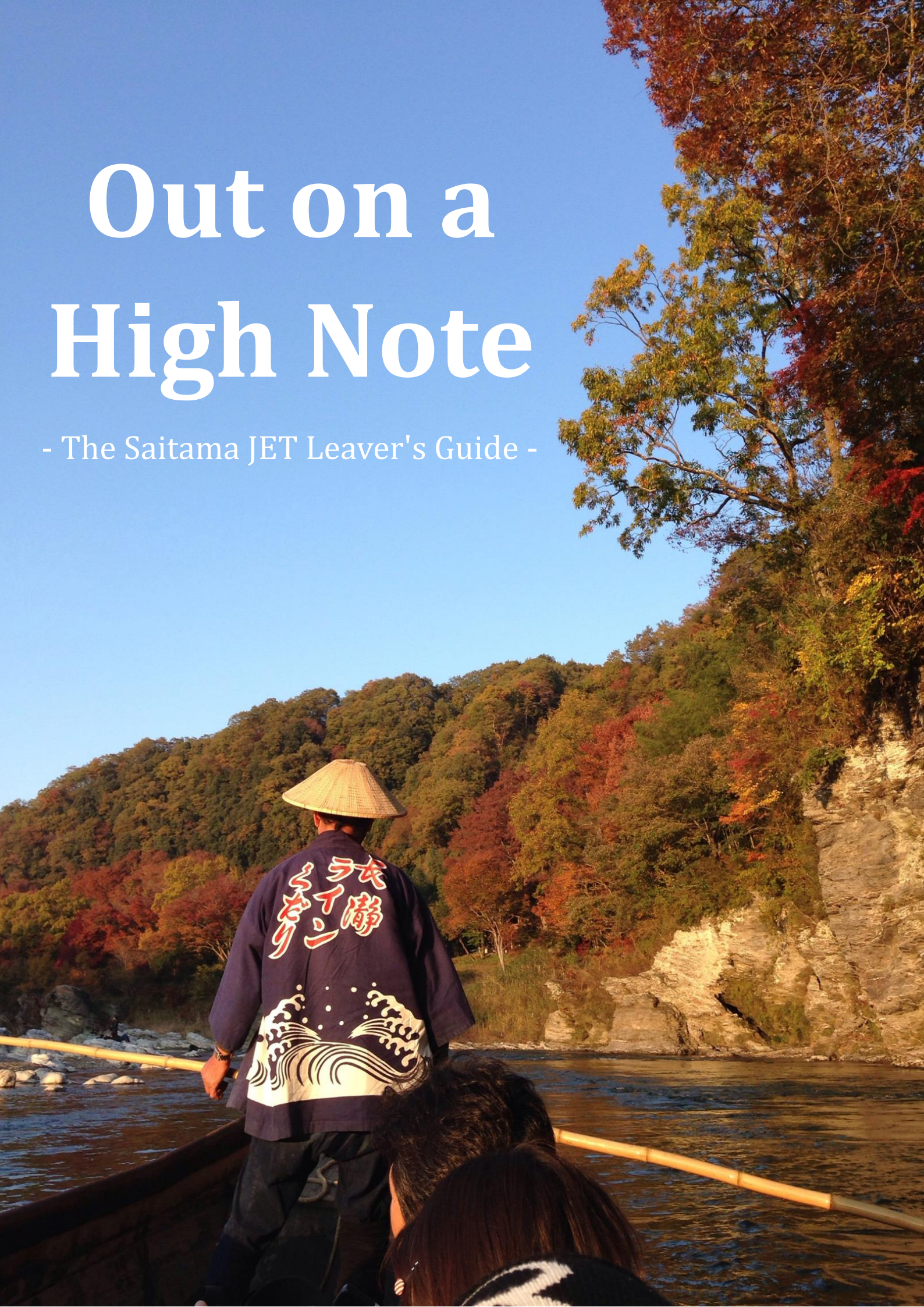


Out on a High Note

- The Saitama JET Leaver's Guide -



Dear JETs,

Otsukaresama deshita! After a year (or five!) of getting to know your coworkers and your workplace, the door to your next adventure is open again — 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 here.

