



Procedures at your local city/ward office



Registration of Residence



- Once you have found a place of residence, you must notify your local city/ward office of your place of residence **within 14 days of deciding on a place of residence** (moving-in notification : 転入届, tennyu todoke).



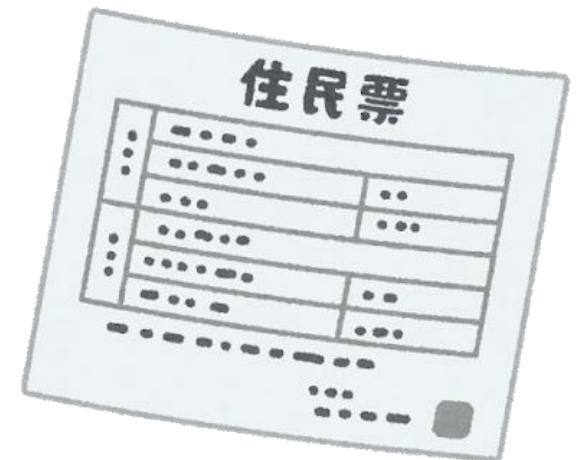
- Please make sure to bring your **residence card** when you go to the city/ward office. If you fail to give notification of your place of residence without a justifiable reason or submit a false notification, your status of residence may be revoked. After completion of the residency process, your address will be written on the back side of the residence card.



“Certificate of Residence” (jumin-hyō)



- 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.
- A copy of your "Certificate of Residence" can be issued at the city/ward office upon request. Please make sure to take your Residence Card with you when applying.



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.
- The city/ward office will send a notification card “My number card” to your registered address. After you receive it, make sure to store the card in a safe place and do not tell the number or show the card to others.



When moving to a different city



- First, you need to submit the “Notification of Moving Out” to the city/ward office of your old address and have the “Certificate of Moving Out” issued.
- Then, you have to submit the Certificate together with the “Notification of Moving In” to the city/ward office of your new address. It is mandatory to notify the office within 14 days. (Please make sure to take your Residence Card with you.)



If you have any changes



- If there is any change on the information you have registered (e.g., change of address), it is mandatory to notify your local city/ward office **within 14 days.**
- It is necessary for you to 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/ward office or community centers of the city you live in.
- Please also notify the Office of Academic affairs of any changes regarding your contact information.

<https://www.students.keio.ac.jp/en/com/procedure/register/apply.html>

National Health Insurance (NHI)



- International Students who are going to stay in Japan for more than three months are required to join the **National Health Insurance** (obligatory). You need to complete the necessary procedures at the NHI counter at your local city/ward office. Your National Health Insurance Card will be issued at a later date.

国民健康保険 被保険者証	有効期限 記号番号	平成〇〇年〇〇月〇〇日 〇〇〇〇〇〇
氏名	コウタ オツロウ 甲田 乙朗	
生年月日	平成〇〇年〇〇月〇〇日	性別 男
資格取得年月日	平成〇〇年〇〇月〇〇日	
世帯主氏名	甲田 丙朗	
住所	甲県乙市丙町〇丁目〇番地	
交付年月日	平成〇〇年〇〇月〇〇日	
保険者番号	〇〇〇〇〇〇	保険者名 丙郎

- The monthly premium varies from JPY 2,000 to JPY 3,000/month.
- 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%.



If you do not join the National Health Insurance, you will have to pay very expensive medical fees and medicine when you get sick or injured. So make sure you join the National Health Insurance!



Please also check the detailed information
in International Student Handbook!

<Registration of Residence >

<https://giga.sfc.keio.ac.jp/wp-content/uploads/2020/03/2-4-Registration-of-Residence.pdf>

<Individual Number (My number) >

<https://giga.sfc.keio.ac.jp/wp-content/uploads/2020/03/2-5-Individual-Number-My-number.pdf>