

Out on a High Note

The Saitama JET
Leaver's Guide



Dear JETs,

Otsukaresama deshita! After a year (or as many as five!) of learning student names and getting to know your coworkers, the door is open again to take you onward — back to your home country or a new one, towards a career or graduate school, or perhaps a new stage of life here in Japan. It can be a difficult transition to make though, and it takes time to wind up this chapter and say goodbye to the people and places who have been a part of your life for the last several years.

Out on a High Note is a supplement to CLAIR’s [After JET Guide](#), which is full of information for JETs leaving the program. This supplement will help you find answers to other specific matters, like how you can dispose of your unwanted stuff. Also, please be sure to read pages 6 - 8 about things you should discuss with your Contracting Organization before leaving.

For JETs with a successor, you’ll also find “A Predecessor’s Guide to Saitama” on the [International Division homepage](#). We also recommend taking some time over the next few months to write some notes about your current placement for your successor to help them transition smoothly into their new life in Saitama. No one else knows your current position like you do. Think about what would have been useful to know upon your arrival, especially in relation to your role at work, housing, and the surrounding area.

We hope that you have had a truly wonderful time here in Saitama. Short though the time may have been, the experiences everyone has shared together will be ones to treasure. We wish you all the best of luck in your future adventures.

The Saitama Prefecture International Division PAs

May 2024



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Pre-Departure Checklists

June Checklist

- Make sure you have your **blue** pension handbook or notification card. (pg. 21 and pg. 35)
- Fill out the Predecessor's Guide to Saitama form. (pg. 5)
- Begin the paperwork for changing your status of residence, if applicable. (pg. 9-11)
- Start discussing your return flight with your contracting organization if you haven't already. (pg. 13)
- Inform your landlord of the approximate time you'll be leaving.
- Prepare to ship items home. Start shipping things you don't need or things that will take longer to arrive at their destination. (pg. 14)
- Discuss procedures with your tax representative if you have one. (pg. 21-25)
- Fill out the Notification of Tax Agent for Income Tax/Consumption Tax form if you'll be claiming tax back from the pension refund. (pg. 23)

July Checklist

- Start writing thank you letters and saying goodbyes to people and places.
- Start looking for places to sell or donate any furniture or items your successor won't be buying from you. (pg. 16-17)
- Organize your mail forwarding.
- Sign up for your local JETAA chapter.
- Finalize plans for any bills and other expenses.
- Inform utility providers of your cutoff dates and arrange the method of payment.
- Close bank account if you are leaving Japan.

Part 1: Leaving JET

From your CO to immigration, this section covers important procedures to take care of as you end your time on the JET Program.

Your Successor

The Predecessor's Guide to Saitama

Newcomers receive information from their COs and CLAIR, but only *you*, their predecessor, can provide them with information and advice about their specific situation. On the [International Division's website](#), you will find the Predecessor's Guide to Saitama to fill out for your successor. Give your successor the opportunity to ask for more information if you are happy for them to contact you. Just remember that negative, pessimistic letters that voice personal frustrations are not helpful to people departing for Japan.

※If you don't have a JET successor, you can still prepare job-related information for the next ALT going to your school.

Selling Items to Your Successor

A helpful list of dos and don'ts for those considering this option:

DO

- 👉 Confirm which items belong to your CO/school.
- 👉 Deal in yen. Your items were purchased with it, and it's easier for everyone to deal with.
- 👉 Make a detailed list of items and include photos.
- 👉 Try setting a package price for everything. They get a better price, you don't have to worry about what they don't want: Everyone wins!

DO NOT

- 👉 Do not pressure your successor. Remember how tired, jetlagged, overwhelmed, and probably short on cash you were when you arrived. They are under no obligation to help you "recover" your moving expenses from a year (or two, or four) ago.
- 👉 Overprice your items. You have used your stuff for a year or more, so adjust your price accordingly. Let your successor know how old your items are, how much you paid for them, and what they're worth.

Other alternatives to selling items to a successor:

- Current JETs
- Donate or sell to second hand stores (see pg. 16-17)
- Throw them away (follow your town or city's specific procedures)

Part 1: Leaving JET

Your Contracting Organization

These are all common issues during a JET's final weeks. Make sure you've discussed the following matters with someone at your CO so that everyone is on the same page.

Local (Municipal) Inhabitant Tax (住民税, *Jūminzei*)

Most Saitama JETs are liable for local inhabitant (residency) tax in Japan (although some countries have exemption treaties for the first few years). The following Tokyo JET Wiki page offers some helpful information on payment as well as a tax calculator and an explanation of your tax notification:

https://tokyojet.wikia.org/wiki/Residence_Tax

Please note that this is only a rough guide and your income and tax amounts will likely vary.

Local Inhabitant Tax is calculated on January 1st of each year. The amount you owe is based on your total income earned during the previous calendar year (January 1st to December 31st). You begin paying this tax in June.

Here are the details regarding inhabitant tax assessment for this past year:

1. January 2024: Inhabitant tax is assessed based on your income earned from Jan. 1, 2023 to Dec. 31, 2023.
2. June 2024: Your inhabitant tax bill arrives or tax payments begin to be taken out of your paycheck.

You will *not* receive extra money from your CO to pay this, so please budget accordingly! If you are a departing first-year Jet, your inhabitant tax should be based only on income earned from April or July/August (or your arrival date for off-season JETs) to December 31, 2023. For departing JETs finishing their 2nd year onwards, you must pay your Local Inhabitant Tax based on a full year of income. **MAKE SURE YOU SET ASIDE SOME MONEY FOR THIS TAX** as a large amount of tax will be deducted from your final paycheck. For more information on Local Inhabitant Tax, please see pg. 69 of the 2024 General Information Handbook.

Budget

Your final paycheck may not be a full month's pay and you might have one-time expenses such as cleaning and disposal fees which your CO wants you to leave funds behind for. Verify ahead of time how much money you will need and how much your final paycheck will be.

Part 1: Leaving JET

Don't leave without:

- Requesting a statement of earnings (also known as a withholding income tax slip, 源泉徴収票, *gensen chōshū-hyō*) from your CO for the partial year that you worked. You may need it next year as you file taxes in your home country, and it will be a lot easier to ask for it now.
- Your blue pension handbook or pension number notification card! (You need this for your pension refund.)
- Telephone and fax numbers and emails for all your schools and CO. You may need to speak with them about tax matters, bills you left behind, and/or reference letters.
- Proof of employment for future job or education applications. COs keep documents relating to your employment for a few years at most. By the time you call five or ten years later (as some former JETs have actually done), your CO will not have them on hand anymore. Proof of employment can be a *jirei* or a Certificate of Employment. See the next page for more information.

Reference Letters (推薦状, *suisenjō*)

Reference letters in Japan may differ in both format and content from those in your home country, so be sure to tell the person writing your recommendation exactly what you are looking for. Here are some useful tips for getting a reference letter from your Japanese employer, based on the 2015 Okinawa Supplement¹ to the After JET Guide:

- Ask the right person. In Japan, the title of the letter writer is usually more important than the relationship they held with you. If your application reviewer wants your director or principal to write the letter and they don't know much about you, explain that it will be better for you if you have a letter drafted by someone who knows you well and can say meaningful things about your work. Then, have the director or principal put their name to it.
- Give the author as much information as possible regarding the focus of your letter. Are you applying to graduate school? What program? What kind of job are you looking for? Are you continuing with your English teaching?
- The person writing your letter may not be aware of the structure and content that such letters usually follow in your home country, so provide them with the format. You can also refer them to Form 3-4-3 in Section 9 (pg. 304) of the 2024 Manual for Contracting Organizations (CO Manual, ninyō dantai-yō manyuaru), which every CO receives, for an example of the layout.
- Offer your assistance in any way possible. Write it for them to sign, or check the spelling and grammar. Try to make their task as easy as possible.
- Explain what you want. It is not customary in Japan to brag about merits and accomplishments even when seeking employment. Explain that the letter should boast the skills, talents, and characteristics that set you apart. If possible, provide them with a sample reference letter so they will have a model to follow.

1. <https://okijets.files.wordpress.com/2015/05/2015-after-jet-guide-okinawa-supplement.pdf>

Part 1: Leaving JET

- Provide your selling points. In addition, provide them with the following information. This information will help them to write a more concrete profile and provide backup examples for the qualities they list for you.
 - Day-to-day activities
 - Extra curricular activities
 - Study groups, adult English classes
 - Articles you have written for local papers
 - Articles about you in local papers
 - Public speaking events
 - Participation in festivals and events
 - Elementary school visits
 - Proofreading or translating
 - Projects you've helped with or executed
 - Your Japanese skills (proficiency exams)
 - Participation in JET conferences as a speaker/moderator
 - Your relationships with co-workers or

Notice of Employment (辞令, *jirei*)

For proof of employment, make sure you have a *jirei* for each year of employment before you leave. You should have received a new *jirei* each time you recontracted. Each one states the beginning and ending date of that contract only, so you will need to keep all of the *jirei* you received to show how long you worked. Note: You may have received 2 *jirei* per JET contract year (August - March, April - July), so be sure to save them all.

Certificate of Employment (在職証明書, *zaishoku shōmeisho*)

You may also want to ask your CO for a Certificate of Employment. Samples of these can be found in Section 9 (beginning on pg. 284) of the digital version of the 2024 CO Manual. This is different from your *jirei*. A Certificate of Employment is useful, as it will state your participation on the JET Programme, whereas the *jirei* will only state your employment at your CO. You can request multiple copies with an official letterhead to use in the future.

If you're planning to find work in Japan after JET, please see the section on employment insurance (pg. 30) for guides which detail what documents you will need to obtain.

Immigration Procedures

The following information should help you determine what immigration procedures you'll need to take as your JET appointment draws to a close. This information has been gathered from ministry websites and other published material and verified to the best of the editors' abilities. However, **it is your responsibility to ensure that you obtain the status of residence appropriate for your situation.** For details on these procedures and the required documents, please refer to the Immigration Bureau Website² or call/visit the Tokyo Immigration Bureau directly.

(I) Status of Residence Due to Expire

(A) Staying longer without getting a new job/looking for a job

If you want to stay in Japan for a bit longer, then you can apply for a 90-day or 180-day **Temporary Visitor (短期滞在, *tanki taizai*) Visa** before your current status of residence expires. This is necessary even if your nationality does not require obtaining a visa to enter Japan as a tourist. The 180-day visa is designed for job-hunting purposes, so you will need to show your Certificate of Employment (mentioned on the previous page) at immigration to apply.

※ **There is no “grace period”—if you try to leave the country after your status of residence has expired, you will be classified as an illegal resident and deported. This means that you will be detained, questioned, deported at your own expense, and possibly not allowed to re-enter Japan. It is your responsibility to proactively renew your status of residence if necessary.**

(B) Getting a new job in Japan

Each of the below processes cost approx. ¥4,000 and involve submitting the application documents and picking them up at a later date. JETs are usually responsible for all fees, including transportation costs to and from the Immigration Office. Lists of necessary documents, as well as downloadable application forms, are available at the homepage of the Immigration Bureau of Japan (below). Take note of how much time the procedure can take and plan accordingly.

