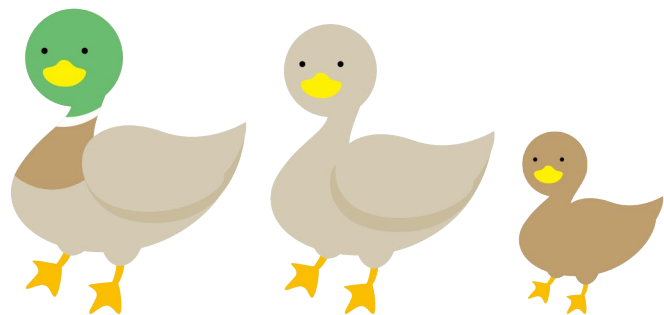


Chapter 2

Housing



2 Housing

There are three common choices for accommodation for international students – dormitories, apartments, and shared houses. In this chapter, you will learn about those three types of accommodations and gain knowledge about the Japanese housing system.

2-1 Keio University Dormitories

Keio University is expanding its student dormitories to provide more active support to students from outside of the Kanto area and overseas in terms of enrollment and support for students living in the dormitories.

There are two student dormitories near SFC: **Shonan Fujisawa International Dormitory (SID)** and **H Village**.

Shonan Fujisawa International Dormitory



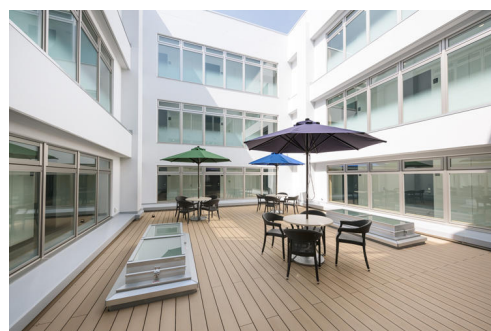
<https://www.n-jisho.co.jp/shonanfujisawa/>

*Japanese language only

Shonan Fujisawa International Dormitory (SID)

湘南藤沢国際学生寮 (*Shonan Fujisawa Kokusai Gakusei Ryo*)

Opened in 2021. This is the first dormitory for the exclusive use of Keio students at Shonan Fujisawa Campus. A mixed dormitory with morning and evening meals provided and plenty of space for students to interact with each other.



H (eta) Village

H Village is our only on-campus international student dormitory both for undergraduate and graduate students opened in the spring of 2023.

Five students, including both domestic and international, will be placed in one unit, fostering global exchange among students with diverse values who come from all over Japan and the world as they study and live together.

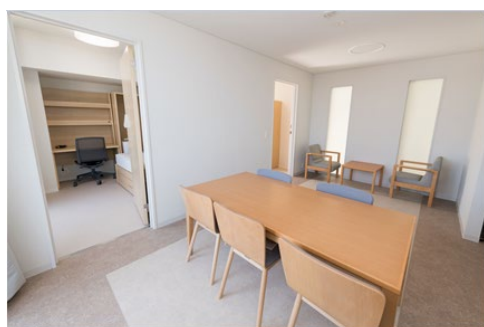
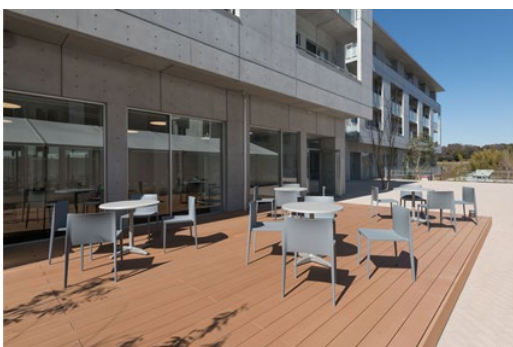
The building consists of a common building and four residential buildings, with 1 for men only and 1 for women only, and the other 2 for both men and women, to meet the diverse needs of the students.

This international student dormitory will put into practice the new lifestyle of "living while learning, and learning while living."

H Village



<https://h-village.sfc.keio.ac.jp/en/>



**Student Dormitories
near SFC**



<https://www.students.keio.ac.jp/en/sfc/life/SFC-dormitories.html>

Application Method

Applications for Keio University dormitories are accepted twice a year: in late January for those wishing to move in at the end of March, and in July for those wishing to move in September.

