

3. LEGAL PROCEDURES TO STAY IN JAPAN

1. At the City Office

(1) Resident Registration

People from abroad who intend to stay in Japan for 90 days or longer must register their residency at the city office within 14 days after deciding a place to live.

Every time you change your address, you must notify your new address to Nagaoka city office within 14 days from moving to have the new address officially stated at the back of your Residence card.

1) Registration Procedures

Please go to the city office of the area you live in. For the registration, bring your passport. And also your Residence card, if you already own one.

If any change is made to your address, resident status, period of stay, you must notify the city office within 14 days.

2) Certificate of Residence, *Jumin-hyo*

When your child(ren) enters a school, etc., Certificate of Residence, *Jumin-hyo*, is required. You will need to show your Residence card and pay 300 yen to the city office as a process fee. It will not state your visa status, period of stay, or your nationality unless you specifically request. Please inform the city officer which information you need to be on *Jumin-hyo* before it is issued.

(2) Individual Number (The Social Security and Tax Number System)

After resident registration at the city office, a 12-digit Individual Number called “My Number” will be issued and sent to every international student who are going to stay in Japan for 3 months or longer. Your Individual Number will be attached to you for lifetime.

After you receive the notification slip of your number:

- Store it in a safe place, do not throw it away or lose it.
- Do not show, tell, or lend the number to others.
- Inform the number to your part-time employer if requested. When you work as a TA or RA, you need to submit Certificate of Residence with your Individual Number or Copy of Individual Number Card. To make an application for your Individual Number Card, please read the QR code at right side.
- The number will serve you for your lifetime. Please keep it in a safe place.

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



(3) National Health Insurance

Japan takes in health-insurance system that covers all of its citizens. For international students and their family members whose period of stay in Japan is 3 months or longer, they must join this insurance. You can apply at the city office. The payment will start from the day you register your residence, and will be incurred even if you join at the end of month. When you plan to return to your home country or you have found a job in Japan, you need to withdraw from this insurance. In those cases, please go to the city office with your Health Insurance Card to complete the procedure.

1) Insurance Premium

The amount of National Health Insurance premium is determined every year based on where you live, the number of your family members, household income, etc. For non-Japanese residents in their first year in Japan, the minimum level of insurance fee is billed as they have had no income in Japan.

You will receive a letter from the city office in June every year, asking to confirm your income of the previous year. Do not miss to respond to it within the designated period. Otherwise, your premium may be raised. You will not receive the bills for April to June because the amount is decided in July. Premium for 1 year, which is from April to next March, will be requested to be paid in 9 bills starting from July to next March. For a single student without income, the premium is around 18,000 yen per year.

2) Health Insurance Card

After joining the insurance, you will receive a Health Insurance Card. You must present it at the reception of medical institution every time you receive a treatment.

With your National Health Insurance policy, you are only required to pay 30% of your medical expense for treatment you received at a medical institution. *For children, the city additionally covers a part of the medical expenses. Please apply for a Children's Medical Care Certificate at the city office.

3) Other Benefits (Examples)

- **Excessive Medical Charge:** When you pay for medical treatments more than the maximum limit for one month depending on age and income set by the city office, the exceeded amount will be reimbursed.
- **Overseas Medical Treatment:** When you are treated outside Japan such as your home country or others and paid all the expenses, you may apply for a reimbursement after returning to Japan. It only covers medical treatment covered by health insurance. You should prepare necessary documents before your departure.
- **Subsidy for Childbirth:** You can apply the subsidy provided by the city at the hospital or clinic after your child is born. If the payment for your childbirth is more than the fixed amount of subsidy, the excess expense will be borne by you. If the payment amount is less than the subsidy, you will receive the difference. If you return to your home country to give birth, you can apply for this subsidy after you come back to Japan. Please note that it is only applicable if you are a national health insurance holder throughout the process.

(4) National Pension System

All registered residents in Japan between 20 and 59 of age must join the Pension System.

1) Special Payment System for Students

Students are required to join the National Pension.

Regular students can apply for the Special Postponement for Student. Your Student ID Card or certificate of enrollment is required for the application.

Non-regular students (staying longer than 3 months) can apply for an exemption.

