Bring this with you to Japan and keep it until the end of your study period

Important Tips for Living in Japan

Keio University Office of Student Services

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1. First things you must do to get your life started in Japan

① At your local ward office 区役所にて

□ Register your place of residence 住民登録

□ Apply for a copy of a Certificate of Residence (Jyuuminhyou) 住民票の写し

] Apply for National Health Insurance 国民健康保険

Register your residence 住民登録

For registration, you will need:

- 1. Application form (available at the ward or city office)
- 2. Resident Card or your passport (If you do not have your Resident Card)

You will be asked to write down your complete address including <u>your room number</u> when you register. After registering, we suggest you obtain a *Copy of a Certificate of Residence (Jyuuminhyou)* 住民票の写し at ¥300 per copy. This is an official certificate that you may be required to submit for certain official procedures such as buying a mobile phone.

It is your obligation to register your residence within 14 days of finding a place to settle down. Keio University requires you to visit the local ward office within a few days after you move into a dorm or an apartment, even though the law states within 14 days.

Japanese Nationals

^{にゅうみんとうろく} Register your residence (住民登録) at the ward office within 14 days after moving in. To register, you will need an official copy of your family register abstract (戸籍抄本), its appendix (付表), and your passport.

درمهراندی Apply for National Health Insurance 国民健康保険

The Japanese government REQUIRES all international students under the visa status of "Student" join the National Health Insurance (NHI) sponsored by the Japanese national and local government. With NHI, approximately 70 % of medical charges will be covered by NHI so you only need to pay the remaining 30 % when receiving treatment.

Registration can be made at the National Health Insurance (Kokumin-kenko-hoken) counter at ward/city office of your residence after you register your residence (Jyumin Toroku). After registration, a Health Insurance Card (Kenko Hoken Sho) will be mailed out to your residence in Japan within a week.

If you plan to see a doctor immediately after registration, ask at the NHI counter to issue a "temporary certificate of NHI enrollment (健康保険資格証明書)." Most ward or city office may provide you with a temporary certificate for immediate use.

The monthly premium for NHI varies slightly depending on the city you live in. Up to 70% reduction to your insurance premiums may be applied for international students who did not have any income in the previous year in Japan. The reduced premium will be around 1,500 yen per month. Be sure to request the reduction of insurance premiums at the time of registration.

For the exact amount of the premium, and the method of payment, please ask at NHI counter of your ward/city office.

② At the bank 勤行にて

□ Opening a bank account 銀行口座の開設

Opening a Bank Account 銀行口座

You will need:

- 1. Resident Card or Certificate of Residence
- 2. Your Passport
- 3. Student ID or Certificate of Acceptance

Foreign nationals may be able to use their signature in lieu of an official seal (印鑑). You will receive a bankbook when you open an account. A cash card will be sent by registered mail to the address you write on the application form. Most major domestic banks have branches in the Mita area. On-campus ATMs (Mita Campus) are available for the Bank of Tokyo-Mitsubishi, Mizuho Bank, and Sumitomo-Mitsui Bank.

Japanese Nationals Official seal (印鑑)s required for application.

③ At the train station/bus terminal 駅/バスターミナルにて

] Purchase a Student Commuter Pass 学生割引定期券の購入

Suica (Super Urban Intelligent Card) or Pasmo スイカとパスモ

Suica or PASMO is a rechargeable contactless smart card used as a fare card on train, subway and bus lines. A new card costs 1,000 yen, which includes a 500 yen deposit that will be refunded when the card is returned. The remaining 500 yen is immediately available for train rides, and more money can be charged on to the card up to a card maximum of 20,000 yen, at similar ticket vending machines or fare adjustment machines displaying the Suica or Pasmo logo at each station.

Purchase a Student Commuter Pass 学生割引定期券

For Purchase, you will need:

^{がくせいしょう} 1. Student ID card 学生証

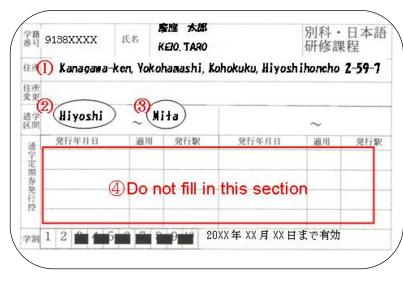


You can purchase a commuter pass at a student discount price by presenting your student ID card at the station office. The backside of student ID card must be filled as shown on the sample.

This pass is valid for the fixed route of your choice, for a period of either 1, 3, or 6 months. Within the period of validity, you may ride as frequently as you wish to the destination or to any other places on the route, including weekends and holidays. For less frequent commuting, coupon tickets (回数券-Kaisuuken) are convenient and cheaper.

When purchasing a commuter pass, you may choose to purchase "My Suica card with commuter pass" at JR Stations or "PASMO Commuter ticket" at private railways or subway stations.

<Sample of the backside of Student ID card>



①Write down your address in Japan

②Write down the nearest station from your residence where you will be getting on/off the train/subway.

(3)Write down the nearest station from Mita Campus where you will be getting on/off the train/subway. This is necessary for purchasing a student commuter pass.

2. Temporary Departure from Japan and Re-entry

① Special Re-entry Permit みなし再入国

- 1. When leaving Japan, please take your valid passport and Resident Card. As a general rule, you will not be required to apply for a re-entry permit when re-entering Japan within 1 year of departure.
- 2. If your period of stay expires within 1 year after your departure, please ensure that you re-enter Japan before the expiration of your period of stay.
- 3. When you leave Japan, be sure to check the specified box of a Disembarkation Card for Reentrant to express that you are leaving Japan on the special re-entry permit. At departure, be sure to present your Residence Card.

