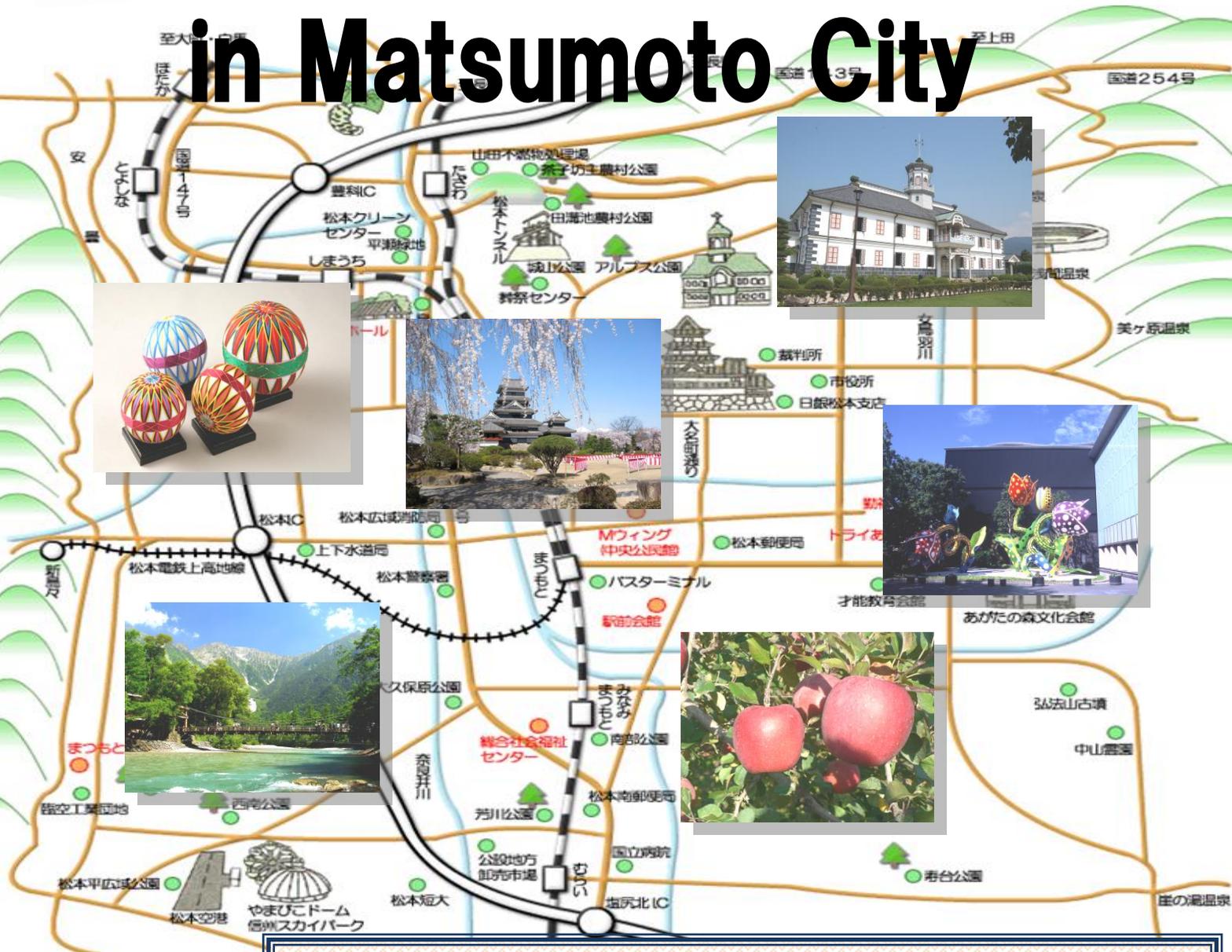




Living Guide for Foreign Residents in Matsumoto City



This guidebook contains information necessary for life in Matsumoto.

If you have any trouble, or something you don't understand, please call the number below. Our staff will be available to listen to any questions you have.

—Multicultural Plaza (Tabunka Kyosei Plaza)—

TEL 0263-39-1106



Table of Contents

Consultation and Advice Counter -----	1
Emergency Phone Numbers -----	2
Please Prepare for Earthquakes -----	4
If a Typhoon or Heavy Rain Comes -----	5
Resident Registration -----	6
The Residence Card -----	7
Status of Residence -----	8
Rules for Living -----	10
Moving House -----	12
Neighborhood Groups -----	13
Naturalization, Choosing Your Nationality -----	14
Marriage & Divorce -----	15
Pregnancy & Birthing -----	17
Child Raising -----	20
Japanese Schools -----	22
Sickness & Injury -----	26
Pensions -----	28
Taxes -----	30
Driver' s Licenses -----	31
Jobs -----	33



Consultation and Advice Counter

●Matsumoto City Multicultural Plaza (*Tabunka Kyosei Plaza*)

The place to inquire about any matter.
Please come any time if you have a difficulty
or something you don't understand.
We offer consultation services in foreign
Languages, (Portuguese, Thai, Chinese,
English, Tagalog, etc). Please call to ask
about an available time.
This service is free.

— Examples —

Q : Where can I go to learn Japanese?

Q : I received a letter from the city
office, but I can't read it.

Q : My employer fired me. What should I do now?

Q : My Japanese husband and I got divorced. Can I continue to stay in Japan?

■Location

The 3rd Floor of the M Wing Building (1-18-1 Chuo, Matsumoto City)

■Opening Hours

Mon-Fri: 9:00~22:00 (Please come by 21:00.)

Weekends and National Holidays: 9:00~17:00

■Closed

The 2nd and 4th Wednesdays and from Dec 29th to Jan 3rd



Inquiries:

Matsumoto City Multicultural Plaza TEL 0263-39-1106

●Consultation Service in Portuguese



We have consultation service in Portuguese. If you have
any trouble or things you don't understand, feel free to
come at any time.