Both systems above require an annual update. An application for the update will be sent to you in February every year. Make sure to reply by the end of March to confirm your studentship for the next academic year. For those who newly enter Japan, the day of your entry which is checked at the resident registration will be the day you join the national pension.

Even if you are not required to pay, you will receive the blue pension booklet by post mail 1.5-2 months after joining. Please keep the booklet in a safe place.

The exemption procedure may take two to three months. In the meantime, you may receive a payment notice, but you do not have to pay it before you receive the final decision.

2) Reimbursement before Returning Home Country

Those who have paid your pension insurance premium for at least 6 months, before leaving Japan, you may request for reimbursement of your accumulated payments. Application forms are available at the Nagaoka Pension Office.

2. Visa Procedures

(1) Certificate of Eligibility (CoE)

Certificate of Eligibility (CoE) is one of the required documents to submit to Japanese embassy/consulate when applying for a student visa

NUT acts as a legal representative for the incoming students to apply for your CoE to the regional Immigration Service Agency in Niigata. It takes about 2 months for the CoE to be issued.

Since March 17, 2023, it has become possible to receive the CoE via email. Once NUT receives the CoE, it will be forwarded to you via email. By presenting this email, you can now apply for a visa and landing permission.

https://www.moj.go.jp/isa/applications/procedures/10_00136.html?hl=en



[NOTES]

- *The CoE is valid for 3 months from the date of issue. You must enter Japan within that period.
- *You must present the CoE (email) to an immigration officer upon your arrival at the airport in Japan. Make sure to have it with you.
- *Students with Japanese government (Monbukagakusho) scholarship do not need the CoE.

(2) Student Visa

You must obtain a student visa yourself at Japanese embassy/consulate in your country before coming to Japan. You must apply after receiving your CoE (email) from NUT. Required documents for the application and required days for the approval differ in each country. Please ask at your closest Japanese embassy/consulate. Your visa will be pasted on your passport.

(3) Obtaining a Residence Card

The Immigration Service Agency issues residence card to all foreign nationals who are arriving legally in Japan with a permission to stay for 3 months or longer.

Only 7 airports (NARITA, HANEDA and 5 others; NIIGATA is not included) issue a residence card upon your arrival. If you enter Japan through other airport, you will receive a stamp in your passport beside the Landing Permission Sticker, stating “在留カード後日交付 (Resident Card will be issued at a later date)”. After you are settled in your new residence in Japan, report and register your address at the city office within 14 days of your arrival. Your residence card will be issued by the Immigration Service Agency and sent to your new address in about 10 days by post mail.

For those who has a *Kanji* name may apply to add it to your residence card in addition to the English name at a later date.

Always carry your residence card with you.

You must present your residence card to an immigration inspector, police officer, or other official upon their requests. If you refuse to comply with their demand, you may be charged of a fine up to 200,000 yen or may face a maximum of 1-year imprisonment.

◆ **Re-issuing a Residence Card**

If you happen to lose your card, you must request to re-issue it at the Immigration Office within 14 days from the day you noticed the loss. First, call a police station and report the loss of your residence card and receive a receipt number of the police report. You must inform that receipt number to the Immigration Service Agency and request for a new card to be issued.

(4) Extension of Period of Stay

You must apply for extension before the expiry date of your period of stay. As applications are accepted 3 months prior to your expiry date, we recommend you to apply for it at your earliest convenience. Staying in Japan beyond your authorized period is subject to punishment and/or deportation under the Immigration Control Act. Int'l Student Affairs can submit certain types of application to the Immigration Service Agency on your behalf.



[Necessary Documents]

1) Application Form for Extension of Period of Stay (No handwriting)

This form is available on the website of the Immigration Service Agency, or Int'l Student Affairs. Form 'for Organization' should be written by NUT. Please request at Int'l Student Affairs in advance.
https://www.nagaokaut.ac.jp/gakusei/ryugaku_shien/ryugakusei/immigration.html

Do not use white pen or white tape to correct your application. Cross out mistakes with double lines.

*The photo must be taken within 6 months prior to submission. You cannot use the same photo on your residence card.

2) Certificate of Student Registration (Period)

Regular Students may obtain at the Certificate Issuing Machine themselves.

