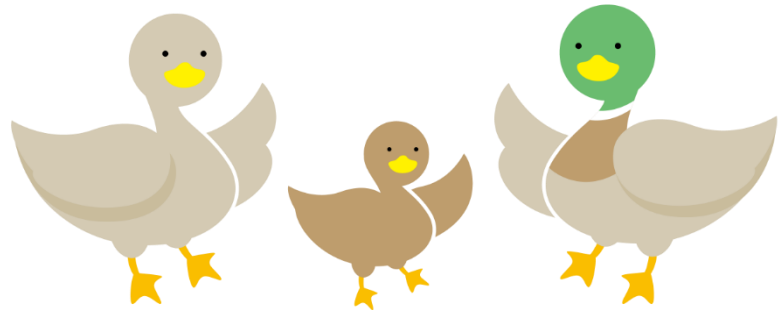


# Chapter 3

## 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 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 (East exit).

### 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

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

If you fail to give notification of your place of residence without a justifiable reason or submit a fake address, 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 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 you a "Certificate of Resident Record (住民票/*Juminhyo*) that can confirm your current resident record. You might be asked to present or submit the certificate when you are getting a mobile phone or opening a bank account. It generally costs about 300 yen (fee varies depending on areas) to have the certificate issued.

## 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 health insurance system 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** the NHI unless covered by an insurance plan of a family member who lives in Japan. Overseas medical insurance will not be accepted.

With the 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 will have 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 to enroll in NHI. No fee will be charged when you join.

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

NHI Certificate of Eligibility

⚠ Duplicated and/or expired NHI Certificate of Eligibility are invalid

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 see if there are no mistakes in the description and be sure to present it at reception whenever you consult a doctor.

The "NHI Certificate of Eligibility" can be used in exactly the same way as a health insurance card (however, it is a paper document rather than a plastic card).

### Deduction

Japanese National Health Insurance Premiums amount is determined by the city/ward office based on your income of the 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 considered as income).

Please pick up an **Income Declaration for National Health Insurance form** (国民健康保険料申告書 "*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 become an eligible resident in that city/ward, not from the month you are notified of enrollment. Keep in mind that you will be required to bear full medical expenses during the time you are not enrolled in NHI. For this reason, we recommend that you purchase foreign or travel health insurance while you are still in your country for the first few days after your arrival. For more information, please contact the NHI counter at your local city/ward office.

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

If you wish to link your insurance card function to your My Number Card, **please refer to 3-4 My Number**

## 3-4 National Pension

国民年金(*kokumin nen-kin*)

National Pension

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

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

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

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

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

There are no procedures for you to conduct 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 become 20 years old.

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

Basic Pension Number  
Notification Document

Approximately one month after enrolling, they will send you a Basic Pension Number Notification Document(s) and National Pension Contribution Payment Slip. Please keep your documents in a safe place. It will be required if you live or work in Japan in the future. Save it and do not throw those documents away.

### National Pension Payment Exemption

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

The contribution amount for the National Pension is 17,510 JPY/month (for the fiscal year 2025).

For students aged 20 or older who have minimum income and have difficulty in paying the contribution, there is a **Special Payment System for Students** (学生納付特例制度/*gakuei nofu tokuri seido*) which may allow students to postpone their payment if the application is approved.

学生納付特例制度  
(*gakuei nofu tokuri seido*)  
special payment system  
for students

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 in Japanese)

Individual Number (also called "My Number" in Japanese) is a 12-digit number issued to each individual residing 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 exercise due caution about sharing your number and take care not to lose any documents on which your number is shown.

There are two types of applications: "Express Issuance" and "Individual Number Notice."

#### ■ 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).



## How to apply for a Plastic My Number Card

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)

My Number General  
Toll Free

Multilingual Service

 **0120-0178-27**

**0570-064-738**

To apply for a plastic My Number card, fill out the enclosed application form and paste your photo onto the form. Put it in the return envelope and post it in a postbox. You can also apply through smartphone, PC, or a town ID photo booth.

About one month after applying for a My Number Card, an issue notice (postcard-type notice) will be delivered to your home address by your city /Ward office.

You yourself should visit the service counter by the date described on the issuance notification (postcard) with required things.

The place you receive your card will be described on the issuance notification (postcard).

Even if a new My Number Card is issued, it will not automatically function as a health insurance card. You will need to link it yourself. If you wish to link it to your health insurance card, please do so yourself via My Number Portal, hospital reception, etc.

●Report immediately to a police station and a municipal office if you lose your Individual Number Notice or My Number Card, Call the toll-free number in the left column to suspend the card's function.

●Do not give your My Number to others.

It is prohibited to give your My Number to others, or to use someone else's My Number. In case you are asked to give your My Number, be sure to check their purpose of use, and not to allow others to abuse your My Number.

● If you have extended your period of stay, an update to the information printed on your My Number Card is required. Your My Number Card will become invalid if you fail to extend it at your local municipal office before its expiration date.