■Location: Citizen Consultation Division (*Shimin Soudan Ka*) Matsumoto City Office, Main Building
(*honcho-sha*), 1F

■Opening Hours : Mon-Fri (except national holidays)
9:30~15:30

Inquiries:

Matsumoto City Office

The Citizen Consultation Division (*Shimin Soudan Ka*) TEL 0263-33-0001

Emergency Phone Numbers

Please call the following numbers in case of emergencies.

Calm yourself and speak slowly. If you have someone who can speak Japanese near you, pass the phone to that person.

Calling these numbers is free of charge, and they are available 24 hours a day.

● For Sudden Sickness or Injuries... Dial 119 (Fire Department)

Call an ambulance, to have the sick or injured person taken to hospital.

Dial the number, and provide the following Information:

- ① Whether the person is sick or injured.
- ② The location or address of where you are.
- ③ Who the person is, and what happened to the person (including their age and sex)
- ④ Your name



● In Case of Fire... Dial 119 (Fire Department)

A fire engine will come and put out the fire.

Dial the number, and provide the following information:

- ① There is a fire!
- ② The place of the fire
- ③ What is burning.
- ④ Is there anyone injured or anyone who hasn't escaped yet
- ⑤ Your name



●When a traffic accident has occurred... Dial 110 (Police Department)

Dial the number and provide the following information;

- ① Is anyone injured?
- ② What kind of accident?
- ③ When and where did the accident take place?
- ③ Your name and phone number

※First Dial 119 and call an ambulance, if you or another person involved in the accident are injured.



●If you encounter a crime... Dial 110 (Police Department)

Dial the number and provide the following information;

- ① What kind of crime? (fighting, theft, etc)
- ② Where did the crime happen?
What objects/landmarks can you see near the place?
- ③ Are you the crime victim, or are you a witness?
- ④ Is anyone injured?



※Dial #9110 if you want to consult about a crime, etc.

Even if you haven't encountered a crime, but if you have anything that is worrying you, or if you face a difficult problem, please dial the number. A specialist consultant will answer your call, and direct you to where you can talk about the issue further.

—If something has been lost, or found—

If you have lost an item such as your bag or wallet, please call the police office (0263-25-0110).

When an operator answers, please provide the following information.

- ① What you have lost, and when and where you lost it?
- ② Your name and phone number

If you have picked up someone's item, please take it to the police station (*keisatsu-sho*), or a nearby police box (*koban*).

Please Prepare for Earthquakes

Many earthquakes occur in Japan.

Small earthquakes which can be felt occur from time to time.

When large earthquakes occur, things such as furniture fall over, which is dangerous.

Water, gas and power may be cut off, and you may not be able to purchase food.

Large earthquakes are followed by many aftershocks.

No one can tell when an earthquake will occur, however it is said that large earthquakes will occur in the near future.

Preparation for earthquakes is necessary.

So, always be well prepared, so as not to be in a panic when an earthquake occurs.



1 Locate evacuation shelters (hinan-jo)

Check the locations of evacuation shelters near your home or work.

Get to know people in your neighborhood.

They can help you at the time of an earthquake.

2 Discuss a plan for evacuation with your family and friends.

Decide in advance with your family how to contact with each other, and where to evacuate to.



3 Secure your furniture so that it doesn't fall over.

4 Keep water and food, etc prepared in a bag ready to take with you.

They are the items to be taken to an evacuation shelter.

—Recommended Items—

- water
- biscuits
- canned food
- radio
- flash light
- lighter (matches)
- money
- passport
- health insurance card (*kenko hoken sho*)
- clothes
- towels
- batteries
- plastic bags etc.



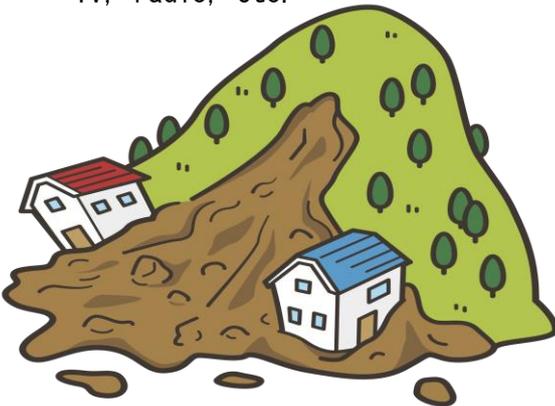
If a Typhoon or Heavy Rain Comes

About typhoons and heavy rain (*ooame*).

Typhoons often come to Japan between June and October. There is very strong wind and heavy rainfall, and it is very dangerous.

Masses of mud and rocks may suddenly slide down from mountains and cliffs, due to rain. This is called a “*dosha-kuzure*” (landslide). Also, river water may overflow. Heavy rain (*ooame*) falls in a narrow area. Torrential rain, thunder and lightning can last for hours.

Check information on typhoons and heavy rain on TV, radio, etc.



—If a typhoon or heavy rain comes—

- Do not go near rivers.
- Beware of mountains and landslides.
- If the water level outside is higher than your knees, go to a place higher than the second floor.
- Do not go near damaged power poles, or hanging power lines.

Inquiries:

Matsumoto City Office The Crisis Management Division (*Kiki Kanri Ka*) TEL 0263-33-9119
E-mail kikikanri@city.matsumoto.lg.jp

※ Please inquire with someone who can understand Japanese.

Resident Registration

Resident Registration is a system whereby any foreigner who isn't a short-term visitor, but who lives in Japan longer than three months, and holds a residence card (*zairyu card*) registers his/her name and address at the city office.

If you aren't registered, you cannot receive municipal services such as medical and educational services.



