

International Student Life in Japan

Hitotsubashi ICS Student Affairs

~For Exchange Students~

Check List of Things to Do after Arrival

■ At the Airport

Receive your Residence Card at the airport.	☐
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■ On Campus

(if you are staying in ICS Guest Room) Report to the 7F MBA Office and receive your card keys and your "Permission to stay" at the 5F Admin Office. Check in time is between 15:00 and 17:45 on weekdays. Consult with the MBA Office if you need to check in after hours or on weekends/holidays.	
Report to the 5F Chiyoda Campus Administration Office (Office hours: 10:00 – 18:30) and collect your Student ID , copy card, ID/Password for Campus Wi-Fi, and IT Handbook	
Activate your Hitotsubashi student Gmail Address. Note that further communication from ICS will be sent to said email address throughout the duration of your studies at ICS.	
Meeting with Hitotsubashi ICS MBA Program Coordinator and External Affairs Officer	

■ At the City (Ward) Office

①	Visit your City Office for residency registration. (Chiyoda City Government Office for ICS Guest Room residents) ➤ What to bring: 1. Residence Card 2. Passport (3. For ICS Guest Room residents, "Permission to Stay") ➤ Deadline: within 14 days after arrival	☐
②	Enroll in the National Health Insurance System. ➤ What to bring: 1. Residence Card 2. Passport ➤ Deadline: within 14 days after arrival	☐
③	Enroll in the National Pension System. You should be eligible for exemption of payment. Please tell the City Office clerk that you are an exchange student who did not have any income in Japan the previous year. You will be asked to fill out some papers. Do NOT skip this procedure. If you have questions on how to fill out the forms, please contact the MBA Office at ics-mba@ics.hub.hit-u.ac.jp	☐

■ Residency Registration

- Those who are issued a residence card upon arrival in Japan **must** register their residency at the City (Ward) Office of residence within 14 days after arrival.
- The City (Ward) Office official will print your address on the back of your residence card. After getting your address printed on your Residence Card, email a copy of both sides to **5F Chiyoda Campus Administration** at: ics-education@ad.hit-u.ac.jp

■ Residence Card (在留カード)

You must carry your Residence Card at all times.

You will be required to present your Residence Card whenever an immigration officer, immigration control officer, police officer, or other official asks to see it.

You may be subject to a fine of up to 200,000 yen if you are found not carrying your Residence Card. If you do not present it when asked, you may be subject to imprisonment for up to one year or a fine of up to 200,000 yen.



Q&A on Residence Cards on the Immigration Service Agency of Japan site:

https://www.moj.go.jp/isa/applications/guide/kanri_qa.html?hl=en



To change the language, click

日本語

at the left bottom of the linked page.

■ National Health Insurance (国民健康保険)

Student visa holders **must** enroll in the National Health Insurance System.

You will receive monthly payment slips for your insurance premium in the postal mail. Please pay for the months you are staying. Payments can be made easily at a convenience store. For the month you leave Japan and onwards, bring the payment slips to the City (Ward) Office when doing the moving-out procedure and you can settle the payment. You will not be charged for the months after you leave. Subscribers to the system pay 30 percent of their medical expenses at a clinic or hospital for any medical or dental treatment covered by the system, and the rest will be covered by this insurance.

□ Procedure

Join the insurance system when you register your residential address at the City (Ward) Office.

Sample of NHI Card

東京都 国民健康保険 被保険者証	有効期限 令和 ●年 ●月 ●日 (校番) 00
記号 05-12	番号 3456
氏名 文京 太郎	性別 男
生年月日 平成 ●年 ●月 ●日	
適用開始年月日 令和 ●年 ●月 ●日	
交付年月日 令和 ●年 ●月 ●日	見本
世帯主氏名 文京 太郎	
住所 文京区春日1丁目16番21号	
保険者番号 1 3 8 0 5 7	交付者名 文京区 公印

National Health Insurance Card will be mailed to your residential address. Make sure to bring it with you when seeking medical attention.

■ Individual Number Card/My Number Card (マイナンバーカード)

My Number is a 12-digit individual number for social security and tax purposes.

An Individual Number Notice will be sent by registered mail after your address is registered at the Ward Office. To receive a plastic, IC-equipped "My Number Card", follow the instructions on said Notice.

