



大阪公立大学
Osaka Metropolitan University

外国人留学生の日本での生活について Life in Japan for International Students

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教育推進課 国際教育担当
Global Education,
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目次

CONTENTS



大阪公立大学
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1. Procedures to Complete After Entering Japan

- Complete administrative procedures at the City Office
- Open bank accounts
- Contracting for electricity, gas, water, cellphones, the internet, etc.

2. Status of Residence

- Changing institutions of affiliation
- Renewing your period of stay
- Changing your residence status
- Permission to engage in activities other than those permitted by your status of residence
- Intending to continue job hunting in Japan after graduation

3. Leaving Japan temporarily

- Special (minashi) Re-Entry Permit System
- Providing notification to our university (submission of a temporary departure notification)
- Others

4. Changing residences

- Procedures at your local city hall (or ward office)
- Relocation/Forwarding Service by post office
- Procedures for changing utility services (electricity, gas, and water)
- Providing notification to the university

5. Returning home

- Procedures at your local city hall (or ward office)
- Closing your bank account(s)
- Housing-related matters
- Terminating utility services (electricity, gas, and water) and settling bills
- Returning your Residence Card

1. Procedures to Complete After Entering Japan

Make sure to bring the following to :

- Passport
- Residence Card
- Student ID card
- Document showing your residential address

Procedures at your local city hall (or ward office)

◆Registering yourself as a resident

Make sure to register yourself as a resident at your local city hall (or ward office) in your residence within 14 days after entering Japan and arriving at your place of residence.

After registration as a resident, your address will be written on the back of your Residence Card.

◆Enrolling in National Health Insurance System (kokumin-kenko-hoken)

All international students **staying in Japan for three months** or more are required to subscribe to National Health Insurance, including their family members living with them. If you are eligible, apply for National Health Insurance after registration as a resident.

If you join National Health Insurance, you will have to pay only 30% of the medical and hospital fees incurred.

◆Enrolling in National Pension System (kokumin nenkin)

International students aged 20 to 59 who are residing in Japan must enroll in the National Pension System. If you are eligible, apply for the National Pension after completing registration as a resident.

Regarding pension contributions, there is a system in place in which you can have the payment of your contributions deferred or exempted by filing an application if your income for the previous year is below a certain amount. (You must complete this application process every year.) For more information, consult at the counter of your local city hall (or ward office).

1. Procedures to Complete After Entering Japan

Opening a bank account (if necessary)

In Japan, banks and other financial institutions provide services such as automatic payment of electricity, gas, and other utility bills and credit card payments, in addition to handling deposits, loans, foreign exchange, and other business operations. To use these services, you must first open a savings account (*futsu-yokin-koza*).

Procedures for receiving utility services (electricity, gas, and water)

If you need to sign up for utility services by yourself for the room you will occupy, you will need to apply for each service separately.

Generally, you can freely choose companies for your electricity and gas contracts, but depending on the property, the suppliers may be predetermined. First, check with your real estate agency about the suppliers.



【 After entry into Japan 】
-OMU-

Changing institutions of affiliation

If you already have the residence status “Student” and have enrolled in our university from a Japanese language school or another university in Japan, you are required to notify the Immigration Services Agency of Japan of the change of your institution of affiliation (or activities) within 14 days.

Notification can be made online, in person at the counter of the immigration office, or by mail.

If you are enrolled in our university from your previous institution of affiliation continuously with the residence status “Student,” be sure to complete the procedure to change your institution of affiliation.

For details of the procedure, check the website of the Immigration Services Agency.
Immigration Services Agency (external site)



【Changing institutions of affiliation】
-OMU-



【Notification regarding the organization of affiliation (activity)】
-Immigration Services Agency-

Renewing your period of stay

If you plan to continue to stay in Japan beyond your initial period of stay for reasons such as going on to higher education or moving up to the next grade, you are required to apply for renewal of your period of stay.

Since the Immigration Services Agency **accepts applications for renewal permission from three months before the expiration date of your period of stay**, make sure to submit the required documents listed below and complete the procedure on or before the day your period of stay expires.

If you exceed the expiration date of your stay even by one day, you will be treated as an illegal resident. Exercise extreme caution and be sure to complete the procedure to renew your period of stay as soon as possible.