- (1) **Same status of residence:** If your new job is an activity you are authorized to engage in under your *current* status of residence, you should apply for an **extension of period of stay (在留期間更新, *zairyū kikan kōshin*)**. You can begin the application process starting from three months before the expiration date of your current status of residence. The process takes between 2 weeks and 3 months.
- (2) **Different status of residence:** If your new job is an activity you are not authorized to engage in under your current status of residence, you will need to apply for a **change of status of residence (在留資格変更, *zairyū shikaku henkō*)**. You should begin the process as soon as your new employment is confirmed. The process takes 1 to 3 months.

2. <https://www.moj.go.jp/isa/>

Part 1: Leaving JET

II) Status of Residence Not Due to Expire

(A) Staying in Japan without working

If your status of residence is not due to expire when you finish JET, according to article 22-4 of the *Immigration Control and Refugee Recognition Act*, your status of residence may be revoked if you have “...failed to continue to engage in the activities ... corresponding to that status for three months or more while residing in Japan (except for cases in which the foreign national has justifiable grounds for not engaging in the activities while residing in Japan).”³ So, you can travel for a couple weeks if you have time left, but even if you have a year left on your status of residence and enough money to cover that period, you cannot stay and travel around Japan for more than three months. “Justifiable reason” is determined on a case by case basis (e.g., you’re scheduled to begin your new job four months from the end of your JET appointment). If you plan to stay in the country without an employer for three months or more, please check with the Tokyo Immigration Bureau.

(B) Getting a New Job in Japan

- (1) **Same status:** If your new job is one that you are authorized to engage in under your current status of residence, you may be required to apply for a **Certificate of Employment Qualification** (就労資格証明書, *shūrō shikaku shōmeisho*). The fee is around ¥700, and you can receive the certificate the same day you submit the documents. For details, please see the Immigration Bureau website (URL below).
- (2) **Different status:** If your new job is not one you are authorized to engage in under your current status of residence, you will be required to apply for a **change of status of residence** (在留資格変更, *zairyū shikaku henkō*) as described above in (I)(B)(2). Your new period of stay will correspond to your new status of residence, not how much time you had remaining on your previous one.

✂**ALTs:** Please note that activities authorized under your current “Instructor” status of residence are those based on a contract with an educational institution such as a board of education or school. Therefore, if you will be teaching English or another language for a company or as a private ALT, you will most likely have to apply for a change of status to “Specialist in Humanities/International Services.” Do not assume your current “Instructor” status of residence will be sufficient for any teaching job. Please be sure to check with your future employer and the Immigration Bureau.

Note: You are required to report changes in your affiliated organization (place of employment) to Immigration, both when the contract you are currently in ends, and when you enter into a new contract, within 14 days. These reports can be made in person or online. See the Immigration Services website below for more information.

For further information, please consult:

1. The Saitama International Association: SIA offers free consultation services to foreigners regarding status of residence procedures and leaving or entering the country. Reservations are required. Please call 048-833-3296 . (see <http://sia1.jp/en/foreign/legal/>). ✂English ok.
2. Homepage of the Immigration Services Agency of Japan: <https://www.moj.go.jp/isa/?hl=en>
A wide range of application forms as well as immigration and residency-related information is available here: <https://www.moj.go.jp/isa/applications/procedures/?hl=en>
3. The *Immigration Control and Refugee Recognition Act* (Japanese) is available online at: <https://www.cas.go.jp/jp/seisaku/hourei/data/icra.pdf>
4. The Tokyo Immigration Bureau / the Saitama District Immigration Office: see following page.

3. 出入国管理及び難民認定法 (Immigration Control and Refugee Recognition Act), Article 22-4.

Part 1: Leaving JET

What about your residence card?

If you're leaving

When you present your residence card at the airport, tell the immigration authority that you will not be returning. They will punch a hole in your card, indicating that you won't be returning to the country on your current status of residence and that you have cancelled your resident status.

Depending on your city of residence, you can both obtain and submit your moving-out notice (転出届、*tenshutsu todoke*) at your local government office/town hall, anywhere from a month to fourteen days before you change residence. Don't forget to take along important items such as your name stamp and residence card! In addition to submitting this moving-out notice, cancelling your residence card is required to receive your pension lump-sum refund. If you leave the country for good without submitting your card, you may need to wait until your residence card expires to apply for it. (You can still try to apply for a refund, but it can't be guaranteed that it will go through.)

If you're staying

If your status of residence changes or will expire soon, your residence card (在留カード, *zairyū kādo*) will expire soon, or any information included on it changes *except* for your place of residence, you must go to your regional immigration bureau to apply for a new residence card.

Tokyo Regional Immigration Bureau Saitama Branch Office

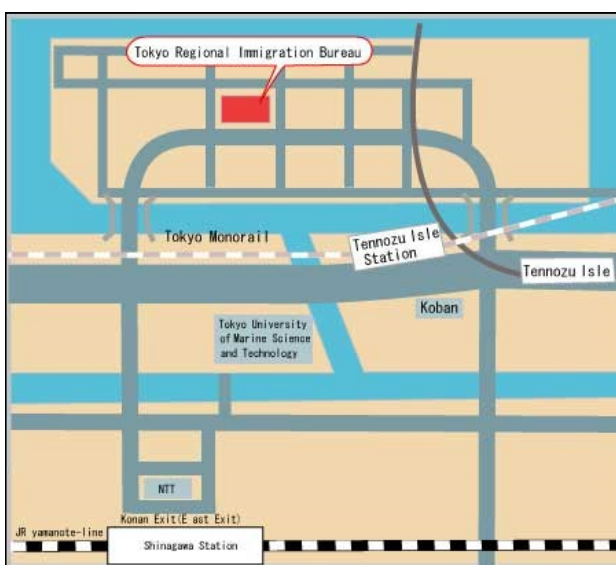
Saitama Second Legal Affairs Joint Government Building, (2nd Homu Sogo Chosha,) 1st Floor

5-12-1 Shimo-ochiai, Chuo-ku, Saitama City 338-0002

Phone: 048-851-9671

Business Hours: Monday-Friday, 9:00am – 4:00pm

Access: 10-min. walk from Yono-Honmachi (与野本町) station on the Saikyō (埼京) Line.



Tokyo Regional Immigration Bureau

5-5-30 Konan, Minato-ku, Tokyo

Phone: 03-5796-7112

Business Hours: Monday-Friday, 9:00am - 4:00pm

Part 1: Leaving JET

Insurance

Now that you are preparing to leave JET, what happens to your insurance?

National Health Insurance

You are covered by your national health insurance plan until the last day of your appointment, and you need to hand in your health insurance card on your last day at work. If you will be staying as a resident, you'll need to re-enroll in National Health Insurance either through your next employer or by enrolling at the National Health Insurance Division of your municipal office.

Pension Insurance

Those who are leaving Japan can apply for a refund for up to **five** years of the sum they've paid into the pension system (please note that conditions may apply). Those returning to countries with relevant agreements with Japan may also be able to have payments they've made applied toward a corresponding insurance system in their home countries. For more information on these procedures, see pg. 21.

If you stay in Japan, you will continue paying into the pension system either via the Employees' Pension Insurance (the one JETs use) through your next employer, or by enrolling in the National Pension Insurance at your municipal office. Check with your next employer. If they do not participate in the Employees' Pension Insurance, you will be responsible for signing up for the National Pension Insurance at your municipal office.

JET Accident Insurance

Even though the National Health Insurance does not cover you after the end of your appointment, you will still be covered by the JET Accident Insurance provided by Tokio Marine & Nichido Fire Insurance for a limited time. The JET Accident Insurance covers you until you return to your home country after completing your JET Programme term of appointment, or until August 31 (for July/August arrivals) whichever comes first.⁴ Therefore, if you want health insurance coverage from that point, you'll need to make arrangements for insurance in your next country of residence. If you are traveling before you return to your home country, you might consider arranging travel insurance through your home country.

Employment Insurance

There is no refund of payments made into this system, but if you are staying in Japan and looking for work, you may qualify for unemployment benefits. For more information, see pg. 30

4. Council of Local Authorities for International Relations. "JET Programme 2024 Japan Exchange and Teaching Programme General Information Handbook." pg. 63.

Part 2: Leaving Japan

There's plenty of stuff to keep you busy before and after you leave Japan. Read on for useful information about selling and shipping your things, canceling utilities, re-entry culture shock, and the all-important pension refund.

Your Return Flight

Your CO is required to provide you with a travel allowance for returning to your home country provided you meet the necessary terms and conditions listed on pg. 195 of the 2024 General Information Handbook (GIH), available online at <http://jetprogramme.org/en/gih/>. Discuss early on with your CO about how your return flight will be paid. How the scheduling and purchase of your return flight will be handled depends on your CO. (The International Division has no control over this arrangement.) However, as with all things JET-related, there is a good deal of variation even within our prefecture. If your CO does not already have a system in place, here are some ideas to keep in mind as you talk with them:

- Get two or three written quotes for an economy class ticket to the airport you left from when coming to Japan. Contracting organizations have to ensure that your ticket is a fair and standard price.
- Give the quotes to your supervisor or the person in the office that manages your financial matters.
- If you think that you have to make a tentative booking or even buy the ticket, please discuss this with your supervisor first. Do not buy your ticket without getting your plan approved, because if it turns out that the ticket you purchased is considered too expensive, you might not be fully reimbursed! Note: Due to personnel changes and the start of the new fiscal year in April, your CO may approve this purchase later than you might expect.
- It's important to keep in mind the terms and conditions for receiving a return air ticket. Please be sure you have carefully read the Return Airfare section of the 2024 GIH, pg. 195.

Although it has been written in previous years that COs should provide returning JETs with a direct flight back to the airport of their original departure, in actuality this is not always possible. Please understand that as COs face budget cuts, return flights may not be the most direct route, especially if a direct flight is significantly more expensive than a flight with transfers.

Part 2: Leaving Japan

JETs who meet all the conditions listed in the General Information Handbook under the Return Airfare section are eligible to receive a travel allowance for the travel back to their home countries. In the case of Prefectural ALTs, the Prefectural BOE's Terms and Conditions (your terms of appointment) also apply. Please keep in mind the following:

- In principle, the travel allowance is for a one-way, economy-class ticket for a flight to the home country airport from which you departed (as specified on the Reply Form you submitted in acceptance of your appointment on the JET Programme), or the international airport nearest the consulate where you interviewed.
- The travel allowance includes the cost of travel from your home in Japan to the airport of departure via the most reasonable and logical route (as per Saitama Prefecture policy).
- The travel allowance does not include any domestic travel expenses in your home country.