My Number is used for social security administrative procedures. If you plan on coming back to work in Japan, keep your *My Number* Notice or your plastic My Number Card safe.

For details:

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

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

<https://www.digital.go.jp/policies/mynumber/> (Japanese)

■ National Pension (国民年金)

Residents in Japan 20 years old or older (including international students) **must** pay National Pension System contributions every month. However, exchange students without any income in Japan the previous year are eligible to apply for "[Exemption/Payment Postponement](#)".

Internet Access

On Campus (except for guest rooms), students are provided with Campus Wi-Fi. For out-of-campus internet access, past exchange students found the following information helpful. It should be noted that ICS is not endorsing or recommending any of the vendors mentioned in the websites.

<https://www.jrailpass.com/blog/internet-access-japan>

<https://www.japan-guide.com/e/e2279.html>

PASMO/Suica

Pasmo and Suica are smart cards that can be used in place of a train ticket or even for shopping. If you mainly use subways, PASMO is recommended. If you mainly use JR lines, Suica is recommended.

- ❑ ABOUT PASMO [PASMO PASSPORT, the IC card with special benefits you can use while in Japan | PASMO](#)
- ❑ ABOUT Suica <https://www.jreast.co.jp/e/pass/suica.html>



Leaving Japan Temporarily

If you plan to travel abroad during your studies at ICS, please make sure to indicate your intent to return by filling out in the airport after the security check, but before the passport control a “Embarkation and Disembarkation Card for Re-entrants” and ticking the correct box.

■ Other Information on Life in Japan

City Hall/Ward Office:

- ◆ **TOKYO METROPOLITAN GOVERNMENT**

<https://www.metro.tokyo.lg.jp/english/>

- ◆ **CHIYODA WARD OFFICE**

<https://www.city.chiyoda.lg.jp/koho/kuse/gaiyo/access.html>

(Click “Select Language” on the bottom left corner to show in English, Korean, or Chinese)

Student Service:

- ◆ **Japan Student Services Organization**

<https://www.jasso.go.jp/en/index.html>

Medical Information Service:

- ◆ **Tokyo Metropolitan Medical Institution Information Service “HIMAWARI”**

<https://www.himawari.metro.tokyo.jp/qq13/qqport/tomintop/other/fks240.php>

- ◆ **AMDA (medical information services in English, Chinese, Korean, Thai, and Spanish)**

<https://www.amdamedicalcenter.com/>

Japan Travel Information:

- ◆ **VISIT CHIYODA – CHIYODA CITY TOURISM**

<https://visit-chiyoda.tokyo/en/>

- ◆ **Japan National Tourist Organization**

<http://www.jnto.go.jp/eng/>

Tips for Life in Japan:

- ◆ **Living Guide for International Students in Japan**

<https://www.jpss.jp/en/life/>

- ◆ **LIVE JAPAN**

<https://livejapan.com/>

- ◆ **MATCHA**

<https://matcha-jp.com/en>

Check List Before Leaving Japan

■ At the City (Ward) Office

①	● Resident Change Notification – Make sure to notify that you are returning home (not leaving temporarily). Otherwise, you will be continued to be billed for your national health insurance payments.	☐
②	● Individual Number Notice/Card– Return your plastic Individual Number Card (<i>My Number</i> Card) or paper Individual Number Notice, if you have no plans to return to Japan as a resident. ● If you plan to return to Japan, you may keep the plastic card/paper notice for future use.	☐
③	● National Health Insurance – Complete cancellation procedures and return your health insurance card after confirming that all required premium payments have been made.	☐
④	● National Pension – cancellation procedures must be done at the National Pension System (NPS) section of the Ward Office. For further details, please refer to the Japanese Pension Service Website or visit the NPS section of your Ward Office.	☐

■ At the Airport

	Residence Card – Return your Residence Card to an Immigration Inspector.	☐
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■ Others

	Contracts/payments – Make sure to cancel your contract with your phone and / or internet company or any other service providers in advance. If you have purchased merchandise online, please make sure your payments are settled. ICS will not pay your outstanding invoices on your behalf after you leave and will forward any outstanding invoices to you and to your school administrator. ICS will also not negotiate any possible disputes on your behalf.	☐
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