Out on a High Note is a supplement to CLAIR's [After JET Guide](#), which is full of information for JETs leaving the programme. This supplement will help you find answers to other specific matters, like how you can dispose of your unwanted belongings.

For JETs with a successor, you'll also find the Predecessor's Guide to Saitama on the [International Division homepage](#). We 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, as 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 you have enjoyed your time here in Saitama. Although it may have passed in the blink of an eye, the experiences you had and memories you made here will be something to treasure for many years to come. We wish you all the best of luck in your future adventures.

All the best!

Your Prefectural Advisors
International Division
Saitama Prefectural Government

May 2025



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Pre-Departure Checklists

June Checklist

<input type="checkbox"/>	Make sure you have your blue pension handbook or notification card. (pages 6, 15)
<input type="checkbox"/>	Begin the paperwork for changing your status of residence if applicable. (pages 27 - 29)
<input type="checkbox"/>	Start discussing your return flight with your Contracting Organisation if you haven't already. (page 5)
<input type="checkbox"/>	Inform your landlord of the approximate date you'll be leaving.
<input type="checkbox"/>	Prepare to ship items home. Start shipping things you don't need, or things that will take longer to arrive at their destination. (pages 9 - 10)
<input type="checkbox"/>	Discuss procedures with your tax representative if you have one. (pages 15 - 16, 22 - 23)
<input type="checkbox"/>	Fill out the Notification of Tax Agent for Income Tax form if you'll be claiming tax back from the pension refund. (pages 22 -23)
<input type="checkbox"/>	Fill out the Predecessor's Guide to Saitama form. (page 30)

July Checklist

<input type="checkbox"/>	Sell, donate, or dispose of any furniture or items you won't be taking with you. (pages 10 - 12)
<input type="checkbox"/>	Request necessary documents from your Contracting Organisation. (pages 5 -7)
<input type="checkbox"/>	Inform utility providers of your moving out dates and organise the method of payment. (page 8)
<input type="checkbox"/>	Finalise any bills and other expenses.
<input type="checkbox"/>	Close bank account if you are leaving Japan. (page 26)
<input type="checkbox"/>	Organise your mail forwarding if you'll be moving within Japan. (page 8)
<input type="checkbox"/>	Sign up for your local JETAA chapter.

Part 1: Contracting Organisation Matters

As you approach the end of your appointment, there are matters you should begin discussing with your Contracting Organisation early on so arrangements can be made in a timely manner, including your flight home and requesting important documents.

Return Flight

You are eligible to receive a travel allowance for your return flight home from your CO provided you meet all the following conditions as listed on page 191 of the [2025 General Information Handbook \(English & Japanese combined version\)](#).

1. You complete your current term of appointment*.
2. You do not enter into a subsequent contract with your Contracting Organisation or third party in Japan within one month of completing your current term of appointment.
3. You leave Japan to return to your home country within one month following the day you finish your term of appointment.

***Note:** *Please make sure to confirm the end date of your contract with your CO well ahead of time, as the date on your Notice of Employment (jirei) may differ from the date of your contract due to appointment procedures, especially if you were a late or April arrival.*

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 closest to the consulate you interviewed through for those who entered JET from within Japan. The travel allowance does not include travel expenses to and from the airport.



Important Documents to Have Before You Leave

There are a number of important documents you may need to obtain from your Contracting Organisation before finishing your appointment on JET, especially regarding taxes and future employment. Discuss this early on with your CO so there is sufficient time to prepare these documents before you leave.

Statement of Earnings (源泉徴収票, *gensen chōshū-hyō*)

This document shows your total earnings, as well as tax and other withholdings, for the year. You should request this document from your CO for the partial year you worked. You may need this statement in the following year when filing your tax return.

Pension handbook or pension number notification card

You will need this document to file for a pension refund (see page 15). If you have not received one, it is possible it was sent to your workplace (CO).

The document you were issued will depend on when you arrived in Japan.