Sending Things Overseas

There are several options for shipping things home:

Parcel Post

You can send boxes up to 30kg through international parcel post (国際小包郵便, *kokusai kozutsumi yūbin*). There are currently three options for sending items: ① Surface Mail (船便, *senbin*), the cheapest method, which takes the longest; ② Airmail (航空便, *kōkūbin*), which takes only about a week but costs more, and ③ EMS (国際スピード郵便 *kokusai supīdo yūbin*) which is the fastest but generally costs the most. Please note that SAL (Economy Air) Services are still suspended to all countries. Prices depend on package weight and destination. For more on international parcel post rates, see:

- Price charts for different Japan Post services at:

www.post.japanpost.jp/int/charge/list/index_en.html

- Rate and delivery date calculator: www.post.japanpost.jp/cgi-charge/index.php?lang=en

When sending packages overseas, it may be a good idea to inquire about insurance (保険付き, *hokentsuki*). The basic cost is ¥400 for a value of up to ¥20,000. Also, be aware that handwritten labels are no longer accepted for shipping packages overseas. Be sure to check the requirements for the Electronic Advance Data system ahead of time.

Part 2: Leaving Japan

Printed Matter (Books)

If you have many books to send home, you can get a cheaper rate by sending them (up to 30kg/bag) as “printed matter” in special book bags (特別郵袋印刷物, *tokubetsu yūtai insatsubutsu*), also known as M-bags, available at select post offices. Leave the package unsealed when you go to the post office in order for the staff to confirm the contents.

For more information about sending printed matter, see https://www.post.japanpost.jp/int/service/s_printed_matter_en.html

For more information on sending things home through the postal service, please see the Japan Post International Mail Site at www.post.japanpost.jp/english/index.html.



Shipping

If you have a lot of items or items that are oddly shaped, a shipping company might do the trick. When searching for a shipping company, be sure to check how much advance notice they require. Many shipping companies will include packing instructions or tips on their website, but if these instructions are not available, you may want to ask them if there is anything in particular you should keep in mind while packing your things. Different companies may have different rules regarding sizes, and some companies may provide special packing materials.

Part 2: Leaving Japan

Donating & Selling Things

If you've accumulated a lot of stuff that you don't want to take with you when you leave, you might consider passing it on to a recycle shop such as Hard Off or Treasure Factory. You can also donate it to a charity group. Many major charities that accept donated goods are concentrated in the metropolitan area, but most accept donations by mail. If the location is too far for you, ask around your school or neighborhood to see if donations are accepted at any organizations in your area. Below are a few examples to get you started!

Name	Hard Off or Treasure Factory
Goods accepted	These two recycle shop chains handle a variety of goods as long as they're in clean, good condition. However, they may not pay very much for items you sell.
Collection method	Store drop-off and pick-up available. Call the store nearest you for more information on collection and goods accepted
Contact	Stores are located throughout the Kanto area. Refer to the website to find a shop near you.
Other Information	<ul style="list-style-type: none">• Japanese only• www.treasure-f.com/sell (Treasure Factory)• https://www.hardoff.co.jp/sell/ (Hard Off)

Name	Sanyu-kai
Goods accepted	Rice, canned food, instant food, seasonings, towels, soap, razors, stamps and other things for daily living. *If they have a lot of stock of certain goods, they may not accept more. Call or check their website ahead of time. https://www.sanyukai.or.jp/donation
Collection method	Call or email for details.
Contact	TEL: 03-3874-1269 Email: info@sanyukai.or.jp Address: 2-32-8 Kiyokawa, Taito-ku, Tokyo 111-0022
Other Information	<ul style="list-style-type: none">• Sanyu-kai is an organization serving the homeless population in Tokyo.• Clothing may be accepted on a seasonal basis.• Japanese language• Website: https://www.sanyukai.or.jp/

Part 2: Leaving Japan

Name	Uniqlo
Goods accepted	All Uniqlo and GU clothing items (year round)
Collection method	Take clothes directly to any Uniqlo store and place in RE.UNIQLO box.
Other Information	<ul style="list-style-type: none"> • https://www.uniqlo.com/jp/en/contents/sustainability/planet/clothes_recycling/re-uniqlo/ • Please make sure all items are washed and dried before donation; please refrain from donating markedly stained items.

Name	Zara and H&M
Goods accepted	<p>Clothing items from any brand (year round)</p> <p>Zara: Items must be placed in a sealed package. Also accepts accessories and footwear. Clothes do not have to be in good condition. See link below for more information.</p> <p>H&M: Clothing items placed in a bag.</p>
Collection method	<p>Take clothes directly to select Zara or H&M store and place in clothes collection containers (usually located near the cashier)</p> <p>Zara: https://www.zara.com/jp/ja/z-stores-st1404.html?v1=11108 (Saitama branches: Urawa Parco, Koshigaya Laketown, LalaPort Fujimi)</p>
Other Information	<ul style="list-style-type: none"> • Zara: https://www.zara.com/jp/en/help-center/ClothesCollectionProgram • H&M: https://www2.hm.com/ja_jp/sustainability-at-hm/our-work/earn-points.html (Japanese only)

Name	Your Local Library
Goods accepted	Many libraries accept book donations and are particularly eager to increase their foreign language collections as they often do not have the budget to make those purchases.

Know any more?

If you know of any other organizations in or near Saitama that accept donated goods, please let us know by sending an email to a2705-02@pref.saitama.lg.jp, and we'll include them in a future edition of *Out on a High Note!*

Part 2: Leaving Japan

Sending Money Overseas

GoRemit Overseas Remittance Service

GoRemit allows account holders to transfer money overseas to over 170 countries worldwide. Transfers can be done in 12 currencies, and transfers done by 3 pm will be processed and appear in the receiving account in 1-3 business days. Remittance fees are ¥2000 plus any fees charged by the home country bank, and remittance in yen (transferring from a Japanese account to an overseas yen account) is an additional 0.1% with a minimum charge of ¥1500.

Please go to <https://www.sbishinseibank.co.jp/english/goremit/> for more information.

Wise

A convenient and quick method for sending your money back home online. They also have English support available.

See their website for more information at:

https://wise.com/jp/?adref=&clickref=1101lglEkmhy&partnerID=1101l59000&partnerizecampaignID=1011l727&utm_campaign=0&utm_medium=affiliate&utm_source=fast_train

Seven Bank

Seven Bank also offers a highly convenient money transfer service but is regarded as somewhat expensive.

Check here for more information: <https://www.sevenbank.co.jp/soukin/en/fx/>

New ways to send and transfer funds are emerging all the time, so if you find a good one please let us know, and be sure to check out your options before sending all your hard-earned cash back home!



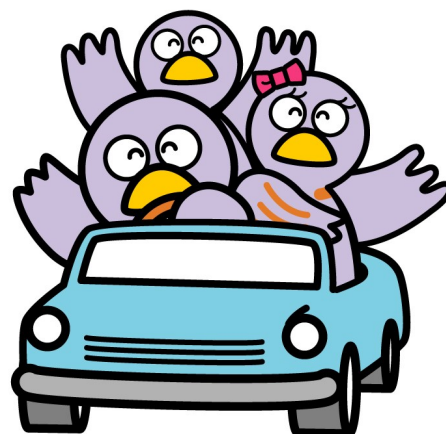
Part 2: Leaving Japan

Cancelling Utilities and Services

In addition to the General Information Handbook, please see CLAIR's [After JET Guide](#) for a checklist of things to take care of before you leave, including:

- Canceling your gas, water, and electricity
- Closing your bank account
- Disposing of or transferring ownership of your car (for information on doing this in Saitama, see the Driver's License section of the "Guide to Living in Saitama" at <http://www.pref.saitama.lg.jp/english/>)
- Having your mail forwarded

If you'll be leaving any bills behind to be handled by someone else, please talk to them about it well ahead of time. **It is your responsibility to deal with your unpaid obligations!** For transferring ownership of your bicycle, please see pg. 39 in the Appendix of this guide.



Criminal Record Certificate

If you need proof of your good conduct in Japan (e.g., when applying for a teaching license or teaching job in your home country, or for residency in another country), you can apply for a **Criminal Record Certificate** (犯罪経歴証明書, *hanzai keireki shōmeisho*) at the Omiya Police Station (see next page for details).

Note: Certificates are not issued if the applicant is requesting one "just in case." If you don't require a Criminal Record Certificate until after you arrive in your home country, you can apply through your local Japanese embassy or consulate.

To Apply:

Applications must be made in person. No reservation or fee is required. The application procedures will take about 20 minutes, after which it will take around 10 business days to issue the certificate. Once issued, you will be required to go back to the Omiya Police Station to pick it up.

Part 2: Leaving Japan

Where to go:

Identification and Criminal Investigation Laboratory Center

Omiya Police Station, 6th floor

1-197-7, Kitabukuro-cho, Omiya-ku, Saitama-shi, Saitama Prefecture, 〒330-0835

Approx. 15 minutes' walk from the East Exit of JR Saitama Shintoshin Station.

Phone: 048-641-1050

Hours: Monday - Friday, 9:00am - 4:15pm (Excluding public holidays)

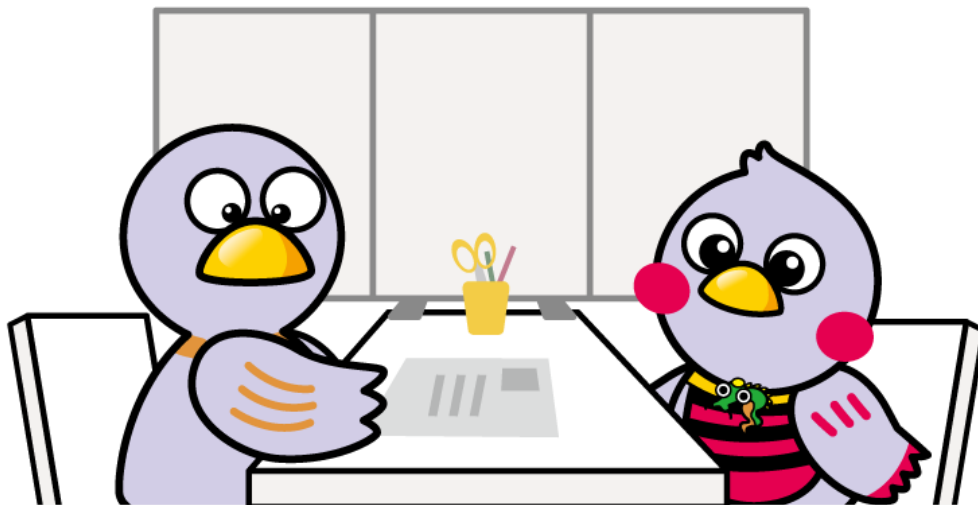
For more information check the following website:

<https://www.police.pref.saitama.lg.jp/e0050/shinse/hanzai-keireki-e2.html#center-access>

Documents you'll need to apply from within Japan:

- Your passport
- Your residence card OR Japanese driver's license OR certificate of residence (*jūminhyō*) from your municipal office issued within the last six months. (Document must display your current address.)
- A document addressed to you showing your need for the Criminal Record Certificate. You may want to call ahead to confirm that the document you have is sufficient.

Please see the website above for more information.



