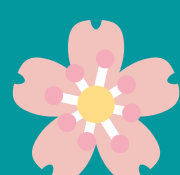


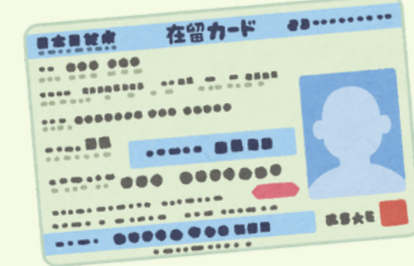


ATTN: New Graduates and Employees



1 Residence Status

For those of you starting work at a company, make sure to check that your residence status matches the type of work and activities which will be assigned to you at your new workplace.



Those who wish to continue to job hunt after graduating from a Japanese university are required to change their status of residence to **“Designated activities (Continued job hunting)”**.

Reference: <https://www.moj.go.jp/isa/applications/status/designatedactivities14.html> (Japanese only)

Japan has two types of social insurance: pension and health insurance. Anyone living in Japan that is aged 20 or over is legally required to enter into a **pension plan**. In addition, anyone living in Japan for longer than 3 months is legally required to enter into a **health insurance plan**.

Social Insurance

2

Please confirm whether you are required to sign up for either:

- ① **Employee's pension and health insurance**, or ② **National Pension and National health insurance**.



① Employee's pension and health insurance

Generally, those working in a company are enrolled in the Employee's pension and health insurance plan through their company. The application will be done by the company on your behalf. Half of the insurance fee will be deducted from your monthly paycheck and the rest will be covered by the company.

*As not all companies provide Employee's pension and health insurance, please confirm with your employer.

② National Pension and National health insurance

Those who are not enrolled in ① will have to sign up for ② National Pension and National health insurance on their own behalf. Paperwork for both pension and health insurance must be filed at your local municipal or ward office. After signing up for pension and health insurance, the payment slip will be mailed to you, which can be paid at convenience stores or banks.

Reference: <https://www.nenkin.go.jp/international/index.html>

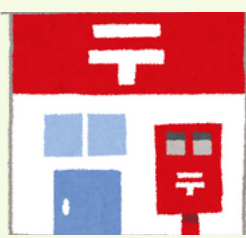
https://www.pref.hokkaido.lg.jp/hf/kki/hp_guidance.html

3 Moving

If you are moving within your current ward or municipality: submit a **Notification of Change of Address (tenkyo todoke)** to the municipal or ward office of your new address.



If you are moving outside your current ward of municipality: submit a **Notification of Moving Out (tenshutsu todoke)** to the municipal or ward office of your old address, and then a **Certificate of Moving Out (tenshutsu shomei sho)** along with a **Notification of Moving In (tennyu todoke)** to the municipal or ward office of your new address.



The post office also offers a free forwarding service to your new address for up to one year. To apply for the service, simply submit a notification of change of address to your local post office before you move.

契約書

Before legally binding yourself to a company, please **thoroughly review the content of your employment agreement**. Information regarding working hours, pay, holidays etc. should be outlined therein.

*If the content of the agreement is different from the explanation you received, or if any point is unclear, please consult your employer as soon as possible.

Reference: https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/roudoukijun/foreign/index.html

Employment contract

4

GOOD LUCK AS YOU TAKE YOUR NEXT STEP IN LIFE!

Feel free to contact us at the Hokkaido Foreign Resident Support Center if you need any help.