For more information, please refer to the webpage shown on the left.

* Depending on the availability of rooms, dormitories that for can be limited.

Period of Residence

The period of a contract is half year or one year. Note, however, that the contract is renewable for up to four years for undergraduate students (up to two/three years for graduate students) upon passing the screening conducted by the university each year. (For Shonan Fujisawa International Dormitory, up to two academic years for every student.)

Inquiries

Nishimatsu-Jisho Co., Ltd. Yokohama Branch (Nishimatsu Construction Co., Ltd. Group)

Tel: 0120-533-669

Business Hours: 8:30-17:30

(except for weekends and national holidays)

Keio University Shonan Fujisawa Campus, Student Life Section

Email: sfc-housing@adst.keio.ac.jp

Office Hours: 9:15-16:50 (except for weekends, national holidays, summer break, and year-end/New-Years holidays)

The List of Keio Dormitories / Student Villages

1 Shimoda Student Village	2 Plume IS
3 Omori Student Dormitory	4 Tsunashima Student Dormitory
5 Motosumiyoshi Residence	6 Okurayama Dormitory
7 Hiyoshi Intl. Dormitory	8 Motosumiyoshi Intl. Dormitory
9 Tsunashima SST Intl. Dormitory	10 Takanawa Intl. Dormitory
11 Shonan Fujisawa International Dormitory (1 min walk from SFC)	12 H Village (within SFC)

The List of Keio Dormitories



<https://www.keio.ac.jp/en/student-life/housing.html>

Housing for International Students



https://www.ic.keio.ac.jp/en/life/housing/ryu_bos_hu.html



2-2 Local Student Dormitory



Dormy Shonan Fujisawa 2

SFC 2023 Dormy Guide



<https://www.sfc.keio.ac.jp/en/docs/gakuseiyo/2023EN.pdf>

There are some local student dormitories near SFC operated by Kyoritsu Maintenance Co., Ltd. in cooperation with Keio University. These dormitories accommodate students from other universities.

Around Shonandai area

Dormy Shonandai

Dormy Shonan Fujisawa

Dormy Shonan Fujisawa 2

Dormy Shonandai Lei (women only)

There are lots of Dormy dormitories near other Keio University campuses in various towns.

Application Method

Please contact Kyoritsu Maintenance Co. Ltd.

Applications to enter any of the dormitories are handled on a first-come-first-served basis. Applications will not be accepted when the dormitory does not have vacancy.

Contact: Kyoritsu Maintenance Co. Ltd.



int@gakuseikaikan.com



03-5295-7889

2-3 Private Apartments

Apartments

To rent apartments, you will need to go through a lengthy process with a real estate company by yourself. Also, most rooms are not furnished.

Though, if you are looking for accommodation with complete privacy and an independent lifestyle, this might be a good choice for you.

Japanese accommodation is known to be costly especially around big cities. It is common for students to live far away from unaffordable business districts. Even around the SFC area, the rent tends to get higher in popular areas such as near train stations.

Basic Knowledge of How to Rent an Apartment

Renting Japanese apartments has some unique systems. Please learn the following knowledge and housing terminology before contacting a real estate company.

Initial Costs

In addition to monthly rent, the following fees will be required to be paid upon initiation of the lease.

- *Shikikin* or deposit is required for most apartment lease contracts and is usually equal to one or two months' rent. Your landlord is required to return your deposit to you when you vacate the property, after deducting any cleaning costs and damages beyond normal wear and tear.
- *Reikin* or gratuity money (often called key money) is a refundable payment to your landlord. It is often the same price as *Shikikin*. (equal to one or two months' rent)
- An agent fee is paid to the real estate company as a commission. It is often about one month's rent.

In total, you might need to prepare at least six months' rent upfront to get settled into an apartment in the first place.

The rent market price of the monthly rent fee for a student-size-apartment in the SFC area is approximately ~70,000 JPY

House Terminology

敷金 (*Shiki-kin*)
rental deposit

礼金 (*Rei-kin*)
gratuity money/key money

TIPS...It will be useful to take photos of your room before moving in. They will be proofs of whether damages to the room were made by you or not, to get more of your *shikikin* back later.