Pension Insurance Refund

Note: This information has been compiled to the best of the editors' abilities, but it is ultimately each JET's responsibility to make sure they take care of and have the correct information for the following matters. Examples and photos of corresponding forms are contained in the appendix (pg. 35-38). Please refer to the Japan Pension Service website at <http://www.nenkin.go.jp/international/english/lumpsum/lumpsum.html> and the 2024 GIH at <http://jetprogramme.org/en/gih/> for more information.

Lump-sum Withdrawal Payment (Pension Refund)

As written in the GIH, all JETs are enrolled in the Japanese Pension System and are eligible to receive a refund (lump-sum withdrawal payment) provided that they meet the following conditions:

- You submit your application for the lump-sum withdrawal payment within two years of the date you no longer have a registered address in Japan and are no longer covered by the pension system
- You do not possess Japanese citizenship
- You have paid Employees' Pension Insurance premiums for six months or more
- You do not have a place of residence in Japan (those who submitted a moving out notification before leaving Japan)
- You have never qualified for pension benefits (including disability allowance)
- You have not fulfilled the participation period to receive Old-age Employees' Pension (10 years)

Before leaving Japan:

1. Make sure you have your blue pension handbook (if you arrived prior to April 2022) or your pension number notification card (if you arrived during or after April 2022) and photocopy it. It is very difficult and time-consuming to replace, so make sure you have it now rather than waiting until you're packing your suitcases. Check with your CO in case they have kept it for you since your arrival. If you still can't find it, ask your supervisor to help you call the Pension Service.
2. Appoint a tax representative with the "Notification of Tax Agent for Income Tax/Consumption Tax" (所得税・消費税の納税管理人の届出書) form available at your local tax office. See the [National Tax Agency's website](#) for English instructions for filling out this form. This person will help you when you apply for a tax refund on the lump-sum withdrawal payment. Your tax representative can be anyone who is a resident of Japan.
3. Submit a Notification of Moving Out (転出届, *tenshutsu todoke*) to your municipal office. Failing to do so will prevent you from being able to receive your refund and make you liable for local inhabitant tax. See pg. 32 for more information.

Part 2: Leaving Japan

4. Bring the “Lump-sum Withdrawal Payment Claim Form” (脱退一時金裁定請求書, *dattai ichijikin saitei seikyūsho*), shown in the appendix with instructions for filling it out, with you to your home country. You can also obtain the form from the Social Insurance Office (SIA, 社会保険事務所, *shakai hoken jimusho*), the National Pension Section of the municipal office nearest you, or you can download it from the links below:

[English/Japanese](#)

[Spanish/Japanese](#)

[Portuguese/Japanese](#)

5. Present your residence card to Immigration at the airport before you leave Japan. Failure to do this while holding a valid status of residence means that your status of residence will not be canceled. If that happens, you will very likely have to wait until it expires before you can apply for the lump-sum withdrawal, which may be after the two-year application deadline.

After leaving Japan:

Fill out the claim form and send it to the Japan Pension Service (an address label is included in the instructions of the Lump-sum Withdrawal Payment Claim Form) with the accompanying documents. The refund will be deposited into the home country bank account you specified at the exchange rate on the date of transaction. It takes at least 3 months for the money to be deposited into your account, but it is best to allow around 6 months to 1 year. **You must apply within two years** of the date you no longer have a registered address in Japan.

Applying Payments Toward Your Home Country’s Social Insurance⁵

You may be able to transfer some or all of your payments to a corresponding program in your home country, if your home country has an agreement with Japan. See page 199 of the 2024 General Information Handbook for a list of countries with agreements.

For more information on these options, refer to the [Japan Pension Service webpage](#), inquire in person, or ask the relevant office in your home country.

5. Japan Pension Service homepage. <http://www.nenkin.go.jp/international/english/international/socialsecurity.html>

Part 2: Leaving Japan

Tax Refund on the Lump-Sum Withdrawal Payment

Those who are eligible to file for the lump-sum withdrawal payment from the Employees' Pension Insurance may also qualify to receive a refund on the ~20% flat tax placed on the payment. See the Pension Refund section of the 2024 GIH beginning on pg. 195 for details. Below are additional notes about the process.

1. **Designating a tax representative.** The tax representative must be a resident of Japan but does not need to be Japanese. Find someone you trust (a colleague, friend, etc.) with financial matters—they will receive the money in their own bank account to send to you—and someone you can easily correspond with once you leave Japan. ※*The tax representative should go to the tax office that has jurisdiction over the area where you lived in Japan.*
2. **Apply within 5 years after leaving Japan.** You may file for the pension tax refund as soon as you receive your Notice of the Lump-sum Withdrawal Payment. You do not need to wait until January 1st of the following year in order to file as you would with other tax refunds.

Notes:

- All JETs, whether they pay Japanese taxes or not, will be subject to the ~20% taxation on their lump-sum withdrawal payment.
- Any further inquiries must be directed to the **designated tax office where you were a resident in Japan. Please note that JETs must individually pursue their specific case with their tax representative and local tax authorities.**

You can contact the Japan Pension Service for further information on pension refund matters.
Send inquiries in English or Japanese to:

3-5-24 Takaido Nishi
Suginami-ku Tokyo
168-8505 JAPAN

You can also call them at 03-6700-1165 (81-3-6700-1165 from overseas) or 0570-05-1165 (toll free in Japan). Please note that phone calls are only answered in Japanese.

Part 2: Leaving Japan

Local Tax Offices

To file the “Notification of Tax Agent for Income Tax/Consumption Tax” (i.e. tax representative), please use the tax office with jurisdiction over your place of residence.

Name	Phone	Address
Ageo Tax Office 上尾税務署	048-770-1800	577 Nishimonzen, Ōaza, Ageo-shi 上尾市大字西門前 577
Asaka Tax Office 朝霞税務署	048-467-2211	1-1-46 Honchō, Asaka-shi 朝霞市本町1-1-46
Chichibu Tax Office 秩父税務署	0494-22-4433	1-2-41 Hinoda-machi, Chichibu-shi 秩父市日野田町1-2-41
Gyōda Tax Office 行田税務署	048-556-2121	17-15 Sakae-chō, Gyōda-shi 行田市栄町17-15
Higashimatsuyama Tax Office 東松山税務署	0493-22-0990	1-8-14 Yakyū-chō, Higashi-Matsuyama-shi 東松山市箭弓町1-8-14
Honjō Tax Office 本庄税務署	0495-22-2111	2-25-16 Ekinan, Honjō-shi 本庄市駅南2-25-16
Kasukabe Tax Office 春日部税務署	048-733-2111	2-12-1 Ōnuma, Kasukabe-shi 春日部市大沼2-12-1
Kawagoe Tax Office 川越税務署	049-235-9411	452-2 Namiki, Ōaza, Kawagoe-shi 川越市大字並木452-2
Kawaguchi Tax Office 川口税務署	048-252-5141	2-2-17 Aoki, Kawaguchi-shi 川口市青木2-2-17
Koshigaya Tax Office 越谷税務署	048-965-8111	5-7-47 Akayama-chō, Koshigaya-shi 越谷市赤山町5-7-47
Kumagaya Tax Office 熊谷税務署	048-521-2905	41 Naka-chō, Kumagaya-shi 熊谷市仲町41
Nishi-Kawaguchi Tax Office 西川口税務署	048-253-4061	4-6-18 Nishi-Kawaguchi, Kawaguchi-shi 川口市西川口4-6-18
Omiya Tax Office 大宮税務署	048-641-4945	3-184 Dote-chō, Ōmiya-ku, Saitama-shi さいたま市大宮区土手町3-184
Tokorozawa Tax Office 所沢税務署	04-2993-9111	1-7 Namiki, Tokorozawa-shi 所沢市並木1-7
Urawa Tax Office 浦和税務署	048-600-5400	Saitama Shintoshin Godo Chosha 1, 1-1 Shintoshin, Chuo-ku, Saitama-shi さいたま市中央区新都心1番地1 さいたま新都心合同庁舎1号館

See next page for a list of tax office jurisdictions.

Part 2: Leaving Japan

List of tax office jurisdictions

Ageo: Ageo, Kita Adachi-gun (Ina), Kitamoto, Kōnosu, Okegawa

Asaka: Asaka, Niiza, Shiki, Wakō

Chichibu: Chichibu City, Chichibu District

Gyōda: Gyōda, Hanyu, Kazo

Higashimatsuyama: Higashimatsuyama, Hiki District

Honjō: Honjō, Kodama District

Kasukabe: Hasuda, Iwatsuki Ward (Saitama City), Kasukabe, Kuki, Miyashiro, Satte, Shiraoka, Sugito

Kawagoe: Fujimi, Fujimino, Hidaka, Kawagoe, Miyoshi, Moroyama, Ogose, Sakado, Tsurugashima

Kawaguchi: [Parts of Kawaguchi](#), Sōka

Koshigaya: Koshigaya, Matsubushi, Misato, Yashio, Yoshikawa

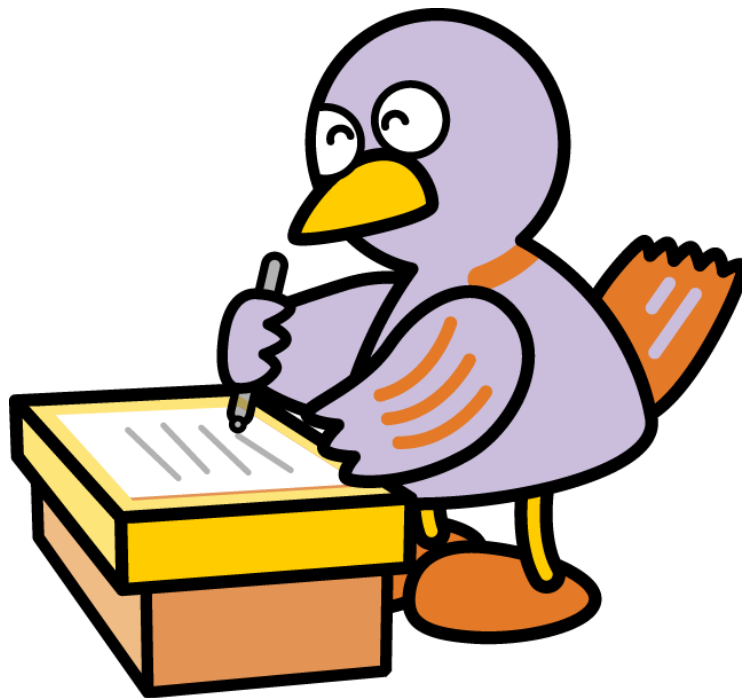
Kumagaya: Fukaya, Kumagaya, Yorii

Nishi Kawaguchi: [Parts of Kawaguchi](#), Toda, Warabi

Omiya: Kita, Minuma, Nishi, Omiya wards

Tokorozawa: Hannō, Iruma, Sayama, Tokorozawa

Urawa: Chūō, Minami, Midori, Sakura, Urawa Wards



Part 2: Leaving Japan

Reverse Culture Shock

Note: See also CLAIR's [After JET Guide](#) for more information.