When to notify the office	Period of notification	What you need to bring
When coming to live in Matsumoto City	Within 14 days of starting living in the city.	Residence Card (<i>zairyu card</i>) (or passport, if you are receiving your residence card later)
When moving house	Within 14 days of shifting.	Residence Card (<i>zairyu card</i>) Individual Number Card (<i>"my number"</i> card), if you have it.

You must submit the *tenshutsu-todoke* (notification of moving out), if you are moving to a place outside of Matsumoto City.

If you are moving to live in another country, you must still submit the *tenshutsu-todoke*.

Inquiries:
Matsumoto City Office The Resident Affairs Division (*Shimin Ka*) TEL 0263-33-9841

The Residence Card

You can obtain your residence card at the airport when you arrive to enter Japan. The residence card is your ID in Japan. All foreigners over 16 years of age who live in Japan for a long period must carry the card at all times.

The card is required in situations such as when you open a bank account, or when you enroll at a school.

1 The Expiry Date of the Residence Card

	Permanent Resident	Others
People under 16 years of age	Until the holder's 16 th birthday.	Until either the last day you are allowed to stay in Japan, or the holder's 16 th birthday (earlier day of these is the expiry date).
People over 16 years of age	Seven years since the card was issued.	Until the last day you are allowed to stay in Japan.

2 Changing an Item on the Residence Card

Items to Change	Period Required for change	Where to go to change them	What you need to bring
① Changing names, gender, nationality, or area	Within 14 days of the change	An immigration office near you	Passport Residence card Passport photo
② Changing your work address or school address			
③ Divorce from or death of your spouse.	Within 14 days of the divorce or the death of your spouse		
④ Loss of the residence card	Within 14 days from the day you lost the residence card		

※Items on ② and ③ will not be changed if you are a permanent resident.

Inquiries:

- Tokyo Regional Immigration Bureau Nagano Branch Office
TEL 026-232-3317 (Weekdays 9:00-12:00, 13:00-16:00)
- Immigration Information Center (Weekdays 8:30-17:15)
TEL 0570-013904 (03-5796-7112 if calling from IP phone, PHS, or overseas)

Status of Residence

● Status of Residence and Period of Stay

A status of residence will be determined by your purpose to be in Japan. What you can do in Japan will vary, depending on the type of your status of residence. The period of stay (*zairyu kikan*) is the period you are allowed to stay in Japan.

Your status of residence and period of stay are stated on your residence card.

● If you wish to extend your period of stay (Extension of the Period of Stay: *zairyu kikan koshin*)

If you wish to extend your period of stay, please apply at a nearby immigration office. You may apply for it from up to three months prior to the expiry date of your stay. Required items for application vary, depending on the type of the status of residence.

● Over Staying (*huho zanryu • huho taizai*)

If you are still in Japan after the expiration of your period of stay, your status then will be as “over staying” (*huho zanryu*).

In Japan, when you overstay the police will arrest you. If you become an overstayer, you won't be able to come to Japan for a set period.

● If you wish to change your status of residence (*zairyu shikaku henkou*)

Depending on your status of residence, you may have to change your status of residence if you changed your employer, or if you wish to start a new job.

If you wish to change your status of residence, please apply for a change in your status of residence at a nearby immigration office.

For more information, please inquire at the immigration office.

● If you wish to stay in Japan permanently (*eijyu kyoka*)

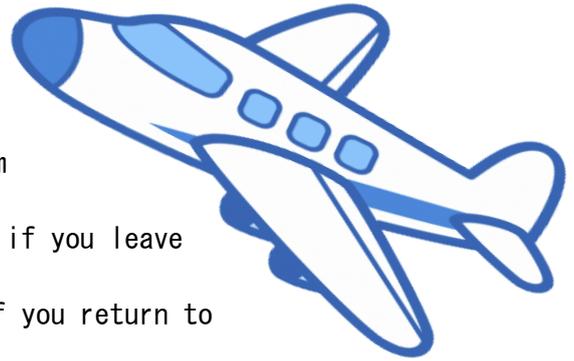
If you wish to stay in Japan permanently, please apply for “*eijyu kyoka*” at a nearby immigration office. Permanent residents can stay in Japan permanently without having to change their period of stay or status of residence. For more information, please inquire at the immigration office.

● If you wish to leave Japan, and return to Japan again (*sainyukoku kyoka*)

If you have status of residence and leave Japan, but wish to return to Japan, be sure to obtain a re-entry permit (*sainyukoku kyoka*) from the Immigration Bureau.

You will lose your current status of residence, if you leave Japan without having obtained the permit.

However, you don't need to obtain the permit if you return to Japan within one year from your departure.



Inquiries:

- Tokyo Regional Immigration Bureau Nagano Branch Office
TEL 026-232-3317 (Weekdays : 9:00 - 12:00, 13:00 - 16:00)
- Immigration Information Center (Weekdays 8:30 - 17:15)
TEL 0570-013904 (03-5796-7112 if calling from IP phone, PHS, or overseas)



Rules for Living

●Garbage

The way to go about garbage disposal differs depending on where you live. Ask the manager of your apartment building or the city office about when and where to dispose of garbage, as well as how to sort garbage.

There is a mobile app for smartphones which provides information of when to dispose of garbage, and how to sort it in your native language. Please ask the city office for more details.



Scan this if you have an iOS device such as an iPhone (Requires iOS:8.0 or above)



Scan this if you have an Android device (Requires Android OS:4.0 or above)



※iPhone is a registered trade mark of Apple Inc. in the United States and other countries. The trade mark of iPhone is used based upon the license of AIPHONE CO., LTD.

※Android is a registered trade mark of Google Inc.

Inquiries;

Matsumoto City Office The Environment Administration Division (*Kankyo Gyomu Ka*)
TEL 0263-47-1096

● Do not make excessive noise.

It is difficult for neighbors and those nearby if you make excessive noise (*souon*).

Even if the level of noise is acceptable in your country, it may not be acceptable in Japan.