Educational Information issues the one for Non-regular students.

***Students who will enter a Master or Doctoral course:** Also need, Notice of Success and Certificate of Expected Completion.

***B1/M1/GD1/D1 students and B3 students (from Technical colleges):** Also need, **Certificate of Student Graduation/Completion** from the previous course and **Academic Transcript** from the previous course

* **For those who were enrolled in a Japanese language school before entering the university:** Please provide your Japanese language school's graduation, transcript and attendance certificate.

3) Academic Transcript for Regular Students or Certification of Research and Study for Research Students (*Kenkyu-sei*) Regular Students may be issued at Certificate Issuing Machine. Int'l Student Affairs issues the one for Research students.

4) Your original passport

5) Your original residence card

6) Scholarship Certificate if you are receiving or promised to receive a scholarship. You may have to ask your scholarship foundation to issue a scholarship certificate. Please consult your scholarship foundation. Ask Int'l Student Affairs for MEXT and JASSO scholarship with enough time in advance.

7) Students who are not completing the course within the regular period must have:

A) A letter written by your supervisor

B) A letter written by yourself stating clearly how long you would additionally need to graduate

It is a free format, but you can get a sample format at Int'l Student Affairs. The date of your expected graduation/completion date on those 2 letters must be the same.

8) Application Form for KANJI Name on Residence Card

Available on the website of the Immigration Service Agency or at Int'l Student Affairs.

If you would like to add *KANJI* characters for your name on your residence card, please apply for it with this form. Once you get *KANJI* name on your residence card, you don't have to renew it again.

(5) Part-Time Work Permit

International students who wish to work part-time to supplement living expenses and school fees must apply for part-time work permit. **Working without this permit is subject to punishment and/or deportation from Japan.** Please note that an approval from your supervisor or Class-*tanto* is required before your application.

[Necessary Documents]

1) Application for Permission to Engage in Activity

This form is available on the website of the Immigration Service Agency, or Int'l Student Affairs.

https://www.nagaokaut.ac.jp/gakusei/ryugaku_shien/ryugakusei/immigration.html#cmsD45FD

2) Your original Passport and your original residence card

3) A form of an approval from your supervisor

This form is available on the website of the Int'l Student Affairs.



- You may work up to 28 hours a week.
 - Up to 8 hours a day during spring, summer and winter school breaks.
 - You are not allowed to work in part-time jobs if you are taking a leave of absence. Or else you will be punished under the Immigration Law.
 - If you are caught working exceeding hours, you will be subject to punishment and deportation. Engaging in any business related to prostitution is also prohibited.
 - Career Counseling (ext. 9251/9252) has part-time job information for students.
 - This permit is not required to work as a TA or RA at NUT.
 - If you are going to receive monetary reward from participation in cultural exchange activities organized by local elementary schools/junior high schools, you will need this permit.
 - Family members under a dependent visa may work part-time by obtaining this permit as well. The maximum hours allowed for them is 28 hours a week, even during the long holiday period of the university. Please note that Dependent visa and Student visa have different working hours. Int'l Student Affairs is not entitled to represent student's family member; please do the whole application process by yourself.
 - Students who attend the university's internship program and receive payment from the company need a special permit. Please make sure to consult with Int'l Student Affairs to prepare beforehand.
- *Please refer to (7).

Those who are newly entering Japan with a student visa with more than 3 months' period of stay **may apply for this "permission to engage in an activity other than that permitted under the status of residence previously granted (part-time work permit)" at the port of your entry.** The application form is available on the website of the Immigration Service Agency.

If you are planning to participate in cultural communication events in local schools/organizations in the future, we recommend you to apply for the permit at the airport. The permit is necessary for you to receive reward from schools/organizations.

(6) Permission to engage in an activity other than those permitted by the status of residence previously granted (for Internship)

Students who receive remuneration from the company need a special permit.