It's often said that re-entry shock (reverse culture shock) can be a more difficult adjustment than regular culture shock. Even if we expect some aspects of our adjustment to be difficult, the toughest changes might come from places we aren't prepared for. Friends, family, and familiar places—not to mention yourself—will have changed during your time in Japan in ways you may not have expected.

After building your identity in Japan, you will have to change again to adapt to your new home. This follows a process similar to the infamous U-Curve model, but fortunately, you can combat the negative effects with the same strategies you used when you first arrived in Japan:

Explore your area

When you came to Japan, you probably spent a lot of time exploring your new town or city and visiting surrounding areas. You can use the same strategy at your next place of residence: discover local restaurants, parks, and regional crafts and history. Get a guidebook and write down the places you want to visit. Share pictures and stories with friends in Japan.

Get Involved in a New Activity

There's always something to learn no matter where you live. By joining a class in your local community, you can keep your brain occupied and make new friends while you're at it.

Maintain Familiar Activities

It may be hard to join a kendo class where you are, but if you can find a language class or culture club, it can help you maintain a connection with the time you spent in Saitama. JETAA chapters can be a good resource.

Give Yourself Goals

You probably had goals for what you wanted to do while in Japan. Take the same approach to where you live now to do the things you weren't able to the last 1-5 years.

Stay in Touch With Friends in Japan

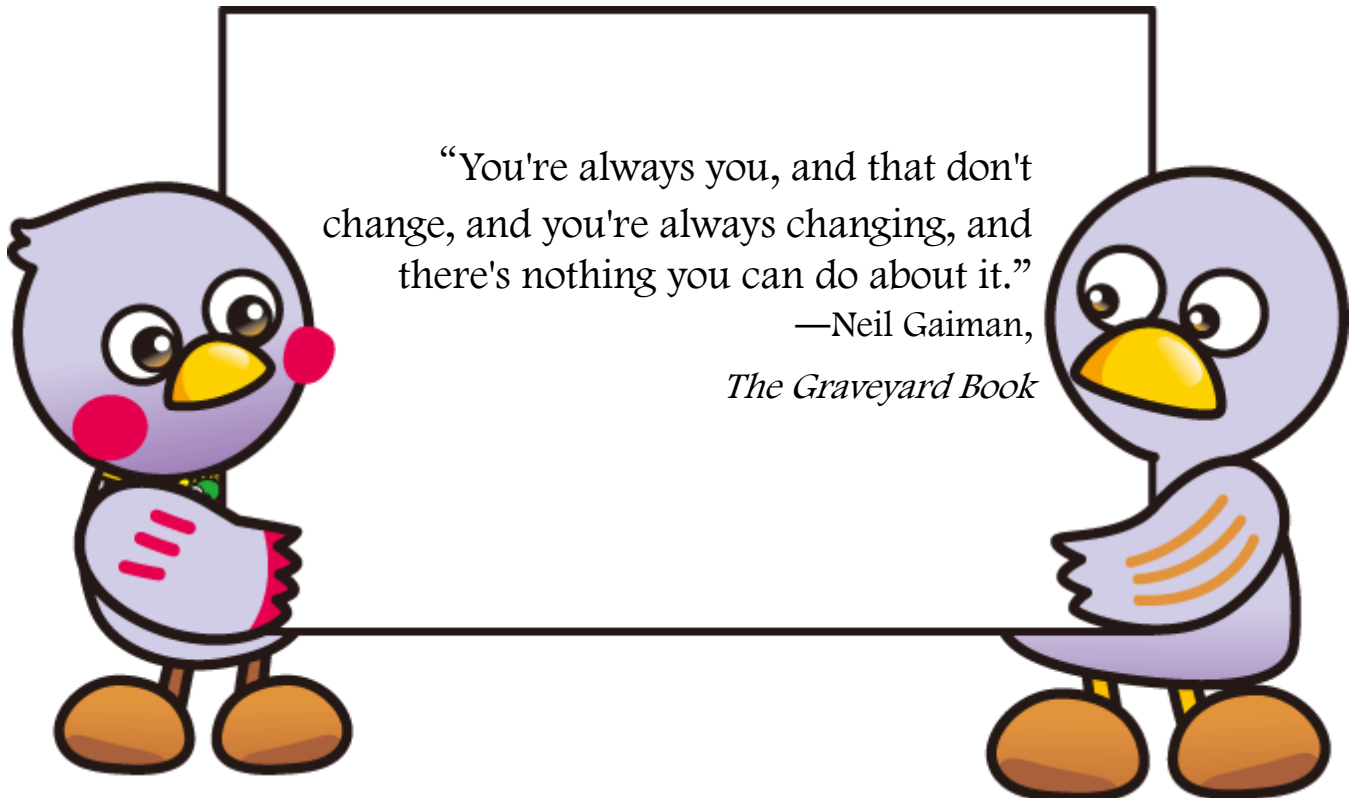
Social media has made it easier to maintain contact with people no matter where you are. Snail mail lets friends know you're thinking of them too.

And remember, those of us back here in Saitama are interested in hearing about your experiences and what strategies worked for you. Please send us an e-mail sharing your experiences anytime (see pg. 34)!

Part 2: Leaving Japan

Other resources:

- ✈ [JETAA International](#)
- ✈ Newcomers Network has [a fairly in-depth article](#) that covers some of the challenges as well as the solutions you can take when confronted with re-entry shock.
- ✈ Check the articles in [the Unite for Sight Cultural Competency Course](#).
- ✈ For a more academic reference, see "[The Missing Linkage: The Process of Integrating Orientation and Re-entry](#)" by Bruce La Brack in the *Safety Abroad First – Educational Travel Information* online newsletter.



Part 3: Staying in Japan



New job, new apartment, insurance benefits, and more. This next section has information on how to handle the transition to non-JET life in Japan.

Finding Work in Japan

For Jet-specific information, refer to the useful links and handouts from the previous years of the After JET Conferences: <http://jetprogramme.org/en/after-con/>

The following public offices in Saitama provide employment assistance services:

Public Employment Security Offices (Hello Work)

Hello Work provides employment-related consultation and support, including career counseling, job search assistance, and guidance concerning skills such as resume writing and interviewing. Their online database allows you to search for job opportunities that have been registered with any Hello Work office throughout the country. When you find an opportunity you want to apply for, they will make an introduction for you by contacting the employer and then providing you with a letter of introduction to take to the interview. They also provide various training courses. In addition, those who are registered with Hello Work can apply for unemployment benefits.

For Hello Work locations in Saitama, please see page 31. You can also go to [their website](#) (Japanese only).

Part 3: Staying in Japan

Young Career Center

This center provides career counseling and seminars on career development, assists individuals in their search for work, and gives information on employment opportunities for those under 40 years of age. Anyone who is worried about their career path, wishes to improve their skills, or wants to find work can take advantage of the services offered at this center.

Mon-Fri 10:00am - 7:00pm

Saturday 10:00am - 5:00pm

Phone: 048-826-5931

URL: <https://hwus.jp/corner/young>

(Japanese only)



YISC

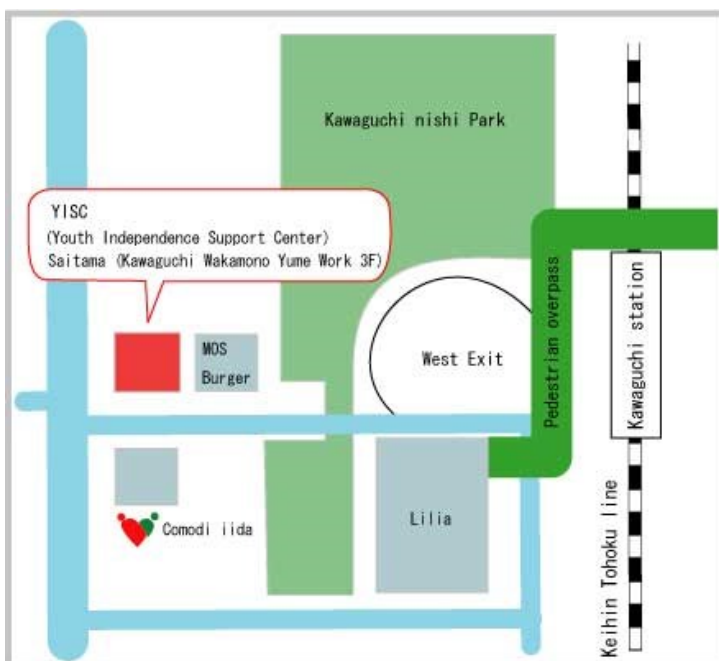
YISC is an organization oriented toward helping young people get a foothold in the working world. They provide career consultation, group work, and opportunities for practical experience.

This organization is located on the third floor of Kawaguchi Wakamono Yume Work. (Hello Work Plaza Kawaguchi is located on the first floor of the same building.)

Mon-Sat 9:00am - 5:00pm

Phone: 048-255-8680

URL: www.yisc-saitama.com (Japanese only)



Part 3: Staying in Japan

Employment Insurance

All Jets are enrolled in the Employment Insurance System and generally are eligible to claim unemployment benefits if staying in Japan after JET. Note: You must go through Hello Work to apply for unemployment benefits.

[The Ministry of Health, Labour, and Welfare](#) has resources in English detailing the process for applying for unemployment benefits.

See [this guide](#) for information about the employment insurance system.

See [this guide](#) for more in-depth information on how to use Hello Work, as well as matters such as your health insurance and pension after your JET contract ends.

For questions regarding unemployment benefits, please consult with a Hello Work office near you.

See the next page for a list of Hello Work offices in Saitama. The Ministry of Health, Labour, and Welfare has also published a list of Hello Work offices that offer interpretation services [here](#).



When starting a new job:

As Hello Work reminds us, when entering into a contract it's important to make sure you receive a written contract stating all the terms and conditions. According to the Labor Standards Laws, employers must clearly state the following matters:

1. The place and kind of work to be done;
2. Starting, ending and break times, allotted leave;
3. Wages and how that wage is calculated, the method of payment, the closing date for wage calculation, and the payday; and
4. Matters concerning retirement or resignation.