So, please be aware of this.

—Excessive noise can be... —

- the sound of TV or CD player
- the sound of a vacuum cleaner or washing machine used late at night
- loud voices
- the Sound of a musical instrument, etc.



● Bath and Toilet



If you leave hair in the bathroom' s washing area, it will become clogged and water will not drain.

Only flush toilet paper down the toilet. If you flush things other than toilet paper, the toilet will become unable to flush. The toilet water may then overflow and wet the floor.

If the water wets another person' s room, you may have to pay compensation to fix it.

● Balcony

A balcony functions as an escape route at the time of a fire. If there are too many items on your balcony one cannot escape. So it' s best not to have so many items on it.

Also, ensure that anything on the balcony doesn' t fall. It' s OK to hang your futon mattress or washing on the balcony, but be sure to secure them.



● Shared Areas (corridors, stairs, etc)

At apartment buildings, everyone uses the corridor and stairs. They function as escape routes at the time of an earthquakes or fire. Do not put your own belongings on them.

● Bicycle Stand and Car Park



At apartment buildings, park your bicycle in the designated bicycle stand.

If you have a car, rent a car park (you need to pay). Please park your car in your own car park, and don't park your car on the roadside or in other people's car-parks.

Moving House

- Notify your landlord if you have decided to shift to another house.
- Contact your electric power company and gas supplier to switch off the electricity and gas.
- Contact the city office to turn off the water.
- Clean the house before moving out.
- If you wish to dispose large items, please inquire at the city office.
- Return the house key either to your landlord, or your real estate agent (*fudousan-ya*).

Your landlord or your real estate agent will go to see the house with you.

They will inspect it to see if the house is approximately in the same clean condition as when you moved in. If it's not clean, you may need to pay money to have the house cleaned.

- Please visit the city office to change your address. You will need to take your Residence Card (*zairyu card*).



Neighborhood Groups



A “*chokai*” is a group of people who live in the same neighborhood.

As a group they work together to make their neighborhood a more comfortable place to live.

They clean the neighborhood and its rivers together.

They watch over the safety of the town.

They run disaster management drills (*bousai-kunren*).

They enjoy running festivals (*matsuri*) together.

They help the elderly, the disabled, and foreign residents who don't understand Japanese.

You need to pay fees to join a *chokai*.

Foreign residents can also join the *chokai*.

Please ask people living near you.

Inquiries:

Matsumoto City Office The Community Development Division (*Chiiki Zukuri Ka*)

TEL 0263-34-3280



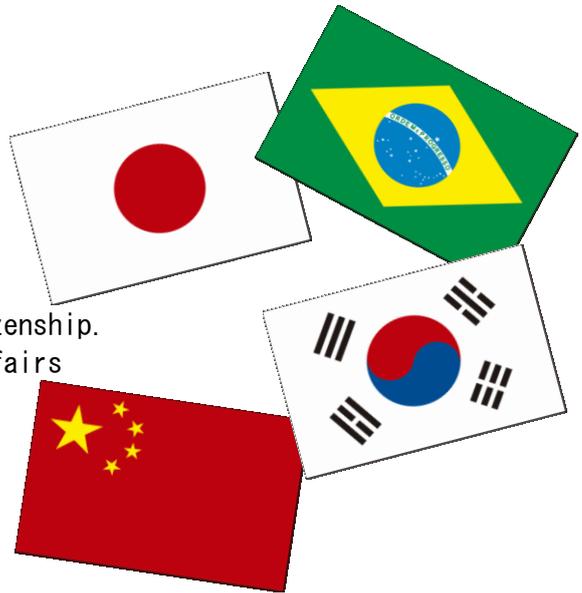
Naturalization, Choosing Your Nationality

● *Kika* (naturalization)

Kika means to become a Japanese citizen.

Marrying a Japanese person alone doesn't make you a Japanese citizen. In order to become a Japanese citizen, you must apply to the Ministry of Justice to obtain Japanese citizenship.

For more details, please contact the Legal Affairs Bureau near you.



● *Kokuseki Sentaku* (the choice of nationality)

If you have both the nationality of your own country and Japanese nationality, you have to choose one nationality before you reach 22 years of age. For more information, please inquire at a Legal Affairs Bureau near you.



Inquiries:

Nagano District Legal Affairs Bureau Matsumoto Branch Office

The General Affairs Division (*Soumu Ka*) TEL 0263-32-2571

Contact them in advance before you visit. The language used Japanese.



Marriage & Divorce

●Marriage

If a foreign resident marries in Japan, please submit the Notification of Marriage Form (*konin todoke*) to the city office. There are also other documents required to be submitted.

Required Documents	Where to Submit (or inquire)	When	Who needs to Submit it
<p>1 Notification of Marriage Form(<i>konin todoke</i>). This form is available at a city office.</p> <p>※ The form requires the signatures and seals(<i>hanko</i>) of two other adult witnesses.</p> <p>2 A Japanese citizen is required to submit one copy of their family register (<i>koseki touhon</i>).</p> <p>3 A foreign national is required to submit a certificate of “No Impediment to Marriage” (<i>Konin Youken Gubi Shomei Sho</i>), or an alternate equivalent document.</p> <p>4 Passport, Residence Card</p>	<p>The city, ward, town or village office of the address of either person or of their family register.</p>	<p>Anytime (24/7)</p>	<p>The Marrying Couple</p>

Please obtain a certificate of “No Impediment to Marriage” from the embassy or consulate of your native country. (Such a certificate states that “the person named on this certificate is eligible to marry” .)

Please also submit the certificate translated into Japanese. It required the signature and seal of the translator.

For more details, please inquire at the City Office. You also need to notify your marriage to the embassy or consulate of your native country.

There are documents that are required when notifying your country’ s embassy or consulate of your marriage.

Please contact the embassy or consulate for details.