House Terminology

連帯保証人(*Rentai-hoshonin*)
a joint guarantor

Comprehensive Renter's Insurance



http://www.jees.or.jp/crifs/pdf/crifs_en_2021.pdf

How to Subscribe to the System



https://www.students.keio.ac.jp/en/sfc/life/intl_student/files/a1505972040900.pdf

Global Trust Service: Trust Net 21



<https://www.gtn.co.jp/en/business/rent-warranty/tenant/#tenant02>

Joint Guarantor

When renting an apartment in Japan, you will be asked to provide the contact details and signature of a joint guarantor (連帯保証人, *Rentai Hoshounin*). A joint guarantor is a co-signer who takes legal responsibility in case the tenant defaults on payment of rent or damages. They must be over 20 years of age and a Japanese citizen with a regular income (they must be able to prove that the rent is not above 30% of what they earn). Being a guarantor is a huge responsibility. Arranging a guarantor is perhaps the most difficult part of the housing process.

Comprehensive Renter's Insurance by Keio 留学生住宅総合保障制度 ("*Ryuhosho*")

If a guarantor cannot be found, it is possible for Keio University to cosign the lease for the period of your study here at Keio University. However, roommates are limited to family members and other international students of Keio. Also, you should not have any history on late rent payment. Depending on the conditions, there are possibilities that your application be rejected. Please note that we do not accept applications from overseas as an interview with the applicant is required in the screening process.

When signing contracts of any sort in Japan, be sure to **read the contract carefully and understand it fully**. Contracts are legal documents, which should be signed with full understanding. Signing contracts without a complete understanding of the contents may result in unexpected and severe consequences. If you have any trouble understanding the contract, be sure to contact the Student Life section at SFC or ask a Japanese friend who is knowledgeable in that area.

Contact: Student Life Section at SFC



sl@sfc.keio.ac.jp

Other Guarantor Services

There are lots of companies that are able to provide rent guarantor services. The Global Trust Service (Trust Net 21) is one in particular that provides the service in English and many other languages.

Layout & Measurement Terms

To describe the size of a room, there are 3 common measurement units that are frequently used.

- m²,
- tsubo (about 3.3m²)
- jō (about 1.65m², or 0.5 tsubo)

"jō" is the most often used term. One jō size is equivalent of to one tatami mat.

The following is the list of acronyms used in floor maps.

Acronym	Type of Room	Term	Explanation
R	Single room	1R / Studio	A one-room directly connected to a kitchen and a bathroom.
K	Kitchen	1K	One main room with a separated kitchen
D	Dining	1DK	One main room with a kitchen/dining room combination
L	Living	1LDK	One separated living room and a bedroom.
S	Storage	1SLDK	1LDK with a storage

Japanese Room

It is getting less common, but there are still some apartments that have traditional Japanese-style rooms called *washitsu*, 和室. The floor is covered with *tatami* mats (woven straw) and usually comes with sliding doors, called *fusuma*, made of wooden frames and thick, opaque paper.

House Terminology

坪(*tsubo*)

measurement unit of
3.3 m²

畳(*jō*)

measurement unit of
1.65 m²

和室(*Wa-shitsu*)

traditional Japanese-
style rooms

Realtors

There are several English-speaking realtors near Shonandai Station as listed below. Some of their websites are available only in Japanese, but they have staff members who will be able to assist you in English.

【Request Form for Housing Referral】



https://www.students.keio.ac.jp/en/sfc/life/intl-student/files/Request_form_for_housing.xlsx

Request Form for Housing Referral

If you want to obtain apartment information from the realtors listed below, please download "The Request Form for Housing Referral". After filling in, please send it to the **SFC Student Life section** via email. They will forward your request form to all the realtors below, and you will be contacted by the realtors directly if there are apartments that satisfy your specifications. Of course, you may also contact the realtors directly.

Contact: Student Life Section at SFC



sfc-housing@sfc.keio.ac.jp

List of Realtors Located near Shonandai Station

- **Housemate** – Shonandai branch
<https://shop.housemate-navi.jp/shop/59>
E-mail: s-syonandai@housemate.co.jp
- **Mini Mini** – Shonandai branch
<https://minimini.jp/shop/10016/shonandai/index.html>
E-mail: shonandai@minimini.jp
- **Leopalace21** (English website)
<https://en.leopalace21.com/>
- **Able** (English/Chinese website)
<https://www.able.co.jp/international/>

What to Bring When Visiting a Realtor

- ☐ Passport
- ☐ Residence Card
- ☐ Guarantor Form

Please note that it can take up to one week until you can move into your new apartment.