Hello Work Offices in Saitama

City	Phone	Service in English*	Address
Urawa (Saitama City)	048-832-2461	Fri: (10:00am - 3:30pm)	5-8-40 Tokiwa, Urawa-ku Saitama-shi
Omiya (Saitama City)	048-667-8609	Fri. (10:00am - 3:30pm)	1-525 Onari-machi, Omiya-ku, Saitama-shi
Kawaguchi	048-251-2901	Mon., Tue., Fri. (10:00am - 4:00pm)	3-2-7 Aoki, Kawaguchi-shi
Kumagaya	048-522-5656	Tue., Thurs. (10:00am - 3:30pm)	5-6-2 Hakoda, Kumagaya-shi
Honjo	0495-22-2448		2-5-1 Chuo, Honjo-shi (branch of the Kumagaya Public Employment Security Office)
Kawagoe	049-242-0197	Thu. (10:00am – 3:45pm)	1st Floor Kawagoe Joint Government Building 1-19-8 Toyodahon, Kawagoe-shi
Higashimatsuyama	0493-22-0240		1088-4 Kaminomoto, Higashi-Matsuyama-shi (branch of the Kawagoe Public Employment Security Office)
Tokorozawa	04-2992-8609		6-1-3 Namiki, Tokorozawa-shi
Hanno	042-974-2345		94-15 Namiyanagi, Hanno-shi (branch of the Tokorozawa Public Employment Security Office)
Kasukabe	048-736-7611	Mon. (10:00am – 3:15pm)	61-3 Shimo-Omasu-Shinden, Kasukabe-shi
Gyoda	048-556-3151		943 Nagano, Gyoda-shi
Chichibu	0494-22-3215		1002-1 Shimo-Kagemori, Chichibu-shi
Soka	048-931-6111	Wed., Fri. (10:00am - 3:30pm)	4-10-7 Benten-cho, Soka-shi
Asaka	048-463-2233	Fri. (10:00am – 3:15pm)	1-1-37 Honcho, Asaka-shi
Koshigaya	048-969-8609	Tues. (10:00am - 3:30pm)	1-5-6 Higashi-Koshigaya, Koshigaya-shi

* Services closed 12:00pm-1:00pm at all offices

Part 3: Staying in Japan

Moving House

Moving-In and Moving-Out Notifications

All residents—Japanese and non-Japanese alike—must submit a Moving-Out Notification (転出届, *tenshutsu todoke*) to their municipal office and a Moving-In Notification (転入届, *tennyū todoke*) to the municipal office in their new area of residence in Japan. **A Moving-Out Notification is required even if you are leaving the country.** It can often be submitted 14 days before your expected moving date, but check with your local municipal office for their specific rules. You will receive a certificate to use when you submit your Moving-In Notification. Some municipalities provide moving-out forms online. Use the keywords “郵送による転出届” (*yūsō ni yoru tenshutsu todoke*) with your city/town’s name as a search phrase.

A Moving-In Notification should be submitted within two weeks of your move. Be sure to bring your residence card. The process is free, but you may need to pay for a new residence record (*juūminhyō*). You do not need to report your change of address to the Immigration Bureau.

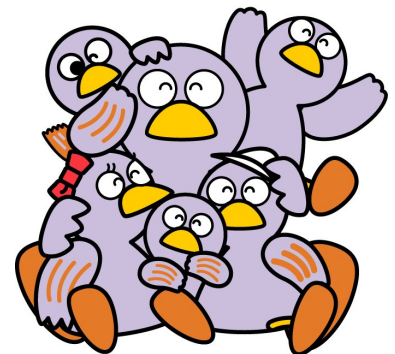
House Hunting in Japan: A Rough Overview

First, choose a real estate agent who will provide you with information on available housing that meets your desired conditions. Visit the options that interest you and fill out applications for residences you would like to rent. Be aware that at this time you may need a co-signer. An application fee may or may not be required. Once you file an application, a background check will then be conducted.

If your application is successful, you can begin contract procedures. Your real estate agent should explain the important points of the lease and make sure you understand the conditions. After you pay the necessary fees and sign/stamp the contract, you will receive a copy of the contract and the keys. Once you have received the keys, you are free to move in.

For further information, take a look at the “Guide to Rental Housing in Japan” at:

http://www.sasn.jp/pdf/hi_english.pdf



If You’re Staying in Saitama

There are many real estate agents in the prefecture who welcome non-Japanese clients. You can search for one of these real estate agents near you using the Saitama Prefecture *Sumai Anshin Shien* Network website (Japanese):

<https://www.sasn.jp/search/>

Part 3: Staying in Japan

Transferring Services to Your New Home

If you're like many JETs, many of the nuts and bolts of your apartment may have been taken care of before you arrived, or someone may have helped you get them set up. What's more, a lot of information provided to JETs on canceling utilities is geared toward those returning to their home countries and may not apply to those moving house within Japan. The following chart from "A Guide to Rental Housing in Japan"⁶ should serve as an overview of the basic procedures you'll need to take when you move.






	Before Moving	After Moving
Notification of moving in and moving out	Submit a moving-out notification (転出届, <i>tenshutsu todoke</i>) to the office of the city, ward, town, or village that you are moving out of about two weeks in advance, and receive a moving-out certificate.	Submit a moving-in notification (転入届, <i>tennyū todoke</i>) to the office of the city, ward, town, or village that you have relocated to within 14 days of moving in (bring your residence card with you).
Electricity	Contact your current electric power company and the company you plan to use after moving.	Turn on any breaker or fuse switches.
Water	Contact the water division of the office of the city, ward, town, or village that you are moving out of and of the area that you are moving into. They will send someone to your house on the day you move out to turn off the main water line and calculate the remaining balance.	
Gas	Contact your current gas company and inform them that you are moving. They will send someone to your house on the day you move out to turn off the gas and calculate the remaining balance. Contact the gas company that services the area you are moving into and arrange for someone to meet you at your new residence on the day of your move.	If you have made an appointment, someone from the gas company will come to turn on the main gas line on the day of your move. They will perform several checks to make sure the gas is connected and working properly. If you are concerned with the compatibility of your appliances, now is the time to ask!
Telephone (NTT)	Call the telephone company you currently have a contract with.	
Mail	File a Change of Address notice at the post office that services the area you presently live in. They will forward any mail addressed to you at your current address to your new address for one year from the date of the move. Remember to update your address with the relevant companies, etc.	Hang a doorplate with your name on it at the front door. Put your name on the post box. This will make it easier for post officers to identify you and save you trouble if they struggle to deliver your packages.
Driver's License		Follow the procedure for changing your address at the driver's license center or a police station (except for Konosu Police Station). You can contact the Saitama Prefectural Driver's License Center at 048-543-2001.
Personal seal registration		When you move to a new municipality, you must re-register your personal seal at the office of your new city, ward, town, or village.
Children in elementary and junior high school	When you submit a notification that you are moving out, please inform the person receiving it that you have a child or children in elementary or junior high school. You will receive a school certificate (<i>zaigaku shomeisho</i>) and a textbook certificate (<i>kyokasho kyuyo shomeisho</i>) from your child/children's current school(s).	When you submit a notification that you have moved into an area, please inform the person receiving it that you have a child or children in elementary or junior high school. Present your child's school certificate (<i>zaigaku shomeisho</i>) and textbook certificate (<i>kyokasho kyuyo shomeisho</i>) to the school(s) that your child or children will be attending.

6. "A Guide to Rental Housing in Japan," Saitama Prefecture. http://www.sasn.jp/pdf/hi_english.pdf

Part 3: Staying in Japan

Stay in Touch!

After you have settled in to your new life after JET, we'd love to hear from you! Send us an email or an old-fashioned letter updating us on...

-  What you are currently doing
-  How you survived re-entry culture shock
-  What you wish you knew while preparing to leave Japan
-  What you miss most about JET, Saitama, or Japan
-  Anything that would be useful for returnees next year

Nothing is better than stories from JET alumni, so keep in touch!

*CIR/PA, International Division
Saitama Prefectural Government
3-15-1 Takasago, Urawa-ku, Saitama-shi
Saitama-ken, JAPAN 330-9301*

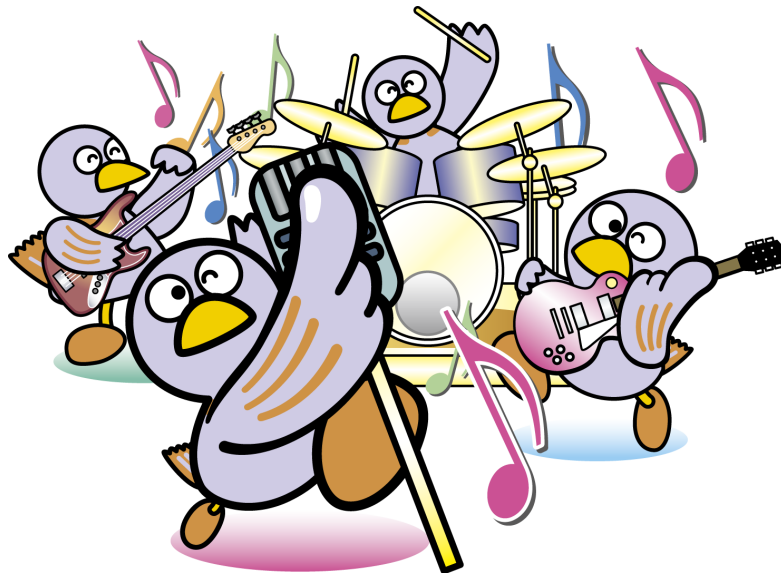
Email: a2705-02@pref.saitama.lg.jp

Telephone: 048-830-2708

(From Overseas) +81-48-830-2708

Fax: 048-830-4748

(From Overseas)+81-48-830-4748



Appendix

1 - The Blue Pension Handbook and Pension Number Notification Card

基礎年金番号 XXXX-XXXXXX

フリガナ ジェーン ドー
氏名 ジェーン ドー

生年月日 XXXX年 XX月 XX日

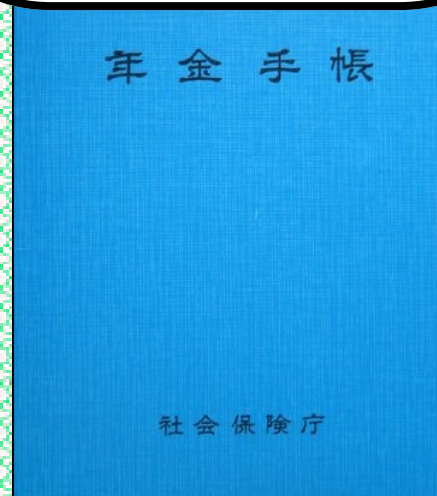
性別 女

交付年月日 2019年 09月 01日

変更後の氏名 (平成 年 月 日変更)

変更後の氏名 (平成 年 月 日変更)

This is the basic pension number.
It's the only number you need to fill in on the pension refund application form.



This is the date you were issued your pension handbook.

This is the basic pension number.
It's the only number you need to fill in on the pension refund application form.

This is the date you were issued your pension number card.

基礎年金番号通知書

基礎年金番号
X X X X - X X X X X X

フリガナ ネンキン タロウ
氏名 年金 太郎

生年月日 平成 X年 X月 X日
令和 X年 X月 X日 交付

厚生労働大臣

2 - Pension Refund Application Form

Lump-sum Withdrawal Payment Claim Form
(National Pension / Employee's Pension Insurance)

脱退一時金請求書(国民年金/厚生年金保険)

Official use only

受付番号 (日本年金機構記入欄)

--	--	--	--	--	--	--	--	--	--

※Please complete the form in capital letters of the Roman alphabet. Please complete only the area inside the bold lines.

※記入はアルファベット大文字でお願います。太枠内のみ記入してください。

※In any case, the person who received the Lump-sum withdrawal payment loses all periods of Japanese pension coverage before claiming the Lump-sum Withdrawal Payment. If your eligibility period is less than 120 months (10 years), please read the notes on page 2 of the Lump-sum Withdrawal Payment Claim Form carefully, and consider the possibility of receiving a pension in the future. If you want to receive the Lump-sum Withdrawal Payment, sign in column [2]. If you have been insured for a long time and have not signed column [2], we may return your documents to confirm your intention to make a claim.

