI.

If you do not submit your declaration form, you may be charged with the highest monthly insurance premiums.

From the following year, the form will be sent to your home address.

Please note that insurance tax (premium) must be paid starting from the month you became eligible, not from the month you are notified of enrollment. You will be required to pay dating back to the month you actually enrolled. You will also be required to bear full medical expenses during the time you do not have NHI, unless you have a specific reason. For this reason, we recommend that you purchase foreign or travel health insurance while you are still in your country for the first days after your arrival.

For more information, please contact the NHI counter at your local city office.

3-3 National Pension

The National Pension is a public pension system participated in by all persons aged 20 to 59 years. It provides "Basic Pension" benefits for those affected by old age, disability, or death.

国民年金 (*kokumin nen-kin*)

National Pension

Regardless of nationality, all registered residents of Japan aged 20 to 59 years are obliged to enroll in the National Pension System.

- **If you are 20 years of age or older when you enter Japan:**

After completing resident registration, you need to register/enroll at the municipal office or Japan Pension Service branch office of the area where you reside.

- **If you are 19 years of age or younger when you enter Japan:**

You do not need to do anything at your resident registration. You will receive a "**report of acquisition of qualifications for National Pension System**" (*kokumin nen-kin hihokenha shikaku shutoku todokesho*) one month before you become 20 years old. You register/enroll at the municipal office.

国民年金被保険者資格
取得届書 (*kokumin nen-kin hihokenha shikaku shutoku todokesho*)

Report of Acquisition of
Qualifications for
National Pension System

Approximately one month after enrolling, they will send you a [blue Pension Handbook](#) and [National Pension Contribution Payment Slip](#). Please keep your Pension Handbook in a safe place. It will be required if you live or work in Japan in the future. Save it and do not throw it away.

National Pension Payment Exemption

The contribution amount for the National Pension is ¥16,540/month (for the fiscal year 2021).

学生納付特例制度
(*gakuei nofu tokuri seido*)

special payment system
for students

For students aged 20 or older who have little income and have difficulty paying the contribution, there is a **Special Payment System for Students** under which they are exempt from making payments.

To establish the exemption, you need to apply at the municipal office where you reside and register. The application form is available at the municipal offices or the Japan Pension System branch offices.

Please note that you must apply for the Special Payment System for Students anew every year.

3-4 Individual Number (My Number)

個人番号（マイナンバー）*(kojin bangō)*
individual number (my number)

The Individual Number (My Number) is used in these three areas; social insurance, tax, and disaster countermeasures within Japan. You will be provided a 12 digit My Number when you create a resident certificate for the first time after your arrival in Japan.

After you have completed resident registration, the notification for My Number will be sent to your address by simplified registered mail. (It will take 2-3 weeks to reach your address.)

Enclosed in the envelope are the “Notification Card for My Number (Notification Card)”, “Application Form for the Individual Number Card, a return envelope to submit the application form, and an instruction booklet.

The “Notification Card” is made of paper and it shows the 12 digit My Number in the front. It looks like an ID card, but this paper card cannot be used as an identification document.

Please fill out and submit the Application Form to apply for a plastic My Number card with photo and an IC chip.

When you lose your Notification Card (a paper card) or Individual Number Card (a plastic card), please report immediately to a police station and a municipal office.

Also, please call the toll-free number in the right column to suspend the card's function.

Do not give your My Number to others without good reason.

Each individual has their own My Number, and generally you will be using the same number for the rest of your life. Even if you leave Japan once and return again, you will use the same number when you make a resident certificate. The number cannot be changed freely.

It is prohibited to give your My Number to others, or to write down the My Number of others. In case you were asked to give your My Number, be sure to check the person and their purpose of use, and be careful not to allow others to abuse your My Number.

My Number General Toll
Free (toll free service)

Multilingual Service

 **0120-0178-27**

3-5 Fujisawa City Hall and Shonandai Community Center



Fujisawa-city



<https://www.city.fujisawa.kanagawa.jp/jinken/danjyo/gaikokugo/english/index.html>

Fujisawa-city has its main city hall next to Fujisawa station (north side) and 11 city centers throughout the city.

The nearest city center is Shonandai Community Center next to Shonandai station. You can register your residence, join National Health Insurance, and National Pension at the city center as well.



Fujisawa City Hall



Shonandai Community Center