You cannot share your apartment with another person without approval from the real estate agency.

2-4 Shared Residence

Shared House / Guest House

Besides living in a privately rented apartment or a dormitory, a shared house is another option you can consider. Living in a shared house will provide you with the opportunity to widen your circle of friends. Shared houses are ideal who desire a sense of warmth and community at home.

Several people (not necessarily students) live together in the same house and share common areas such as a kitchen, a living room and bathrooms while an individual can still enjoy their own private living space. Some shared houses have women-only properties available as well.

In terms of cost, shared houses typically have lower initial and monthly fees compared to regular rental accommodations.

They do not usually require high deposits, key money, and/or other initial fees. Also, they are mostly furnished. Plus, the costs for gas/electricity/water/internet will be shared by all residents and regulated by the management company, so you do not have to apply for those services separately yourself. In most cases you do not need a guarantor, but some emergency contacts residing in Japan will be needed instead.

Please note that there is always the possibility of problems arising from sharing common spaces like the kitchen or living room with strangers.

Management Companies for Shared Residence

Tokyo Sharehouse



<https://tokyosharehouse.com/eng/>

Oakhouse



<https://www.oakhouse.jp/eng/>

Sakura House



<https://www.sakura-house.com>

2-5 Pros and Cons of Each Type of Accommodation

Please inform yourself of all housing possibilities, and choose our accommodation wisely.

Accommodation	Pros	Cons
Dormitories	<ul style="list-style-type: none">• Furnished• More chances to make student friends• Safety• Internet/gas/water/electricity included	<ul style="list-style-type: none">• Limited number of rooms• Limited period of staying• Rules• Less Privacy• Some dormitories require upfront fees
Apartments	<ul style="list-style-type: none">• Privacy• Independent lifestyle	<ul style="list-style-type: none">• Expensive upfront fees• Need a guarantor• Unfurnished
Shared Houses	<ul style="list-style-type: none">• Lower expenses• Furnished• More chances to make variety of friends	<ul style="list-style-type: none">• Noise issues (there are non-students tenants)• Less privacy

2-6 Gas, Water, and Electricity

The first thing you need to do is to find out if you are responsible for paying your own utility bills. Some landlords pay the utilities themselves and include the cost in the rent. In that case, you should find everything working when you move into your apartment. If they do not, you will need to contact the utility services and pay the bills yourself.

Gas

There are two common types of gas used in Japan. One is natural gas (city gas or 都市ガス, *toshi gas*), and the other is propane gas (LP gas). When you move into a new place, find out which type of gas is used and call the gas company (you should get the information from your realtor). At the scheduled time, the gas company will send an employee who will check and then activate your gas lines, for which you must be present. If you live in Fujisawa City, city gas (*toshi gas*) is provided by Tokyo Gas Co., Ltd.

Please keep in mind that not using gas properly is very dangerous. If you notice the smell of gas, turn off the heat and open the windows. Please call the gas company immediately at the exclusive phone number for reporting gas leakages.

Water

You will have water service the moment you move in, but you will have to call the local water company to open a billing account.

Contact your local water company office when you start using the water and if there are any trouble with the service, you must notify them of the date when you wish to start using the water. Your realtor will give you the corresponding telephone number or you can call the number written on the right column.

都市ガス(*toshi gas*)

city gas

Tokyo Gas



<https://www.tokyo-gas.co.jp/en/>

Tel: 0570-00-2211 or 0466-26-0111 (for Fujisawa), Mon-Sat, 9:00 a.m. - 7:00 p.m.
(Japanese language only)

Exclusive phone for reporting gas leakages

Tel: 0570-00-2299 or 03-6735-8899

Available for 24 hours

Kanagawa Prefectural Waterworks



<http://www.pref.kanagawa.jp/docs/r4a/okyakusamacc/main.html>

Tel: 0570-00-5959
(Japanese language only)

Electricity

TEPCO



<https://www.tepco.co.jp/en/hd/index-e.html>

Tel: 0120-995-113 or
046-408-5996
(for Fujisawa area)
Mon-Sat, 9am. – 5pm.
(English)

There are several electricity companies in Japan. The major one in your area would probably be Tokyo Electric Power Company (TEPCO).