※脱退一時金を受け取った方は、いかなる場合でも脱退一時金を請求する以前の日本の年金に加入していた期間がすべてなくなります。受給資格期間が120月(10年)未満の方は、脱退一時金請求書の2ページ目の注意事項をよくご覧いただき、将来、年金を受け取る可能性を考慮したうえで、なお脱退一時金の受給を希望される場合、必ず「2」欄に署名をしてください。被保険者期間が長期にわたる方で「2」欄に署名がなされていない場合、請求の意思の確認のため書類をお返しする場合があります。

1. Date Year Month Day 年 月 日	3. Do you have a permanent residence permit? 永住許可の有無 (許可日) No / Yes (Date of the permit:)
2. My eligibility period is less than 120 months (10 years), even if I include periods covered by the pension system of the partner country with which Japan has concluded the Pension Totalization Agreement and complementary periods. Therefore, I claim the Lump-sum Withdrawal Payment with the understanding that all periods covered by the Japanese pension prior to my claim will be considered entirely invalid. <small>私は日本と年金協定の締結を締結している相手国の年金制度に加入していた期間や合算対象期間を含めても受給資格期間が120月(10年)未満であり、脱退一時金の支給を受けることで、請求する以前の日本の年金に加入していた期間がすべてなくなることを理解した上で請求します。</small> Claimant's(your)signature 請求者本人の署名(サイン) _____	

4. Claimant's (your) full name, date of birth and address after leaving Japan (請求者氏名、生年月日及び離日後の住所)

Full name 氏名										
Date of birth 生年月日										Nationality 国籍
Address after leaving Japan 離日後の住所										
										Country 国

5. Bank account for the transfer of the Lump-sum Withdrawal Payment (脱退一時金振込先口座)

Official use only 日本年金機構記入欄	1	3	銀行コード			支店コード			預金種別	1
Account name 口座名										
Branch name 支店名										
Branch location 支店の所在地										Country 国
Account number 口座番号										Bank stamp for verification 銀行の証明欄
An account whose account holder is the claimant himself/herself 請求者本人の口座名義	In Roman letters ローマ字									
		In Katakana letters (fill in only if you appoint a financial institution in Japan) カタカナ (日本国内の金融機関を指定した際のみ記載)								

6. Items mentioned in the Basic Pension Number Notice or Pension Handbook (基礎年金番号通知書または年金手帳等の記載事項)

Basic Pension Number 基礎年金番号										
Symbol Number of each pension system 制度の記号番号										

Official use only 日本年金機構 記入欄						
加入制度	チェック 1	チェック 2	チェック 3	チェック 4		
(年) (船員) (四年)	[] [] []	[]	[] []	[] []		
(国) (共) (地共) (私学)	(送金先国) (課税△/非 0) (本人請求△/他 2) (日独非対象者△/対象者 01)					

(入力回付年月日)

☞ i.e., your bank account outside of Japan.

☞ This is the only row in section 5 you need to fill in. Leave the other one blank.

3 - Tax Representative Declaration Form

The following tips for filling out the declaration form were provided by former JETs. Please use them as guidelines, as details may differ between municipalities.

This form is not readily available on the Internet; you must obtain one at your local tax office. See the next page for a list of tax offices. English translations are scarce so please use this as a guide where necessary, however, the format will most likely have changed considerably.

1 Enter the tax office for your jurisdiction. The person you declare on this form will have to return to this same office to claim the tax from the pension refund for you, so it helps to choose someone for whom this location is convenient.

2 If you will be traveling or living somewhere temporarily, you may include more than one address in order and list the dates that you can be reached there beside them.

3 It's sufficient just to write 「帰国するからです」 or “Returning to home country,” or the equivalent. Further detail shouldn't be necessary.

Example:

Address in Future (abroad) 法の施行地外における住所又は居所となるべき場所	21 Kobaton Lane, Red County, California 12345, USA Aug 1, 2023 - Dec 4, 2023
	103 Saitamatch Avenue, Jetville, Queensland 4567 Australia from Dec 5, 2023

You or the person you are declaring as your representative can submit this form. If you forget to fill out the form before leaving, you can fill it out in your home country and send it back to your representative to submit to the tax office. However, since the form is not available online, this will require asking your representative to go twice to the tax office and to send you the form.

DECLARATION NAMING A PERSON
TO ADMINISTER THE TAXPAYER'S TAX AFFAIRS
 (For use by foreigners)
納税管理人の届出書 (外国人用)
1
 TO THE CHIEF OF **DISTRICT TAX OFFICE**
 税務署長殿

This Declaration is to be used to appoint a Tax Representative from among persons resident in Japan, who will deal with the filing of national tax returns and all other matters relating to national tax and to declare this fact to the District Tax Office having jurisdiction over a taxpayer's place for tax-payment when the taxpayer ceases to be resident within Japan.

この届出書は納税義務者が日本に居住しないこととなったときに、納税申告書の提出、その他国税に関する事項を処理させるため、日本に居住するものうちから納税管理人を定め、納税者の納税地を所轄する税務署に届け出る場合に使用します。

Taxpayer 納税者	Name (please type or print) 氏名 (タイプしてください。)	<input type="checkbox"/> Mr. (Last)	<input type="checkbox"/> Ms.	(First)	(Middle)	Occupation 職業	
	Place for Tax-Payment 納税地						
	Present Address (in Japan) 現在の住所または居所 (本邦内)	2				Telephone Number 電話番号	
	Address in Future (abroad) 将来の住所または居所となるべき場所 (本邦外)						
Tax Representative 納税管理人	Name (please type or print) 氏名 (タイプしてください。)	(Last)	(First)	(Middle)	Occupation 職業		
	Address 住所または居所						Telephone Number 電話番号
Reason for Appointing the Tax Representative 納税管理人を定めた理由		3					

I hereby declare that the above named Tax Representative is authorized to act for me.
 Date : _____, 19____ Signature of the Taxpayer : _____

(Reference)

Article 117 of General Law of National Tax (excerpt) :

① In case where a taxpayer, as an individual, has neither domicile nor residence (except for an office and a place of business) or comes to have neither of them within the enforcement area of this law , if it is necessary for the taxpayer to deal with the filing of his tax returns, or other matters relating to his national tax, he shall appoint a tax representative to deal with the said matters for him from among those persons who have their domicile or residence within the enforcement area of this law and are in a position convenient to deal with the said matters.

② When a taxpayer has appointed a tax representative in accordance with the provision of the preceding paragraph, he shall declare this to the chief of the district tax office having jurisdiction over the place for tax-payment of the national tax which the tax representative is to deal with. The same shall apply when the taxpayer has discharged him

(参考)

国税通則法第 117 条 (抜粋) :

① 個人である納税者がこの法律の施行地に住所及び居所 (事務所及び事業所を除く。) を有せず、若しくは有しないこととなる場合 (中略) 納税申告書の提出その他国税に関する事項を処理する必要があるときは、その者は、当該事項を処理させるため、この法律の施行地に住所又は居所を有する者で当該事項の処理につき便宜を有するものの中から納税管理人を定めなければならない。

② 納税者は、前項の規定により納税管理人を定めたときは、当該納税管理人に係る国税の納税地を所轄する税務署長にその旨を届け出なければならない。その納税管理人を解任したときも、また同様とする。

4 - Notice Payment Form

(脱退一時金支給決定通知書, *Dattai ichijikin shikyū kettei tsūchisho*)

Once your application is approved, a Notification of Lump-sum Withdrawal Payment (Entitlement) like the one below will be sent to you with the sections boxed in red filled out. If you wish to get a refund on the 20% tax charged to this payment, you must send a copy of this form to your tax representative.

JETs have Employee's Pension, not National Pension, so this section will **not** be filled out.

国民年金・厚生年金保険 脱退一時金支給決定通知書
National Pension / Employees' Pension Insurance
Notice of Entitlement: Your Lump-sum Withdrawal Payments

右記のとおり決定しましたので通知します。
This is to notify you that you are entitled to the Lump-sum Withdrawal Payments as shown on the right side.

2020年 10月 15日
Year Month Date

支給額 Payments amount		保険料納付済期間(第1号) Contribution fully paid months (Category I insured period)	月 Months
支給決定年月日 Date of entitlement	年 月 日 Year Month Date	保険料4分の1免除期間(3/4) 1/4-contribution-exempt months x 3/4	月 Months
基準月 Last contributed month (base month)	年 月 Year Month	保険料半額免除期間(1/2) Half-contribution-exempt months x 1/2	月 Months
合計 Total	月 Months	保険料4分の3免除期間(1/4) 3/4-contribution-exempt months x 1/4	月 Months

厚生労働大臣
Minister of Health,
Labour and Welfare

日本年金機構
Japan Pension Service
(〒168-8505 東京都杉並区高井戸西3丁目5番24号)
(3-5-24, Takaido-nishi, Suginami-ku, Tokyo 168-8505 Japa)

この決定に不服があるときは、この決定があったことを知った日の翌日から起算して3か月以内に、厚生労働省内社会保険審査会に対して審査請求できます。
なお、この決定の取消の訴えは、審査請求の決定を経た後でないと、提起できませんが、審査請求があった日から2か月を経過しても審査請求の決定がないときや、この決定の執行等による著しい損害を避けるため緊急の必要があるとき、その他正当な理由のあるときは、審査請求の決定を経なくても提起できます。この訴えは、審査請求の決定の送達を受けた日の翌日から起算して6か月以内に、国を被告(代表者は法務大臣)として提起できます。ただし、原則として審査請求の決定の日から1年を経過したときは訴えを提起できません。

If you are dissatisfied with this administrative decision, you may request the Social Insurance Examination Committee in the Ministry of Health, Labour and Welfare to review the decision. The request must be made within three months from the day following the date when you learn about the decision.
In principle, you cannot appeal (filing an action in a court) for revocation of this administrative decision before the Committee makes its decision. However, you may appeal to the court before the Committee makes its decision, if its decision is not made within two months of your request, or when there is urgent need in order to prevent serious loss or damage possibly caused by the administrative decision, or there is very good reason for doing so.
You may appeal for revocation of the administrative decision against the Japanese government (the representative official is the Minister of Justice), within six months from the day following the date when you learn about the Committee's decision. In principle, however, you cannot appeal beyond one year after the date of the Committee's decision.