- This special permit is different from the Part-Time Work Permit required for doing part-time job.
- This special permit is not required if you receive no payment (daily allowance) excepting travel expenses and meals.
- Please consult with Int'l Student Affairs in advance since application for the permit takes long time. Students who participate in internship need to submit Internship Participation Notification. (excluding the internship dedicatedly for B4 students (Jitsumu-Kunren))

https://www.nagaokaut.ac.jp/gakusei/ryugaku_shien/ryugakusei/kokusai202210.html



(7) Change of Visa Status

If you are to be employed in Japan after graduating from NUT, you must apply for change of status of residence at the Immigration Service Agency in person. Keep in mind that not all the applications of change of status are approved.

Continuing to stay in Japan without changing your visa status is subject to punishment and/or deportation under the Immigration Control Act.

◆ To Be Employed

[Necessary Documents prepared by international students]

Necessary documents vary depending on the type of your employment. Please contact the Immigration Service Agency or visit their website for more details, and inquire with the company.

1) Application for Permission to Change Status of Residence

This form is available on the website of the Immigration Service Agency.

Forms 'for Organization' should be issued by your employer.

https://www.nagaokaut.ac.jp/gakusei/ryugaku_shien/ryugakusei/immigration.html#cms813DB



2) Your original passport and residence card

3) Certificate of Graduation/Completion, or Certificate of Expected Completion

An application can be accepted with a certificate of expected graduation. At the time of approval, a certificate of graduation issued after graduation is required.

4) Revenue stamp, *Shunyu-inshi*, 4,000-yen worth

This should be paid when the change of your status is approved.

[Necessary Documents prepared by employer]

The following documents may be required depending on the types of job and the size of the company

(Copy of the Japan Company Handbook (a quarterly report, *Kaisha-Shiki-Ho*), copy of the statutory total, such as withholding tax for the previous year's employee's salary income, Certificate of registration, copy of articles of association, company brochure, financial statements for the most recent year, copy of employment contract, CV, etc.)

Immigration Service Agency may require additional documents.

◆ To Continue Job-hunting in Japan: Designated Activities Visa

If you wish to continue job-hunt in Japan after your graduation, you may apply for **Designated Activities Visa** and stay in Japan usually for 6 months. Its extension is permitted only once for additional 6 months. You must take the application documents to the immigration office in person BEFORE your studentship at NUT ends. Non-regular students cannot apply for this visa. A recommendation letter from NUT is required when making an application for this resident status. Please consult with Int'l Student Affairs with sufficient time in advance.

You can work a part-time job during the period, but please apply for the "part-time work permit" together with your visa application. You can work part-time up to 28 hours per week.

[Necessary Documents]

https://www.nagaokaut.ac.jp/gakusei/ryugaku_shien/ryugakusei/immigration.html#cmsAD646

1) Application for Permission to Change Status of Residence

2) Your original passport and residence card

3) Bankbook or other documents that certify your financial status

4) Certificate of Graduation/Completion, or Certificate of Expected Completion

5) A recommendation letter with the president's seal, issued by NUT

*To issue this letter, submit a request form with supervisor's seal to Int'l Student Affairs. Int'l Student Affairs needs 3-4 days to issue this letter.

6) Documents showing your job-hunt activities (interview appointments, results of screening, emails, etc.)

7) Revenue stamp, *Shunyu-inshi*, 4,000-yen worth

*Please note that NUT will no longer be able to be your guarantor for your apartment contract. You CANNOT share a room with other international students whose apartment contract is co-signed by NUT either. Their insurance will become void.



(8) To Bring Your Family to Japan

◆ CoE Application for Dependent Visa

International students with student visa who reside in Japan are allowed to accompany their family members under the residence status of “**Dependent**”. You will need to apply for your family’s CoE by yourself at the Immigration Service Agency. Be aware that the screening for CoE takes a long time.

[Necessary Documents]

- 1) **Application form for Certificate of Eligibility for Status of Residence** available on the website of the Immigration Service Agency.
- 2) https://www.nagaokaut.ac.jp/gakusei/ryugaku_shien/ryugakusei/immigration.html#cmsAC5CE
- 3) **1 Photo** (length 4cm × width 3cm) per 1 family member
- 4) Marriage Certificate/Birth Certificate to certify the relationship with you
- 5) A photocopy of your **passport** and **residence card**
- 6) Your **Certificate of Student Registration** issued by NUT
- 7) Document to certify your **financial ability**



If you are receiving a scholarship, ask the corresponding scholarship foundation to issue the document with sufficient time in advance.