Inquiries:

●Matsumoto City Office The Resident Affairs Division (Shimin Ka)
TEL 0263-33-9841

●Divorce

If a foreign resident in Japan is to be divorced, they are required to submit a notification of divorce to the city office.

Required Items	Where to Submit (or inquire)	When	Who needs to Submit
1 Notification of Divorce Form(rikon-todoke). The form can be obtained from a city office. ※The form requires the signatures and seals(hanko) of two other adult witnesses.	The city, ward, town or village office of the address of either person or of their family register.	It differs as to how you are getting divorced. Please ask the city office for details.	It differs as to how you are getting divorced. Please ask the city office for details.
2 A Japanese citizen is required to submit one copy of their family register (<i>koseki touhon</i>).			
3 Passport, Residence Card			

Japanese rules of divorce apply.

There may be other documents required for certain types of divorce.

Please inquire at the city office for details.

You also need to notify your divorce to the embassy or consulate of your native country. There are documents that are required when notifying your country's embassy or consulate of your divorce. Please contact the embassy or consulate for details.

If you have a child, you have to determine the custody of the child(the parent who takes care of the child).

You must write the name of the child and the person who has custody of the child on the Notification of Divorce Form.

Once divorced from a Japanese spouse, you no longer remain as "Spouse of Japanese".

You must change your status of residence, so report it to an immigration office.

Please inquire for more details at an immigration office near you.

Inquiries:

- Matsumoto City Office The Resident Affair Division (Shimin Ka) TEL 0263-33-9841
- Tokyo Regional Immigration Bureau Nagano Branch Office
TEL 026-232-3317 (Mon-Fri: 9:00~12:00、13:00~16:00)

Pregnancy & Birthing

1 Pregnancy

● Submit a Notification of Pregnancy (*ninshin todoke*)

If you become pregnant, please visit a city office. Submit a Notification of Pregnancy (*ninshin todoke*) to the city.

You will then receive a “Maternity Record Book” (*boshi techo*). The mother’s and child’s state of health, and the child’s record of immunizations are kept in the *boshi techo*.

You will also receive coupons which subsidize the costs of antenatal checkups.

You can also consult on anything you are worried about.



Inquiries:

Matsumoto City Office The Health Care Services Division (Kenko Zukuri Ka)
TEL 0263-34-3217



2 Birthing

● Submitting a Notification of Birth Form (*shusho todoke*)



The Notification of Birth has to be submitted to the city office within 14 days of giving birth.

You will need to decide your child's name(s) by then.

Required Items	Where to Submit (or inquire)	When	Who needs to Submit
1 The Notification of Birth Form (<i>shusho todoke</i>): the form can be obtained from your hospital or city office. 2 Birth Certificate (<i>shusho shomei-sho</i>): The certificate is to be signed by a doctor or a midwife at the time of your child's birth. 3 Seal (<i>inkan, hanko</i>) or Signature 4 Maternity Record Book (<i>boshi kenko techo</i>) 5 Your Health Insurance Card (<i>hoken sho</i>)	Either at the city office of the place your child was born, or where the child's father or mother lives.	Within 14 days of your child's birth	Father, or mother of the child

You also need to notify your child's birth to the embassy or consulate of your native country. There are documents that are required when notifying your country's embassy or consulate of your child's birth. Please contact the embassy or consulate for details.

Inquiries:

● Matsumoto City Office The Resident Affair Division (Shimin Ka)
 TEL 0263-33-9841

● Obtaining Status of Residence for Your Newly Born Child

For a child of a foreign national to live in Japan, the child is required to have a status of residence. Please apply for it to an immigration office near you within 30 days of when your child was born.

You won't need to do so if the child is leaving Japan within 60 days of when the child was born.

Inquiries:

● Tokyo Regional Immigration Bureau Nagano Branch Office
 TEL 026-232-3317
 (Mon-Fri: 9:00~12:00, 13:00 - 16:00)



●Medical Expenses When Birthing a Child



It costs approximately 500,000 yen when you are hospitalized to birth a child.

If you are on a health insurance scheme, following an administrative procedure, a lump-sum allowance for childbirth(*shusan-ikuji ichiji-kin*) is provided.

The procedure for those who are on the National Health Insurance Scheme is to be completed at a city office.

If you are on an employer's health insurance scheme, the procedure is to be completed with the employer.

Inquiries (For those on the National Health Insurance Scheme);
Matsumoto City Office The Insurance Division (Hoken Ka)
TEL 0263-34-3203

● The Administrative Process for the Child Allowance (*Jido Teate*)

Once your child is born, you are entitled to receive a child allowance(*Jido Teate*).

This money is for the purpose of raising your child.

You can receive this allowance until your child finishes junior high school.

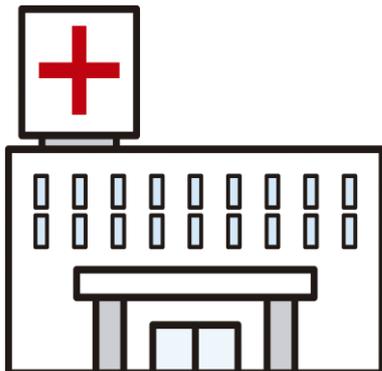
Visit a city office to process your application.



Inquiries:

Matsumoto City Office The Child Welfare Division (*Kodomo Fukushi Ka*)
TEL 0263-33-9855

●The Administrative Process for Child Support for Medical Care (*Kosodate Shien Iryo*)



You can receive a back portion of the medical costs you incur at hospital when your child is sick.

Visit the city office to process your application.

Inquiries

Matsumoto City Office The Child Welfare Division
(*Kodomo Fukushi Ka*) TEL 0263-33-9855

Child Raising

● Infant Health Checks (*Nyuyouji Kenshin*)

Children at the ages of 4 months, 10 months, 19 months, and 37 months get their height and weight checked, as well as their body movements. Any questions or concerns about child-rearing can be asked there. The health check ups are free of charge. Individuals will receive letters regarding the health checkups from the city office.