If you do not have electrical power when you move in, you will need to find the apartment's circuit breaker (usually, it's near the door). Turn all the switches on the breaker board to "ON" and confirm whether the electricity is being supplied to your room or not. Once confirmed, contact your local electricity company to notify your name, address, date of occupancy, and customer number, which is usually written on the envelope placed near the breaker or the meter. In some cases, there is a small card somewhere near the breaker. Fill it out with the required information and mail it back to your regional power company (the card will usually be pre-addressed). This will allow the power company to establish an account in your name and bill you monthly for the electricity.



How to reset the circuit breaker... Turn all the switches on the breaker board to "ON".

If a circuit shorts or you use more electricity than the electrical capacity of your residence, the circuit breaker will trip and your electricity supply will be cut automatically. If this happens, reduce the number of electrical appliances you are using before resetting the circuit breaker. Find out the electrical capacity of your residence and try not to use too much electricity at once. In case of emergency or difficulties, call the electricity company using the phone number written on your electricity bill. Make sure to keep your bills and receipts for reference.

Electronics from your home country may require voltage and plug adapters. Electrical voltage in Japan is 100 volts – 50/60 Hz AC. 50 Hz is common in eastern Japan, including the Yokohama and Fujisawa areas.

Japanese outlets and plugs come in the two-pronged, North American style, but only in the non-polarized form (prongs are equal sizes).



US PLUG(100-110V)

Note on Paying Bills

After receiving a calculation notice, the electricity, gas, and water bills will be sent to your home. You can pay them and other fees at convenience stores, banks, and post offices. Hand the clerk your bill and the amount due in cash and your payment will be processed. Please note that if you are behind in your utility payments, the service may be discontinued.

You can also arrange for payment via direct debit (銀行口座引き落とし / *ginkō kōza hikiotoshi*) from your bank account. Application forms for this service will be sent to you shortly after opening your utility accounts or you can ask each business operator for details. If you do so, the money will automatically be deducted from your account when the bill is due.

銀行口座引き落とし

(*ginkō kōza hikiotoshi*)
direct debit

To stop your utility services when you are planning to leave or elsewhere in Japan, notify each of the companies at least one month before you move out of your accommodation. The electric and gas companies will send staffs to shut off your service and issue your final bill. The water company will send your final bill and close your account.

To learn how to read the bill, please refer to the TEPCO's website page.

How to Read your
"Electricity Bill"



[https://www.tepco.co.jp/
en/customer/guide/noti
ce-e.html](https://www.tepco.co.jp/en/customer/guide/notice-e.html)

2-7 Phone Service

NTT East



<https://www.ntt-east.co.jp/en/>

Tel: 0120-064-337
Mon-Fri 9:00 a.m. -
5:00 p.m. (English)

For more
details
about
**Mobile
Phone
Contract,**
please refer
to 4-4,

Having a phone number is mandatory to live in Japan. You will not be able to open a bank account, rent an apartment, or go job hunting without one.

Prepaid Phones

Due to past criminal activities involving prepaid phones, phone sellers are required to verify the identity and place of residence of their customers. Typical proof can be in the form of your Residence Card or Certificate of Residence (住民票, *jumin-hyō*).

Prepaid phones start at around 2,000 JPY. Credit, which is used for outgoing calls, email, internet etc. depending on what features your phone supports, must be purchased in advance.

At Softbank, for example, you can choose between 3,000 JPY or 5,000 JPY prepaid cards.

Whichever you choose, the prepaid card will expire after 60 days. Phone numbers will remain active as long as you have valid credit in your account, but will expire after three months to a year without use. Credit can be bought at cell phone stores, convenience stores or online, and is typically valid for 60 days from activation.

2-8 Internet

It is vital for students to set up a reliable internet connection for an online learning environment.

Broadband Internet

To set up the internet at home, lots of students get a high-speed broadband connection.

Fiber-to-the-home (FTTH or Fiber Optics) offers fast connection and it is the most popular choice for home internet connections.

The line installation may take a long time if your apartment has not been physically connected yet.