Renewing your period of stay

Required documents for the “Student” status of residence:

①	Permit to Renew Period of Stay (An application form for applicants, etc. to complete)	The form can be downloaded from the website of the Immigration Services Agency.
	Permit to Renew Period of Stay (An application form for institutions of affiliation, etc. to complete)	Request your campus to issue the form.
②	Passport (to show to the Agency)	
③	Residence Card (to show to the Agency)	
④	A list of documents to be submitted	The form can be downloaded from the website of the Immigration Services Agency. Download from the hyperlink “a. Institutions that have been notified that they are appropriate schools (Class I or Class II)” under the section “(1) Universities (including junior colleges and graduate schools), equivalent institutions, and technical colleges (excluding accredited Japanese language institutions).”
⑤	Certificate of enrollment *Certificate of Research Student for research students	Certificates can be issued by the automatic certificate issuance machines located on the university campuses. *The Academic Affairs Division issues certificates for research students.
⑥	Academic records (transcript) *Research students are not required to submit academic records.	Certificates can be issued by the automatic certificate issuance machines located on the university campuses.
⑦	Fee	[At the office] 6,000 yen [Online] 5,500 yen
⑧	One photo	The photo must be 4 cm (length) × 3 cm (width) and photographed within the last three months

Please check the next page for important notes regarding the required documents.

Renewing your period of stay

◆ Important Notes Regarding the List of Required Documents

- Since certificates issued at the university office take about one week from receiving an application to issuing the document, make sure to allow ample time to complete an application.
- If you are enrolled in our university after completing a Japanese language school and extend your period of stay, you need a certificate of attendance (if available), academic records (transcript), and a certificate of course completion from your time previous Japanese language school.
- If you are enrolled in our university after graduating from another university and extend your period of stay, you need academic records (transcript) and a graduation certificate from your previous university.
- If you take a leave of absence or repeat a year, you need a “letter of reason” detailing the reason for taking a leave of absence or repeating a year, your study plan until graduation, and so on.
- In addition, you may be required to submit additional certificates or other documents due to the judgement of the Immigration Services Agency.

For information regarding downloading application forms and details of the procedures, check the website of the Immigration Services Agency.

Immigration Services Agency (external site)



【Renewing your period of stay】
-OMU-



【Status of residence: "Student"】
-Immigration Services Agency-

Renewing your period of stay

【Offices responsible for issuing the pages to be completed by the affiliated organization】
(e.g., the designated sections of the Application for Extension of Period of Stay to be completed by the institution).

Sugimoto Campus (Including students affiliated with the Umeda Satellite)	Academic Affairs Division, Global Education 【2nd Floor, Student Support Center】
Nakamozu Campus	Academic Affairs Division, Global Education 【1st Floor, I-wing Nakamozu, Building B17】
Morinomiya Campus	Academic Affairs Division, Global Education 【4th Floor, 413 Center for Global Education】

If you are enrolled at a campus other than those listed above,
please contact the Educational Affairs Division or Student and
Educational Affairs Service at your campus.

2. Status of Residence

Changing your residence status (when you wish to change your residence status to “Student”)

If you wish to change your currently approved residence status, you must obtain permission to change your residence status from the Immigration Services Agency. However, filing an application does not necessarily insure that you will be granted permission. In principle, the residence status of international students at our university is “Student” (You need the “Student” residence status to apply for tuition fee reduction / exemption for privately funded international students, scholarships, etc.)



【Changing your residence status】
-OMU-



【Status of residence: “Student”】
-Immigration Services Agency-

Permission to engage in activities other than those permitted by your status of residence (for working part-time)

If your residence status is “Student,” you are not allowed to work and earn an income. However, if you need to take up part-time work to cover tuition fees and living expenses, you can work part-time with permission to engage in activities outside the scope of your status of residence granted by the Immigration Services Agency. However, **caution should be exercised since working part-time without permission may result in penalties or deportation.**



【Permission to engage in activities other than those permitted by your status of residence (for working part-time)】
-OMU-



【Application for permission to engage in activities other than that permitted under the status of residence previously granted】
-Immigration Services Agency-

Intending to continue job hunting in Japan after graduation

If you were engaged in job hunting while enrolled at the university but were unable to secure employment before graduation, and you wish to continue your job search in Japan after graduation, it is necessary to change your status of residence from “Student” to “Designated Activities (Continued Job Hunting).”

(This status is granted for a period of six months and may be extended once. *Only regular students are eligible. Non-regular students, such as special auditing students, special research students, and research students, are not eligible.)

In addition to the documents you are required to prepare yourself, a “Letter of Recommendation” issued by the university is also required for the application.

This letter will be issued by the Career Support Office within the Student Affairs Division.



【Intending to continue job hunting in Japan after graduation】
-OMU-

Special (minashi) Re-Entry Permit System

If you plan to re-enter Japan within one year, as a general rule, you do not have to obtain a normal re-entry permit if you have a valid passport and a Residence Card with you. (This is called the Special (*minashi*) Re-Entry Permit System.)

If you plan to leave Japan and stay out of the country for one year or more, you must apply for “re-entry permission” before your departure at the regional immigration office that has jurisdiction over your place of residence.



【Special (minashi) Re-Entry
Permit System】
-OMU-



【Deemed re-entry permit】
- Immigration Services Agency-

Providing notification to the university (submission of Temporary Departure Notification)

Before leaving Japan, submit a temporary departure notification to the university.



