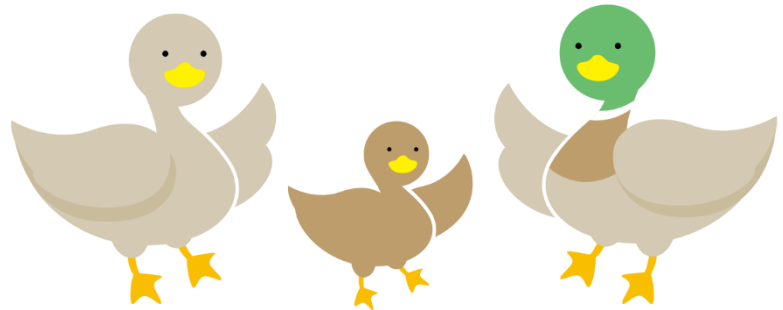


Chapter 3

Administrative Procedures



3 Administrative Procedures

This chapter provides legal procedures that will need to be completed at the city/ward office. There is no need to book your visit to the office beforehand. It may take up to 1-2 hours in total.

3-1 Fujisawa City Hall and Community Centers

Fujisawa City has its main city hall located near the north exit of Fujisawa Station, along with 13 community centers located throughout the city. The nearest one is the Shonandai Community Center, right next to the east exit of Shonandai Station.

3-2 Resident Registration

What to Bring to Your City/Ward Office

- ☐ Residence Card
- ☐ Passport
- ☐ New Address

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

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

Moving-in Notification

Once your new address is decided, please visit the city/ward office. You must report your new address in Japan (住民登録/*Jumin-toroku*) **within 14 days** of moving in. To do this, submit a moving-in notification form (転入届/*Tennyu-todoke*) which is available at the city/ward office.

If you fail to register your address without a valid reason, or if you submit a false address, your status of residence may be revoked.

Once your address registration is complete, your new address will be printed on the back of your Residence Card.

You will be required to report your new address to the local city/ward office within 14 days every time you change your address in Japan.

Certificate of Residence

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

Upon request, your local city/ward office will issue a "Certificate of Resident Record (住民票/*Juminhyo*) to confirm your current address. You may be asked to present or submit this certificate when purchasing a mobile phone or opening a bank account. The issuance fee is generally around 300 yen, though it varies by municipality.

3-3 National Health Insurance

National Health Insurance (NHI)— 国民健康保険 / *kokumin kenko hoken*, often abbreviated as *Kokuho* in Japanese—is a public health insurance system. It ensures that members can receive medical care without financial worry when ill or injured by sharing medical expenses between the government and the insured.

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

International students with a status of residence of more than three months must enroll in the NHI, unless they are covered by the insurance plan of a family member living in Japan. Please note that overseas travel or medical insurance is not accepted.

Under the NHI system, approximately 70% of your medical expenses will be covered when you receive treatment at medical institutions (most hospitals in Japan accept the NHI). You will only need to pay the remaining 30% of the costs.

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

How to Enroll in National Health Insurance (NHI)

When you register your address at the city/ward office, you'll be guided through the NHI enrollment process. There is no fee to join.

国民健康保険資格確認書
(*Kokumin Kenko hoken shikaku kakunin sho*)

NHI Certificate of Eligibility

⚠ Duplicated or expired NHI Certificate of Eligibility is invalid

⚠ Failure to pay your National Health Insurance may lead to the denial of your visa renewal or status change



If you wish to link your insurance card function to your My Number Card, **please refer to 3-5 My Number**

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

A "NHI Certificate of Eligibility" (国民健康保険資格確認書/*Kokumin kenko hoken shikaku kakunin sho*) will be issued. You can request to have it issued on the spot or have it mailed to you at a later date.

When you receive it, check to ensure that all information is correct, and always present it at the reception counter whenever you visit a doctor.

This certificate can be used in exactly the same way as a standard health insurance card (though it is a paper document rather than a plastic card).