Please note that cabling and ISP are separate providers in Japan. You need to apply to both a line provider and an ISP.

Pocket Wi-Fi

Renting a portable battery-powered Wi-Fi router is another popular option for international students.

Its big advantage is that it does not require cable installation. The contracting process tends to be simpler and faster, and gives you easy access to the internet on the go.

Usually, a credit card will be needed for payment.

光ファイバー(*hikari-faiba*)
fiber-to-the-home

Internet Service Providers (ISP);

Sakura fiber internet
(English support)

GTN Hikari (Multilingual support)

NTT EAST

Au HIKARI

Softbank Hikari

docomo Hikari

NURO Hikari

Pocket Wi-Fi rental service;

Wi-FiRental.com

Mobile Wifi

Sakura Mobile pocket wifi

2-9 Furnishing Your Apartment

First of all, it is important to know that most accommodations in Japan will come unfurnished. Even though there is usually already a small kitchen unit in most apartments, you may need to buy everything from light bulbs and curtains to your own desk, chair and bed. Furnishing an apartment can be difficult at first for this reason, especially for those coming to Japan for the first time. Moreover, most of the online shops (Amazon, Rakuten, etc.) are either only available in Japanese or only accept credit cards for payments. Please refer to the following list of places to find furniture, from budget to higher-priced, for your new Japanese home.

Here are some stores located near SFC.

MUJI



<https://www.muji.com/message/en.html>

IKEA



<https://www.ikea.com/jp/en/stores/kohoku/>

HARD-OFF group



<https://www.hardoff.co.jp/en/>

Furniture Chain Stores

The two biggest furniture retailers in Japan are MUJI and IKEA. Both sell cheap, quality furniture that you will have to assemble yourself, as well as bed sheets, pillows, curtains, dishware and more.

The nearest **MUJI** is in Terrace Mall, a shopping mall next to Tsujido Station on the north side. Another one is in Shonan Fujisawa Opa, a department building on the south side of Fujisawa station.

There is an **IKEA** store in Kohoku-ward in Yokohama and there is a free shuttle bus between the store and Shin-Yokohama station.

Recycle Shops – Second-Hand Stores

Japanese second-hand stores are known as "Recycle shops" and can be found in almost every city and are good for buying hefty appliances like fridges, washing machines and microwave ovens. Some will have a sign saying "リサイクル" (Recycle) and there are also franchise recycle shops like **HARD-OFF** (primarily electronics and musical instruments) and its sister branch, **BOOK OFF** (books, CDs, DVDs, and games).

There is a big recycling shop, **Treasure Factory** (トレジャーファクトリー) at Kameino 1-14-6 Fujisawa City.

It is a walkable distance from Shonandai Station. You can either take the Odakyu line for 1 stop or walk 20 mins.

There is another recycling shop, **Expert** (エクスパート), approximately 10 min on foot from Shonandai Station. Leave the station through exit G and go straight ahead until you reach Shonandai Park. Turn left and follow the road for 450 m. Then you will see the shop on your right.

Address: 6-34-10 Shonandai, Fujisawa-city

Sayonara Sales

Since some foreigners live in Japan for only a limited period of time, there is a constant flow of "Sayonara" (goodbye) sales as people look to sell their furniture and other things they do not want before they leave the country.

See the websites on the right for great resources for affordable furniture.

100-yen Stores

If you are looking for dishware, cutlery, cleaning supplies, storage items, portable shelves or other small household items for a reasonable price (100 yen), you should look for them at **DAISO**, **Seria**, **Can Do** or other 100-yen stores.

Daiso stores in Shonandai (the one near the Shonandai station and the one inside Ito Yokado) are popular among international students.

Keio Welcome Net

Keio Welcome Net is a volunteer organization by Keio's alumni that helps international students, researchers, and their families, settle into life in Japan.