【Providing notification to the university】
-OMU-

Others

- If you are residing in a dormitory under the management of the university, submit a “Notification of Temporary Leave” to its superintendent.
- You should also inform your supervisor in advance.
- If you are on a scholarship, some foundations may require you to submit a notification or may limit the number of days for which you can return to your home country. Make sure to check those points. If you are required to notify a foundation, be sure to contact the foundation or the university in advance.

Procedures at your local city hall (or ward office)

◆Change of address notification (*tenkyo-todoke*), moving-out notification (*tenshutsu-todoke*), and moving-in notification (*tennyu-todoke*)

< Relocating within the same city >

Within 14 days of moving, submit a “change of address notification” (*tenkyo-todoke*) to your local city hall (or ward office).

< Moving to another city >

Before moving : Submit a “moving-out notification” (*tenshutsu-todoke*) to the city hall (or ward office) of the place of residence you are moving out of.

After moving : Within 14 days of relocation, submit a “moving-in notification” (*tennyu-todoke*) to the city hall (or ward office) in the area of your new residence.

◆National Health Insurance (*kokumin-kenko-hoken*)

If you move within the same city, you only need to submit a notification of change of address.

If you move to another city, you will need to complete the required procedures at the respective city halls (or ward offices) when submitting a moving-out notification (*tenshutsu-todoke*) and a moving-in notification (*tennyu-todoke*).

◆National Pension (*kokumin nenkin*)

Submit a notification for change of address to the city hall (or ward office) in the area of your new residence.

Relocation/Forwarding Service by post office

When you submit a change of address notification to the post office in your area, mail delivered to your previous address will be forwarded to your new address for one year from the date of notification.

Be sure to submit a change of address notification to your post office before moving.

You can submit your application through various means, such as submitting it to the counter of your local post office or online or dropping it off in a postbox. Check the website of the post office for details.

Procedures for changing utility services (electricity, gas, and water)

If you have signed up for public services by yourself, you must complete the required procedures, such as changing your address.

For water services, you must notify the waterworks bureau in the area of your residence. If you move within the same city, you only need to go through the change-of-address procedure. If you move to another city, you must complete the procedures for discontinuing your water service in your previous city and receiving the service in your new city.

Do not forget to complete the process for changing your address for your electricity and gas services.

Notifying our university

Register your new address on the student portal (UNIPA).



【Changing residences】

-OMU-

Procedures at your local city hall (or ward office)

If the date of your return to your home country is decided, you can start the procedures one month before your return.

Make sure to bring the following to the city hall (or ward office):

- Documents proving your return date (such as air tickets and e-tickets)
- Passport
- Residence Card
- National Health Insurance: Eligibility Confirmation Letter (*shikaku-kakunin-sho*)
- National Pension: Basic Pension Number Notice (*kiso-nenkin-bango-tsuchisho*)
- My Number Card (if you have one)

◆ Submitting a moving-out notification (*tenshutsu-todoke*)

Submit a “moving-out notification” (*tenshutsu-todoke*) to the city hall (or ward office) in your place of residence before returning to your home country.

◆ Procedure for withdrawal from National Health Insurance and settlement of insurance premiums

After submitting a “moving-out notification” (*tenshutsu-todoke*), you will have to go through the withdrawal process at the National Health Insurance counter and settle any excess or shortfall in your insurance premiums.

◆ “Loss of eligibility” (*shikaku-soshitsu*) Procedure for National Pension

After submitting a “moving-out notification” (*tenshutsu-todoke*), you will have to complete the “loss of eligibility” (*shikaku-soshitsu*) process at the National Pension counter and settle any excess or shortfall in your pension contributions.

◆ Returning your My Number Card

If you have a My Number Card, return it at the counter.

Closing your bank account(s)

If you have a bank account, be sure to complete the process for closing your account before returning to your home country.

If you have any scholarship or other payments due or utility bills being debited, make sure to complete all payments before closing your account.

Housing-related matters

When moving out of your living quarters, you must notify your landlord of your intention to terminate the lease in advance.

For private apartments, you will often need to notify the landlord of your intention to terminate your contract two months or at least one month prior to your move-out month, but this differs depending on the property. Therefore, be sure to check the rental agreement or speak to the real estate company in advance to find out when and how you need to notify them of your intention for termination.

Terminating utility services (electricity, gas, and water) and settling bills

If you have contracted for public services by yourself, be sure to complete the process for terminating the services and to pay any bills before returning to your home country.

In most cases, you can start the procedure one month before you wish to terminate. Therefore, start the procedure as early as possible.

Returning your Residence Card

Return your Residence Card to an immigration officer at the airport when you leave Japan.

In addition, do not forget to complete any necessary procedures when returning to your home country, such as terminating your mobile phone contract and paying your phone bills.



【Returning home】

-OMU-



Thank You