Arrivals prior to April 2022 → Pension Handbook

Arrivals April 2022 onwards → Pension Number Notification Card

Your CO's contact information

It is strongly recommended to have your CO's contact phone number and email in case you need to follow something up after you finish your appointment.

Proof of employment

This may be important to have for future job or education applications. Proof of employment can be a *jirei* (辞令, *jirei*) or a Certificate of Employment (在職証明書, *zaishoku shōmeisho*).

- **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 should have received 2 *jirei* per JET contract year (August - March, April - July), so be sure to have a copy for each term of appointment.

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

It may be useful to ask your CO for this document as it will state your participation on the JET Programme for the total period you worked, whereas the *jirei* will only state your employment at your CO for one term of appointment per document. 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 (page 34) for more information.

Reference letter (推薦状, *suisenjō*)

Reference letters in Japan may differ in both format and content from those in your home country, so be specific about what needs to be included in the letter when asking for a reference. The person writing your letter may not be aware of the structure and content that such letters usually follow in your home country, so it may be useful to provide them with the format you would like it to be in.

Please note that there may be certain rules in place at your Contracting Organisation about who can write a reference letter for you (e.g. school vs Board of Education).



Part 2: Moving Out

You will likely be busy preparing to move at the end of your JET appointment, whether you are going overseas or elsewhere in Japan. From sorting out your utilities to shipping your belongings, this section provides an outline of important procedures for moving and some resources to help guide you along the way.

Please also see CLAIR's After JET Guide (<https://jetprogramme.org/en/ajg/>) for a timeline of procedures to take care of and other useful information.

Preparing to Move Out of Your Apartment

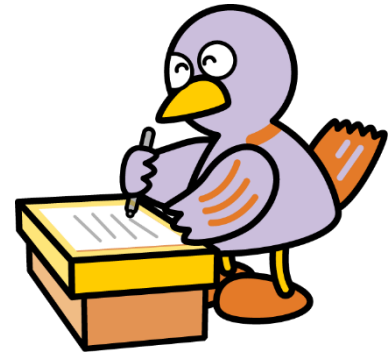
While the specific procedures you need to follow may differ depending on whether you rented your own apartment directly or through your Contracting Organisation, you will need to take care of the following matters prior to moving out of your housing.



- **Inform your landlord that you will be moving out and ask about final rent payment and other fees**
Depending on your contract, you could be required to inform your landlord (or real estate company) up to 2 months before your move. Be sure you know how and when you will need to make your final rent payment, along with any other fees that may be charged, such as cleaning fees.
- **Cancel utilities**
Contact your utility companies (gas, electric, etc.) and the water division of your city/town hall to inform them of your move out date and arrange your final payment.
 - Please see page 6 (page 8 in PDF) of Saitama Prefecture's Guide to Rental Housing in Japan for a helpful chart outlining these procedures (https://www.sasn.jp/pdf/hi_english.pdf).
 - *If you are moving within Japan, there will be additional steps if you are transferring your current services to your new residence.
- **Cancel internet and phone services**
Contact your service provider to cancel your service and arrange your final payment. Depending on your service provider, you may need to visit a store in person to cancel your contract.
- **Set up mail forwarding (within Japan)**
If you are moving within Japan, notify the post office of your moving date and new address to have your mail forwarded.

- **Moving-out notification**

You will need to submit a moving-out notification (転出届、*tenshutsu todoke*) at your city/town hall. This can generally be done as early as 14 days before you change residence. Don't forget to take along important items such as your *inkan* (name stamp) and residence card! If you are moving within Japan, you will receive a certificate to present at your new city/town hall when you submit your moving-in notification.



Note: You must submit a moving-out notification even if you are leaving Japan. If you do not submit this notification, you will continue to be held liable for Japanese taxes, and you may not be able to receive your pension refund.

- **Moving-in notification (if staying in Japan)**

You will need to submit a moving-in notification within two weeks of your move. Be sure to bring your residence card and the certificate you received when you submitted your moving-out notification. The process itself is free, but you may need to pay for a new resident record (住民票、*jūminhyō*). You do not need to report your change of address to the Immigration Bureau.