Inquiries:

Matsumoto City Office The Health Care Services Division
(*Kenko Zukuri Ka*) TEL 0263-34-3217

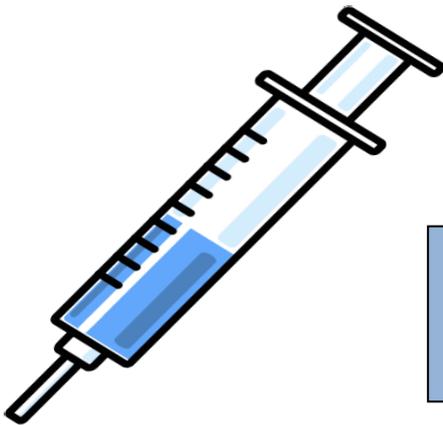


● Vaccinations (free)

These are injections which are designed to prevent children from diseases such as measles and chicken pox. These routine vaccinations are free of charge.

There are different types of vaccinations, corresponding to your child's age.

Individuals will receive letters regarding vaccinations for their children.



Inquiries:

Matsumoto City Office The Health Care Services Division
(*Kenkou Zukuri Ka*) TEL 0263-34-3217



●Nursery School (*Hoikuen*)

You are able to leave your child with a nursery school for children from age 0 up until school age when a father and mother are working or during illness.

An application and fees are required to use this service.

Please contact the city office for more details.

Inquiries;

Matsumoto City Office The Nursery Division
(*Hoiku Ka*) TEL 0263-33-9856



●Sundays/Holiday Childcare

Childcare services are available for parents who are unable to look after their children on Sundays or holidays, due to work, etc. Please contact the city office regarding hours and fees.

Inquiries;

Matsumoto City Kodomo Plaza TEL 0263-29-3400



Japanese Schools

Schools in Japan start in April, and finish in March of the following year.

Children of foreign nationals living in Japan can also study in an elementary or junior high school.

There are three types of schools.

- (1) *Kokuritsu* (state); Schools established by the state.
- (2) *Kouritsu* (municipal); Schools established by the city or prefectural government.
- (3) *Watakushiritsu* (private); Schools other than *kokuritsu* or *kouritsu* schools.



●Elementary School (Shougakkou) and Junior High School (Chugakkou)

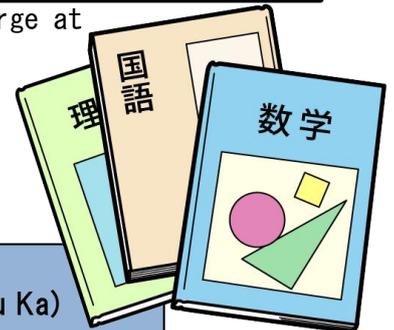
Children spend six years at elementary school, and three years at junior high school.

When a child turns six, the child begins going to elementary school from April of the following year. When a child turns 12, the child begins going to junior high school, from April of the following year.



Fees for enrollment, tuition, and textbooks are all free of charge at state or municipal schools. However, you will need to pay for things such as school lunch, clothes children wear for school, etc.

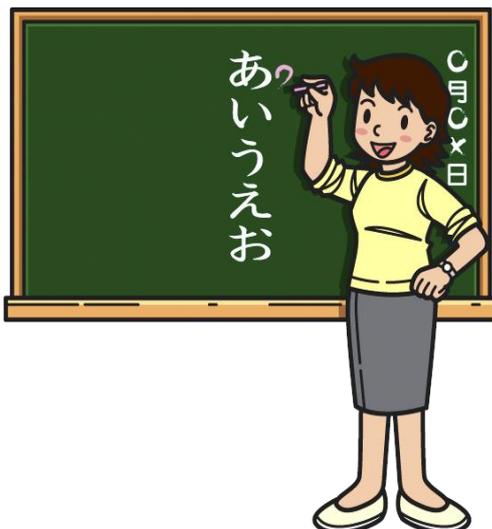
You will need to pay for everything at a private school.



Inquiries:

Matsumoto City Office The School Education Division (Gakkou Kyoiku Ka)
TEL 0263-33-9846

●Japanese Language Education



At school, children study in Japanese.
There is a service to teach children Japanese who don't understand Japanese.

Please ask your child's school for more details.

Inquiries:

- Your Child's School, or
- "Matsumoto City Children's Japanese Language Support Center
TEL 0263-25-7143

●School Events

Schools have various events.
It is important that fathers and mothers go to school events.

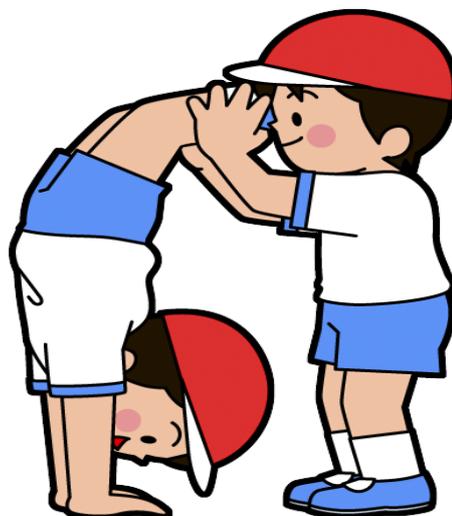
Please attend many such events.
Letters will come from school regarding school events. The letter will tell you what to bring, etc.

If you don't understand them, please ask a school teacher.



●PTA

The PTA is an organization of parents and teachers.
The PTA works on various things for children.



● *Jidokan/Jido* Centers (After-School Facilities for Children)



Children can go to these facilities after school.

The facilities are for children whose parents are not at home after school due to work, etc.

They play with friends and do school homework there. Fees apply to utilize the service.