- 8) **An Envelope** (Long format 3) with stamps of 434-yen worth, addressed to you in order to receive the certificate
- 9) **Bankbook** You may be asked to present it at the Immigration Service Agency.

◆ Birth of a Child

You need to complete the process below when your child is born in Japan.

- 1) **Report the Birth** to the city office within 14 days after birth.
Bring a Birth Certificate issued by a doctor, “*Boshi-Techo* (Maternity Record Book)”, etc.
- 2) **Apply for Certificate of Status of Residence** to the Immigration Service Agency within 30 days after birth.
Bring City’s receipt of Birth Certificate, *Boshi-Techo*, and parents’ residence card & passport.
- 3) **Register your child’s residency** at the city office
- 4) **Apply for Medical Subsidies for Children** at the city office.
The city provides medical subsidies for children until they graduate from a high school (18 years old).
- 5) **Apply for Child Allowance System** at the city office.
This system is for all residents regardless of nationality until their children graduate from a junior high school. Monthly allowance varies from 5,000-15,000 yen/month depending on guardian’s income and the child’s age. For those who need to submit a "Current Status Report", it will be sent to you. The allowance is transferred to your bank account 3 times a year in Feb. Jun. Oct. for 4 months payment in each.
- 6) **Apply for National Health Insurance** at the city office. Please refer to page 20 for details.
For a newborn child to join this insurance, please complete this procedure with 3)4)5).
- 7) **Obtain Passport** for the child from the Embassy of your home country in Japan.

◆ Education for Children

Your children who live with you in Japan may enroll Japanese educational institutions.

● Nursery school, *Hoiku-en*

When your child cannot be looked after during the daytime, you may apply for a nursery school. Please inquire the city's welfare office, *Hoiku-ka*. You may need to present proof(s) of why the parents are occupied during the day. Monthly childcare fee is determined by the city based on your income. Each nursery may have additional set of fees.

● Kindergarten, *Yochi-en*

Children under the age of entering elementary school may enroll at a kindergarten. Fees are fixed and set by each school regardless of the family's income. For detail, contact kindergartens.

● Elementary School, *Sho-gakko*, and Junior High School, *Chu-gakko*

Sending children to an elementary school for 6 years and a junior high school for 3 years is obligation to all parents living in Japan. Which school to attend is decided based on where you live. Public schools are free of charge in tuition and text books; however, the cost for school lunch and educational materials are needed to be paid.

(9) Temporary Leave and Re-entry

If you leave Japan and re-enter Japan within a year with a valid passport and a residence card, you will not need to obtain a re-entry permit from the Immigration Service Agency. Instead, you simply need to put a check mark on the column of "I am leaving Japan temporarily and will return" on the Embarkation and Disembarkation Card and present your residence card to the immigration inspector at the airport.

[Attention] You will lose your resident status and have to re-issue your student visa if you fail to re-enter Japan before your period of stay expires. Also, if you plan to re-enter Japan more than 1 year after you leave Japan, you must apply for re-entry permit at the Immigration Service Agency before your departure.

◆ Notification of Overseas Travel

All students who will be traveling abroad, including personal trips, must inform their supervisor of the destination and duration of their trip and register your "Overseas Travel Notification" on LiveCampus in advance.

This is in preparation for emergency communication with you during your trip.

In the event of a disaster, terrorist attack, infectious disease outbreak, or other emergency, we will be able to quickly confirm your safety.

<https://vos-lc-web01.nagaokaut.ac.jp/portalv2/>



(10) Cancellation of status of residence (Article 22-4 of the Immigration Control Act)

Revocation of a status of residence refers to cases where a foreign national residing in Japan receives a seal of landing permission through false or other fraudulent means, or where the foreign national stays in Japan without engaging in the original activities based on the status of residence for a certain period of time. This is a system to revoke the residence status of the foreigner concerned.

For example, if a person residing with a status of residence (Student) has not engaged in any activities related to the status of residence for more than three consecutive months, his/her current residence status will be revoked (however, the except in cases where there is a legitimate reason for residing in the country.)

https://www.moj.go.jp/isa/applications/procedures/torikeshi_00002.html?hl=en