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3. Before you return to your home country

① Moving out of housing

1. For those who live in Keio Housing, register your moving out date on your Mypage by one month before you move out. If you do not register it by the deadline, you will be charged for a full monthly rent calculated from the date you submit the form. Please follow the instruction given by the housing staff.

My Page URL: https://dormitory.ic.keio.ac.jp/en/user/login

<u>* Don't create a new account when registering your move-out date. Use the same e-mail address and password when you applied.</u>

- ② Submit "Moving Out Notification" 転出届 at the ward/city office Submit the application, "Notification of Moving Out" to the ward/city office.
- ③ Cancel your National Health Insurance at the ward/city office

After you finish the moving out procedure above, go to the NHI section of the same office and cancel your account by returning your insurance card. Any remaining can be paid in cash when you close your account.

④ Return your student ID to the office of Student Services

Return your student ID card to the office of student services before it expires.

5 Others

Pay any remaining telephone, gas, electricity, and water bills, if any. Close all your existing accounts: cellular telephone, bank*, credit card**, etc.

*You cannot have a bank account in Japan if you are no longer residing in Japan.

**You cannot make payments for your credit card bills abroad.

***You need to return your Residence Card at the airport upon departure when going through passport control.

Appendix: Useful expressions at ward/city office * Show these messages below at ward/city office.

住民登録/Resident Registration

【区(市)役所の方へ】

私は外国から転代しましたので、住民登録の手続きをお願いします。

To whom it may concern,

I have recently moved to this ward/city and would like to register my place of residence.

国民健康保険/National Health Insurance

【区(市)役所の方へ】

こくみんけんこうほけんかにゅうのてつろう 国民健康保険加入の手続きをお願いします。私は慶應義塾大学の留学生で、 2020年9月に来日しました。また、前年度の収入はありませんので、保険料 の減額をお願いします。

To whom it may concern,

I would like to join the National Health Insurance (NHI). I came to Japan in September 2020 as an international student at Keio University. Since I have had no income in the previous year, I would like to apply for a reduction to my premiums.

住民票の写し/Copy of a Certificate of Residence

【区(市)役所の方へ】

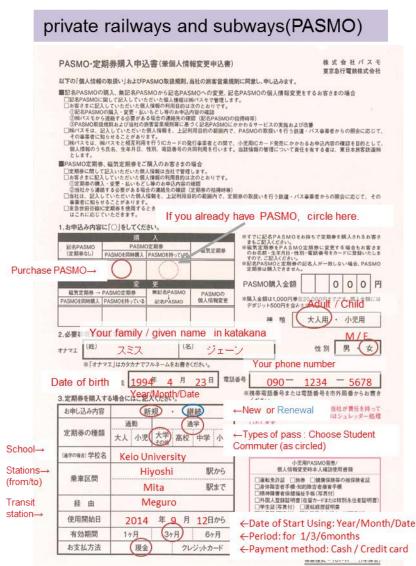
住民票の写しを請求します。

To whom it may concern, I would like to request a copy of my Certificate of Residence.

Appendix:

How to fill out an application for Student Commuter Pass 通学定期券購入申込書の書き方

JR (Suica) 入申込書(太枠内をご記入ください。 輸45 (14.01) 通学 定 期 券 購 新規 大学 · 専門学校 ・普通職業訓練校
 ・高専(1~3年・4年~) · 高校 · 中学校 · 小学校 継続 中等教育学校(前期・後期) ックスパル その他(. Stations (from/to X 間 Tamachi (田町)^{駅間} カタカナで氏名をご記入ください。 Kamata(編曲田) (経 由) 男(女) M/F Your Name in katakan 使用開始及び 有効期間 スミス ジェーン 平成 26 年 9 月 12 日から 1 (3) 6 箇月 才 21 ●本申込書は、お申込内容の確認、定期券のご利用及び紛失等に ご連絡に使用Period:ますFrom Cear/Month/Date合で、1/3/6month/S 合に応じ申込内容を知らせることがございます。 ●Suicaは必 Date of 生年月日明·大·昭·平西暦 1993年 会に応じ単込内容を知らせることがございます。 ● Suicaは必要です。 月日・性別をご記入ください(再発行登録時に使用いたします)。 ● 回Suica購入時は、預り金(デポジット)500円が必要です。 ●Suicaで! 東海道新幹線にはご乗車になれません。 月 4 B birth ※拾得時に連絡をご希望の場合は電話番号をご記入く Phone OSuica Cit. 電話番号 090 _ 1234 _5678 number 学校名 School Keio University 係員記入**Do not fill in this section** (実習先) 第 学年 最寄駅(駅) 支払方法 Suica 希望 轮壳区分 明書番号 現金 クレジットカード する・ しない Payment method ↑If you create Suica Cash / Credit card Yes / No



- Application form is available at each station.

- If you cannot write your name in katakana, show your student ID card and ask the station staff to write it for you.

-Which pass to choose?

Both Suica and PASMO offer almost the same services in terms of network size and terminals at which you can use them.

Suica is available at JR stations and PASMO is available at private railways stations. There are various ways to commute to Keio. The easiest and simplest way to choose and buy your commuter pass is as below:

Nearest Station: Hiyoshi or Tsunashima Train: Tokyu-line Buy PASMO commuter pass at Hiyoshi or Tsunashima station

Nearest Station: JR Kamata or JR Shinkawasaki Train: JR line Buy Suica commuter pass at JR Kamata or JR Shinkawasaki station