Inquiries:

Matsumoto City Office The Child Development Division (*Kodomo Ikusei Ka*) TEL 0263-34-3261

● High School

High school is a school a child goes to study at after graduating from junior high school.

Most children go to high schools.

There is an exam in order to enroll. There are some high schools that will enroll students who excel either academically or in doing sports without sitting the exam. When you enroll you will have to pay fees for enrollment, tuition, and textbooks.



● University / Junior College

After graduating from high school, a student may go to either a university or to a junior college (2-year university).

There is an exam in order to enroll.

Some schools admit enrollment without the exam to students who have an excellent talent in sports etc.

When you enroll you will have to pay fees for enrollment, tuition, and textbooks.



●Schooling Support System, Scholarships

The system provides assistance for students who when seeking education don't have sufficient funds. Please inquire at schools for more details.

Inquiries:

●Matsumoto City Office The School Education Division
(Gakkou Kyoiku Ka) TEL 0263-33-9846

●Nagano Prefecture Board of Education
(Nagano Ken Kyoiku linkai) TEL 026-235-7428



Sickness & Injury

● Various Hospitals

There are both large hospitals and small hospitals in Japan.

Small hospitals are called “clinics”, “*iin*”, “*shinryo-jo*”, etc.

People visit clinics (*iin*, *shinryo-jo*) for non serious sicknesses, such as colds, and minor injuries. People visit large hospitals for serious sicknesses and injuries, or if requiring hospitalization or an operation. There are various departments in hospitals. Each is named, “*OO Ka*” (department). The department you need to visit will be determined according to what part of your body has a problem.



Department of Internal Medicine (<i>Naika</i>)	Various sickness such as colds and stomachaches are treated with medicine. Visit this department if you aren't sure which department you should visit.
Surgical Department (<i>Geka</i>)	Visit this department if you are injured.
Pediatrics Department (<i>Shonika</i>)	Visit this department if children under 15 years of age are sick.
Department of Orthopedic Surgery (<i>Seikei Geka</i>)	Visit this department if you have broken bones, or have a back-pain.
Ophthalmology Department (<i>Ganka</i>)	Visit this department if you have problems with your eyes, or if you wish to get glasses or contact lenses.
Dentistry Department (<i>Shika</i>)	Visit this department if you have a tooth decay, or toothache.
Otorhinolaryngology Department (<i>Jibi Inkouka</i>)	Visit this department if you have problems with ear, nose or throat.
Dermatology Department (<i>Hifuka</i>)	Visit this department if you have problems with skin, or if you have burns.
Obstetrics and Gynecology Department (<i>San Fujin Ka</i>)	Visit this department for women's health issues or when pregnant.

※There are also other departments.

● Insurance for Sickness or Injuries

Residents in Japan must have *iryō-hoken* (medical insurance).

In Japan, there is employer-based health insurance (*kenko-hoken*) and national health insurance (*kokumin kenko-hoken*).

People working at companies have *kenko-hoken*.

They enroll in it at their workplace.

Kokumin kenko-hoken is for people who are not working for an employer. They will enroll it at a municipal office.

People with insurance only need to pay 30% of the total cost of their hospital expenses.

People without insurance have to pay the whole cost of their hospital expenses.



Example >

If a hospital visit costs 3,000yen,

- A person with the insurance scheme pays 900yen.
- A person without the insurance scheme pays 3,000yen.

● Health Insurance Card (*hoken-sho*)



Once you enroll in the insurance scheme, you will receive a health insurance card (*hoken-sho*). Your names and address will be written on the card. Take the card with you whenever you visit hospital.

The card is very important. You must not sell it, or lend it to others.

● Insurance Premium (*hoken-ryo*)

People who are enrolled for insurance are required to pay an insurance premium.

Insurance premiums will be deducted from salaries if you are enrolled in the employer-based insurance scheme. Those who are enrolled in the National Health Insurance Scheme are required to pay their insurance premium to the city office.

There will be a letter sent to people requesting payment of their insurance premium. Please inquire at the city office for more information.

Inquiries:

Matsumoto City Office The Health Insurance Division (*Hoken Ka*)
TEL 0263-34-3203

Pensions

One of the insurances is the Pension (*Nenkin*).

It is an insurance whereby you are able to receive income to live on when you become old, or if you become disabled.

People aged between 20 and 60 years of age pay contributions toward this.

People who have paid the premium for longer than 10 years are entitled to receive a pension when they reach 65 years of age. Foreign residents must also enroll in the pension scheme.

In Japan there are both *Kokumin Nenkin* (the pension all enroll in) and *Kousei Nenkin* (the pension for people working for an employer).



● How to Enroll in the Pension Schemes

•Kokumin Nenkin (National Pension)

Go to the city office to process your application.

•Kousei Nenkin (Employee's Pension)

The employer you are working will process your application on your behalf.

● Pension Premiums

-Kokumin Nenkin

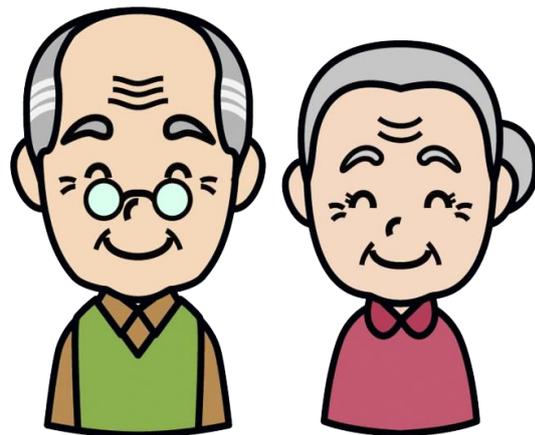
The premium is 16,490 yen a month (as of 2017).
Payment slips (noufusho) will be sent to you.
Please pay your premiums at a bank or convenience store. You can also arrange an automatic payment from your bank account (kouza furikae).