厚生年金保険 Employees' Pension Insurance system			
支給額 Payments amount	950,308円 Yen	支給決定年月日 Date of entitlement	2020年 10月 15日 Year Month Date
所得税額および復興特別所得税額 Income Tax and Special Income Tax for Reconstruction	194,052円 Yen	被保険者期間(実期間) Coverage periods	36月 Months
支払額 Net payment amount	756,256円 Yen	最終月 Last month of coverage	2020年 3月 Year Month

内訳 Details	被保険者期間(実期間) Coverage periods	支給率 Payments Multiplier	平均標準報酬(月)額 Average (Monthly) Standard Remuneration
一般厚生年金 General Employees' Pension	36月 Months	3.3	xxx,xxx円 Yen
公務員厚生年金 Welfare Pension for Public Officials	月 Months		円 Yen
私学厚生年金 Welfare Pension for Private Schools	月 Months		円 Yen

基礎年金番号
Your Basic Pension Number
1234-567890

JANE H. DOE

123 Jet Drive Hometown HS 12345

脱退一時金整理番号
Your Lump-sum Withdrawal Payments number
12345678901234

(裏面の注意事項を読んでください)
(See notes on the reverse side.)

5 - Transferring Bicycle Ownership

Use this form to transfer ownership of your bike to your successor. It is not required to submit this form to anyone; the new owner can keep it in their records. To officially change bicycle registration, the previous owner and new owner should go to the police in person. Be sure to bring ID. If the predecessor and successor cannot go together, the predecessor can de-register the bike before leaving, or the successor can bring this completed form to the koban and register the bicycle (fee approx. ¥500). It is important to register bicycles to prevent theft, and your successor may be stopped by police to ensure they are the owner of the bicycle, so be sure to take care of this process if your successor will be inheriting or buying your bike.

自転車譲渡証明書
Certificate of Bicycle Ownership Transfer

日付

Date : _____

譲渡人 Person who transfers the bicycle (previous owner) :

氏名 Name : _____

電話番号 Tel : _____

住所 Address : _____

私は、次の者に対し、下記の自転車を譲渡したことを証明いたします。

また、この自転車が私の所有物であることをここにお約束いたします。

I certify that I have transferred the bicycle stated below to the person below. Also, I pledge that this bicycle has been registered in my name.

譲受人 (新しい所有者) Person who receives the bicycle (new owner) :

氏名 Name : _____

電話番号 Tel : _____

住所 Address : _____

該当自転車に関する記載 Information about the bicycle :

防犯登録番号 Registration number : _____

メーカー名 Manufacturer : _____

車体番号 Bicycle chassis number : _____

色 Color : _____

インチ Frame size (inches) : _____

*This form may vary and may not include English translations, so use this one as a guide if your local police office will not accept it.

6 - Useful Links

The Internet has many great resources to help you as you set off along your next path, but it can be a little overwhelming. If you aren't sure where to start, the JET Programme website has links to presentation materials from past After JET Conferences: <http://jetprogramme.org/en/after-con/>

Fellowships & Scholarships

Monbukakusho Scholarship offers post-graduate and undergraduate scholarships. For more information, visit your local Japanese Embassy or Consulate-General homepage.

Middlebury Institute of International Studies: www.middlebury.edu/institute/

They offer a yearly 50% JET Alumni Scholarship in Monterey, California for in-person students.

For more information visit:

<https://www.middlebury.edu/institute/admissions/scholarships/partners/jet>

Jobs in Higher Education

The Chronicle of Higher Education

www.chronicle.com

London Times Higher Education Jobs

<https://www.timeshighereducation.com/unijobs/>

Higher Education Jobs

www.timeshighereducation.com/unijobs/

TESOL/TEFL

TESOL/TEFL qualifications can be used abroad or in your home country. Options in your home country include work with exchange students, citizenship programs, refugees, and adult literacy, as well as at language schools, international businesses, or in contract training. CELTA (certificate in English language for adults) and DELTA (diploma in English language for adults) are for teaching adults.

International House:

For your first certification, try

www.ihlondon.com/teacher-training

For experienced teachers, try

thedistancedelta.com

The British Council:

Information about teaching English

britishcouncil.org/teach-english

TESOL International

www.tesol.org

TEFL Professional Network

www.tefl.com

Japan

www.aeonet.com

www.careercross.com

www.japan-career.jp

www.daijob.com/en

jobs.gaijinpot.com/

www.getstudents.net

www.glova.co.jp

interacnetwork.com

<https://www.jac-recruitment.jp/>

www.monster.com

www.ohayosensei.com

www.swet.jp

AEON (English Language School)

Career Cross Japan

Career Japan

Daijob (All kinds, especially exec & bilingual)

Gaijin Pot

Getstudents.net

GLOVA

Interac

JAC Recruitment

Monster.com (Huge job search site)

Ohayo Sensei (Teaching in Japan)

Society of Writers, Editors & Translators

International

www.ciee.org

The Council on International Educational Exchange lists a variety of work, intern, volunteer and study abroad opportunities

www.overseasjobs.com

Job listings worldwide

<https://careercenter.tabs.org/>

The Association of Boarding Schools (TABS) has international boarding school information

www.nics.org

Network of International Christian Schools lists opportunities for Christian teachers overseas

www.timeplan.com

Time Plan Education Group (UK-based) places teachers in UK schools, often for supply teaching

www.iss.edu

International School Services



Links by Country

Australia

www.careerone.com.au

A job search website for Australia

www.careersonline.com.au

Offers career advice and has job listings in Australia.

www.seek.com.au

A large and centralised job search site

www.adzuna.com.au

Adzuna job search

www.anzccj.jp

Australian & New Zealand Chamber of Commerce in Japan

Australian Government Sites

japan.embassy.gov.au

Australian Embassy Tokyo

www.austrade.gov.au

Austrade

<https://www.dfat.gov.au/>

Department of Foreign Affairs and Trade

www.workforceaustralia.gov.au/

Workforce Australia

Canada

canada.ca/en/services/jobs.html

Current jobs and opportunities in the Canadian federal government.

www.canadajobs.com

Has links to databases, job banks, employment agencies and newsgroups.

www.educationcanada.com

Opportunities throughout Canada with links to provincial sites.

www.tesl.ca

Lists job postings for English as a second language positions.

Ireland

www.jobs.ie/

Jobs Ireland

irishjobs.ie/

Irish Jobs

New Zealand

www.anzccj.jp

Australian & New Zealand Chamber of Commerce in Japan

<https://www.teachnz.govt.nz/>

NZ Ministry of Education (open to international teachers)

www.workingin-newzealand.com

Working in New Zealand

Appendix

United Kingdom

<http://www.fish4.co.uk/>

Job listings and CV uploader

www.people-first.co.uk

Includes listings for Japan, China, and other multilingual opportunities

www.jac-recruitment.co.uk

UK site of JAC Recruitment, an international recruitment consultancy

United States

<https://www.jac-recruitment.us/>

US site of JAC Recruitment, an international recruitment consultancy

www.carneysandoe.com/find-a-job/

Carney, Sandoe and Associates, Massachusetts, positions for independent and private schools in the US and internationally.

www.cgcs.org

Council of the Great City Schools, Washington, D.C. offers connection to schools in 78 urban school districts across the US.

www.teachforamerica.org

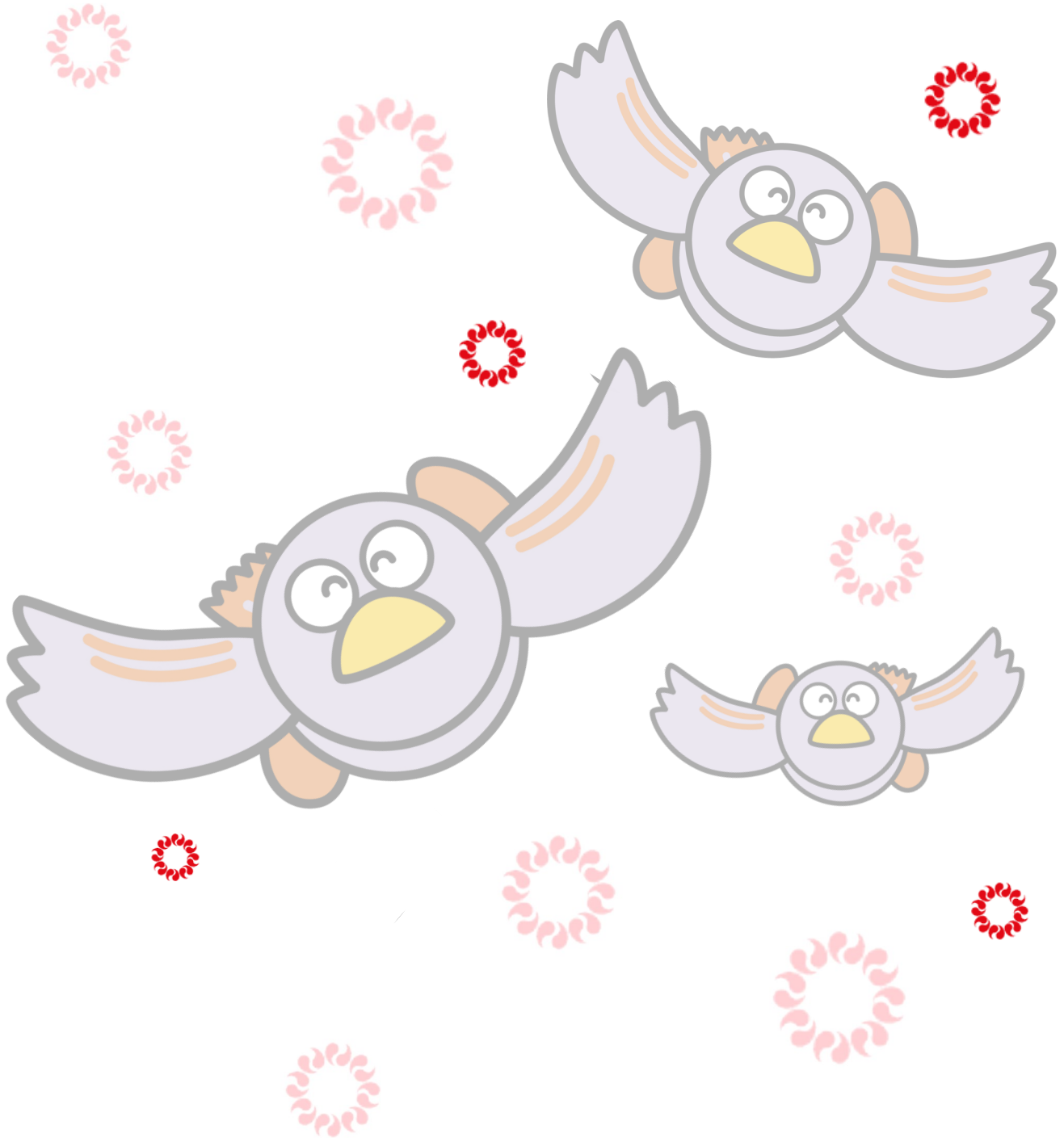
A national corps of recent college graduates of all academic majors who spend two years teaching in public schools.

US Federal Government Employment

www.usajobs.gov

United States government website listing federal job opportunities.





For questions or feedback about this guide, please contact the CIR/PAs at:

International Division, Saitama Prefectural Government

3-15-1 Takasago, Urawa-ku, Saitama-shi, Saitama-ken

JAPAN 〒330-9301

Phone: 048-830-2708

a2705-02@pref.saitama.lg.jp