Deduction

The amount of your National Health Insurance premium is determined by your local city or ward office based on your income from the previous year. If your income is below a certain threshold, a premium reduction will be applied (please note that scholarships are not considered income).

Please pick up, fill out, and submit an **Income Declaration for National Health Insurance form** (国民健康保険料申告書 "*kokumin kenko hokenryo shinkokusho*") at your local city/ward office counter when applying for enrollment. Failure to submit this form may result in being charged the maximum insurance premium. From the following year, the form will be mailed to your home address.

Please note that your insurance premium starts from the month you become an eligible resident, not from the month you receive the enrollment notice. Since you must bear full medical expenses during any uninsured period, we highly recommend purchasing international travel insurance in your home country to cover your first few days in Japan. For more details, please contact the National Health Insurance counter at your local municipal office.

3-4 National Pension

The National Pension is a pension system that all residents in Japan aged 20 to 59 years old are required to enroll in.

- **If you are 20 years of age or older when you enter Japan:**
After completing your resident registration, you will need to enroll at the city/ward office or the Japan Pension Service office with jurisdiction over your residential area.
- **If you are 19 years of age or younger when you enter Japan:**
No procedures are required at this point. You will receive a **"Report of Acquisition of Qualifications for National Pension System"** (国民年金被保険者資格取得届書 *kokumin nen-kin hihokensha shikaku shutoku todokesho*) one month before you turn 20 years old.

Approximately one month after you enroll, the Japan Pension Service will send you a Basic Pension Number Notification Document and National Pension Contribution Payment Slip. Please keep these documents in a safe place. They will be required for your future living or working in Japan, so please do not discard them.

National Pension Payment Exemption

The contribution amount for the National Pension is 17,920 JPY per month (for fiscal year 2026).

For students aged 20 or older who have a low income and find it difficult to pay the contributions, there is a **Special Payment System for Students** (学生納付特例制度 / *gakuei nofu tokuri seido*), which allows students to postpone their payment upon approval.

国民年金 (*kokumin nen-kin*)

National Pension

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

Report of Acquisition of
Qualifications for
National Pension System

基礎年金番号通知書
(*Kiso nenkin bango tsuchisho*)

Basic Pension Number
Notification Document

国民年金保険料納付書
National Pension
Contribution Payment
Slip

学生納付特例制度
(*gakuei nofu tokuri seido*)

special payment system
for students

<https://www.nenkin.go.jp/service/pamphlet/kaigai/gakuseinouhutokurei.html>



To become eligible for an exemption, you need to apply at the city/ward office where you reside and register. The application form is available at the city/ward offices or the Japan Pension System branch offices.

Please note that you must apply for the Special Payment System for Students every year. (every April)

3-5 Individual Number (My Number)

個人番号（マイナンバー）
(*kojin bangō*)
Individual Number
(My Number)



What is an Individual Number? (“My Number”)

The Individual Number (also called “My Number”) is a 12-digit number issued to each resident in Japan. It is used for administrative procedures related to social security, taxation, and disaster relief. Your Individual Number is valid for life, so please handle it with care, avoid sharing it unnecessarily, and ensure you do not lose any documents showing your number.

There are two types of card issuance: 'Standard Issuance' and 'Express Issuance'

■ Express Issuance

If you complete your resident registration in the morning and request your My Number Card urgently, you can apply for it on the spot as an Express Issuance Application.

(Depending on the system registration status, you may be asked to come back the next day or later.)

For example, if you complete your resident registration first thing in the morning, you'll be told to come back at a certain time in the afternoon to apply for your My Number Card.

The card will be sent out within one week of application.

(See the image below).