If you can't make payments, please consult at the city office.

-Kousei Nenkin

Your employer and you will each pay half of the premium. Your employer will deduct your share of the premium from your salary, and pay it together with their share of the premium.

Please inquire to your employer for more details.



● Lump-sum Withdrawal Payment System

When you leave Japan, you are eligible to receive a portion of the premiums you have paid.

Eligible people are those who have paid a pension premium for longer than 6 months. Please submit the required documents within 2 years of leaving Japan.

Please inquire at the Matsumoto Pension Service Office for more details.

Inquiries:

Matsumoto City Office The Resident Affairs Division Pension Section
TEL 0263-34-3218

Matsumoto Pension Office (*Matsumoto Nenkin Jimusho*) TEL 0263-32-5821

Taxes

Anyone who lives in Japan over one year is to pay tax, even if the person is a foreigner. There are various taxes.

● National Tax

Taxes paid to the state.

Among them are; income tax (*shotoku zeï*) and consumption tax (*shouhi zeï*).

• Income Tax (*shotoku zeï*)

It is the tax on income earned from employment or elsewhere between January 1st and December 31st. You must file a tax return in the following year between February and March.

※ Filing a tax return (*kakutei shinkoku*)

People who run their own companies, shops or farmers, calculate the tax on their income between January 1st and December 31st, and present it at the Tax Office. You won't need to file a tax return if you are working for an employer and receive salary. Your income tax will be deducted from your salary.

• Consumption Tax (*shouhi zeï*)

It is the tax paid when purchasing an item or receiving a service.



● Regional Taxes

They are taxes to be paid to the municipality and the prefecture you are living in. Among them are; Citizen's Tax (*jyumin zeï*), and Automobile Tax (*jidousha zeï*).



• Citizen's Tax (*jyumin zeï*)

Tax paid to the municipality you live in.

• Automobile Tax (*jidousha zeï*)

Tax paid by people who own cars or motorbikes as of April 1st.

●Tax Certificate (*nouzei shomei sho*) and Income Certificate (*shotoku shomei sho*)

Tax Certificate (*nouzei shomei sho*) states how much tax you have paid.

Income Certificate (*shotoku shomei sho*) states how much income you have received.

You can obtain these certificates at the municipal office where you live as of January 1st (fees apply to obtain them).

You need these certificates in the following circumstances.

- When you want to change your status of residence
- When your child goes to a nursery school (*hoikuen*)
- If you wish to rent a house provided by the prefecture or the city.

Inquiries:

Matsumoto City Office The Citizens Tax Division (Shimin Zei Ka)

TEL 0263-33-4218

The Taxation Division (Nouzei Ka) TEL 0263-33-4886

Driver' s Licenses

You need a driver' s license when you drive a car or motorbike in Japan.
Carry your driver' s license with you when your drive.

●Driver' s Licenses Accepted to Drive in Japan

- Japanese driver' s license
- International driver' s permit which allows a person to drive in countries defined in the Geneva Convention.
- The driver' s licenses of, Germany, Switzerland, France, Belgium, Taiwan, Slovenia, and Monaco.
(A translated document of the license in Japanese is required.)



●Period Permitted to Drive in Japan

-Japanese driver's license

Until the final date stated on the license.

-International driver's permit

The earlier of either, one year from the date of your arrival in Japan, or the final date stated on the international driver's permit.

-Foreign driver's license (with a translated document of the license in Japanese)

The earlier of either, one year from the date of your arrival in Japan, or the final date stated on the foreign driver's license.

If a person registered as a resident drives with an international driver's permit or foreign driver's license, the person must have stayed overseas for longer than three months prior to coming to Japan.

●Converting to a Japanese Driver's License

Visit the nearest driver's license center (*menkyo* center). You will need to take your valid driver's license of your country, and a document such as your passport, to prove that you have stayed for over three months in the country of the driver's license.

Please inquire a driver's license center for more details.

Inquiries:

Chu Nanshin Driver's Licence Center (*Chu Nanshin Unten Menkyo Center*)
TEL 0263-53-6611



Jobs

●Jobs and Statuses of Residence

Only certain statuses of residence allow people to work in Japan.

People with “student”, “cultural activities”, “trainee”, and “dependent” statuses are not allowed to work. If you wish to work, you need to obtain a “Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Permitted” (*Shikaku-gai Katsudou Kyoka*) from the immigration office.



●Job Consultation and Mediation

Hello Work provides job consultations. Take your passport and residence card when visiting Hello Work.

No fees are charged for consultations. You may also ask about part-time jobs. You can search for jobs available throughout Japan using Hello Work’s computer.

●Employment Contracts (*Roudou Keiyaku*)

An employment contract is a binding agreement made between you and your employer. The agreement includes your working hours and salary. The employer states salary and working hours in writing, and provides it to the employee. It is very important to have these things written down. Do require that your employer provide you with a written employment contract.

● If you have any problems

If you encounter any of the following situations, please consult the Labor Standards Inspection Office (*roudou kijyun kantoku-sho*), or the consultation section of the municipal office.

- Your employer doesn't pay your salary.
- Your job is different to what the employer had promised to you.
- Sexual harassment or bullying at your workplace.

Also if you have any other concerns regarding your job, please consult with them.

Inquiries:

- Hello Work Matsumoto TEL 0263-27-0111
- Matsumoto Labor Standards Inspection Office
(*Matsumoto Roudou Kijyun Kantoku-sho*) TEL 0263-48-5693



Living Guide for Foreign Residents in Matsumoto City
Issued on: March 31st, 2018

**Issued by: The Human Rights and Gender Equality
Division, The General Affairs Department,
Matsumoto City Office**

1-18-1 Chuo, Matsumoto City (M Wing 3F)
TEL: 0263-39-1105