E-mail welcomenetevent@gmail.com

Treasure Factory



<https://www.treasure-f.com/shop/725/>
(Japanese only)

Expert



https://www.recycle-expert.com/buy/store_shonandai
(Japanese only)

Sayonara Sales Craigslist

<https://tokyo.craigslist.org/?lang=en&cc=us>

Freecycle

<https://www.freecycle.org/town/Tokyo>

GaijinPotClassifieds

<https://classifieds.gaijinpot.com/index/index/category/furniture>

Keio Welcome Net



<https://sites.google.com/site/welcomenethomepage/>

2-10 Moving

Tips to Make Your Moving Cheap

- ✓ Choose off-season (June, Oct., Nov.)
- ✓ Weekdays
- ✓ Afternoon
- ✓ Multiple estimates
- ✓ Take used boxes

After your dormitory contract is over, you may want to move to an apartment or another dormitory. Once the moving date is finalized, you need to decide if you wish to use a moving company or take the challenge to move everything by yourself.

When using a moving company, the cheapest month to move are June, October, and November. In contrast, you should try to avoid moving in March, April, July, August, and the Golden Week Japanese holidays, because these are the times when many people move because of company transfers and holidays.

Even if it is time-consuming, you should get multiple estimates from different moving companies. If you mention in front of the company's agent that you are getting multiple estimates, companies are likely to take that into account in their quotes.

Often you can also get a discount if you use used boxes.

How to Find a Moving Company

Moving companies in Japan offer all kinds of services from full-service movers where a team of professionals will pack and unpack every single item you own, to customer-assisted moves which have an incredible variety of options.

Here are some major moving companies which offer services in the Shonandai area:

Kuroneko Yamato

Nippon Express (Nittsu)

Akabo

Sakai Moving Service

Recycle Boy

Necessary Procedures When Moving-in/out

When you decide to move out, there are plenty of things you will have to take care of before and after your actual moving date.

☐ **Apartment Contract**

If you are living in a private apartment, you should give notice to the landlord at least one month prior to moving out depending on your contract. If you do not contact them early enough or if you caused any major damage to your apartment, the deposit (*shikikin*) you paid may not be refunded.

☐ **Cancel Utility Services (Gas, Water, and Electricity)**

You also will have to notify the gas, water, electric power companies, and the waterworks bureau of your moving-out date and ask for the settlement of the account.

If you are moving within Japan, you could tell them your new address at the same time so that they can start your utility services right after you arrive at our new place.

☐ **Official Registration**

If you are planning to change your address within the same city/ward, you only need to notify your city/ward of your new address. Bring your residence card, my number card, and notify them of your new address.

If you are planning to move to a different city/ward, your current city/ward will issue you a "Notification of moving out (転出証明書 / *tenshutsu shomeisho*)". You will need to bring it to your new city/ward office and report your moving in "Notification of moving in (転入届 / *tennyu todoke*)" within 14 days after you have settled in at your new residence.

**What to Bring to
Your City/Ward
Office of Your Old
Address**

- ☐ Residence Card
- ☐ My Number Card
- ☐ Your seal (if any)
- ☐ New address
- ☐ NHI card

**What to Bring to
Your City/Ward
Office of Your New
Address**

- ☐ Moving Out Certificate
- ☐ Residence Card
- ☐ My Number Card
- ☐ Your seal (if any)
- ☐ New address
- ☐ Pension book

転出届 (*tenshutsu
todoke*)
moving out form

転入届 (*tennyu
todoke*)
moving in form

Post Office



<https://welcometown.post.japanpost.jp/etn/>

Also, return your NHI (National Health Insurance) card to the city/ward office that issued it, and visit the NHI counter at your new city/ward office within 14 days of moving in to complete the procedure.

For your pension, visit the Pension Division counter at your new city/ward office. Bring your pension book and personal seal. Fill out the form to change your address. There are no particular procedures for you to do at your old city/ward office.

If you are planning to leave Japan, fill out the "Application for the Lump-Sum Withdrawal Payments form" and send it along with your blue pension book, a copy of your residence card, and a photocopy of your passport to the Japan Pension Service.

☐ **Bank**

Bring your bank card, bank book, and official documents (seal and residence card) to the bank. Visit the counter to change your address.

Contact your credit card company as well.

☐ **Postal Mail**

Japan Post can forward mail and parcels sent to a former address for one year.

You can register for mail forwarding through the [official Japan Post website](#) (Japanese language only), or in person at your local Japan Post office.

Unfortunately, Japan Post is unable to forward mail overseas.

☐ **Notify the University**

Notify Keio University of your new address via keio.jp.

Log in to keio.jp and select "Various changes" from the top menu, select "Confirmation/Change of Address" and fill in your new address.