郵便番号
送付先住所
送付先氏名
マイナンバーカード (製造官印捺印済)
郵便番号
送付先住所
送付先氏名

お知らせ
・ 封筒申請後、申請取り消しや住所等の変更がなかった場合は、送付したカードが戻って来ないため、適宜お住まいの自治体にて関係する手続きを実施いただきますようお願いいたします。
・ 代読文字印刷
申請いただいた氏名または住所に代読文字の記載が必要な文字があります。

マイナンバーカード 有効
転送不要 領書書留 送達
送付先

封筒イメージ (裏面)

製造元: 〒102-8019 東京都千代田区一橋東2-5番地
株式会社国際情報システム機構

■ Standard Issuance

1) Individual Number Notice

Normally, you will receive an Individual Number Notice (個人番号通知書/*kojin bango tsuuchisho*) by registered mail 2~3 weeks after you register your resident registration.
(See the image below).

個人番号通知書(*kojin bango tsuuchisho*)
Individual Number (My Number) Notice

個人番号通知書
個人番号 0123 4567 8901
氏名 番号 花子
生年月日 令和 2年 6月 1日

○ 本通知書はあなたの個人番号(マイナンバー)をお知らせするためのものです。
○ 本通知書は「マイナンバーを証明する書類」や「身分証明書」としては利用できません。「マイナンバーを証明する書類」が必要の場合には、マイナンバーカードをご提示いただくか、マイナンバーの付いた写真の写しまたは住民票記載事項証明書をご提出ください。
○ 本通知書の再発行は行いません。

マイナンバーカードの申請について

○ マイナンバーカードの申請には、マイナンバーカードの申請書と、マイナンバーカードの申請書に添付する写真の写しを、右記のQRコードを照らしてご確認ください。

○ 郵送にてマイナンバーカードを申請する場合には、同封の封筒に写真の写しを添付してください。その際の申請方法については、マイナンバーカードの申請書をご覧ください。

※ なお、マイナンバーカードを申請した場合、申請市民の問い合わせに必要なあなたの住所(〒)は「0123-5678-9012-3456-7890-123」です。

○ マイナンバーカードの受け取りには本人確認が必要ですが、申請時に本人確認を行う場合には、本通知書を提示することで、手続きが簡便化できる場合があります。マイナンバーカードの申請に関する詳細については、同封のパンフレットまたはマイナンバーカード配布サイト (<https://www.kojinbango-card.go.jp/>) をご確認ください。

20200624 110000 0000002 0000014 2/3

Japan Post



https://www.post.japanpost.jp/index_en.html

Since your Individual Number Notice will be sent by registered mail, someone must be present to receive it. If no one is at home, you will receive a delivery notice with instructions for redelivery. Please be sure to collect it within the retention period.
To request redelivery (external link: Japan Post)

2) How to apply for a Plastic My Number Card (Optional)

Please see the following website for the detailed application procedure.



<https://www.kojinbang-o-card.go.jp/en/>

What to Bring to Your City/Ward Office

- ☐ Residence Card
- ☐ Passport
- ☐ Issuance notification (postcard)

To apply for a plastic My Number card, fill out the enclosed application form and attach your photo. Mail it using the return envelope. Alternatively, you can apply via smartphone, PC, or a town ID photo booth.

About one month after your application, a municipal office (City/Ward/Town) will mail an issuance notice (postcard) to your home address. You must pick up your card in person at the designated location by the deadline specified on the notice. Please bring all required items with you. The location for pickup will be indicated on the issuance notice.

Even after your new My Number Card is issued, it will not automatically function as a health insurance card. You must link it yourself. If you wish to use it as a health insurance card, please complete the registration via the Myna Portal app/website, at hospital receptions, or other designated locations.

*If you have extended your period of stay, you must update the information printed on your My Number Card. Please note that your My Number Card will become invalid if you fail to update it at your local municipal office before the card's expiration date.

特定在留カード
(Tokutei Residence Card)

Specified Residence Card



<https://www.moj.go.jp/isa/tokutei.html>

Specified Residence Card (Tokutei Residence Card)

This is an IC card that integrates the functions of the standard Residence Card and the My Number Card into a single card. It offers advantages such as smooth use of Myna Portal and the ability to obtain various certificates at convenience stores. Obtaining this card is optional. You can apply for it at the same time as procedures such as extending your period of stay or changing your address. It is also possible to apply at your local municipal office.