Your Belongings

As you begin preparing to move, you may find that you accumulated a lot more things than you realized during your time on JET. This section introduces some of the options available for shipping, selling, or disposing of your belongings. Be sure to start this process early, as sorting through your things and some disposal processes can take a lot of time!

Shipping

If you have belongings you would like to ship home, there are a few different options to explore depending on your destination country, types of items, and budget. Handwritten labels are no longer accepted for shipping packages overseas through Japan Post, so be sure to check the requirements and procedures for the Electronic Advance Data system ahead of time.

Japan Post

- Surface Mail (船便, *funabin*): This is the cheapest and slowest shipping method. As it can take 1-3 months for your package to arrive, we generally do not recommend shipping important or fragile items using this method.

- Airmail (航空便, *kōkūbin*): A faster but more expensive shipping method. Generally the most cost efficient option out of the post office services.
- EMS: The fastest but most expensive shipping method.
- Printed Matter (印刷物, *insatsubutsu*): Slightly discounted rate for shipping only books and similar items. The weight limit varies depending on destination country.

Other shipping companies

- If you have a large number of belongings you want to ship or want specialized packing materials, you may want to look into using a shipping company such as Yamato Transport (Kuroneko Yamato). Each company will have its own rules regarding types of items that can be shipped, packing method, and size/weight limit, and may be more expensive than Japan Post services.

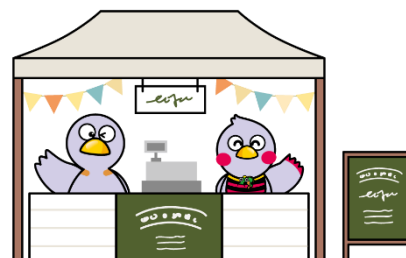
Links

- Japan Post: https://www.post.japanpost.jp/int/index_en.html
- Printed Matter: https://www.post.japanpost.jp/int/service/printed_matter_en.html
- Yamato Transport: <https://www.kuronekoyamato.co.jp/yt/en/send/>

Selling

The easiest way to sell belongings is to find current JETs (or your successor) or other people in your area who are interested in them. We suggest being upfront about the age and condition of your items, and dealing in yen to make things easier for everyone.

There are also a number of secondhand shops that you can sell to. You may not get much money for your items, but it can be an easier option than selling to individuals or disposing of your belongings. Below are a few options to get you started.



Name	Book Off; Hard Off; Treasure Factory
Items accepted	These recycle shop chains handle a variety of goods as long as they're in clean, good condition.
Collection method	Store drop-off, pick-up, and shipping available. Refer to the websites for details.
Other information	Japanese only <ul style="list-style-type: none"> • Book Off: https://www.bookoff.co.jp/sell/ • Hard Off: https://www.hardoff.co.jp/sell/ • Treasure Factory: https://www.treasure-f.com/sell/

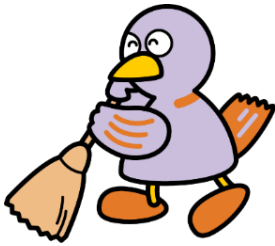
Donating

For items that you won't be taking with you, recycle shops can be a great alternative to consider and give your belongings a second life or use. There may also be charities and recycle services in your area that accept donations - try asking your school or neighbourhood if there are any organisations nearby. We've provided a few examples below to get you started!

Name	H&M; Zara
Items accepted	<p>Clothing items from any brand</p> <ul style="list-style-type: none"> • H&M: Clothing items placed in a bag. • Zara: Items must be placed in a bag. Also accepts accessories and footwear. Clothes do not have to be in good condition. See link below for more information.
Collection method	<p>Take clothes directly to select H&M or Zara stores and place in clothes collection containers (usually near the cashier)</p> <ul style="list-style-type: none"> • List of H&M stores: https://www2.hm.com/ja_jp/customer-service/shopping-at-hm/store-locator.html?srsId=AfmBOopchpNgD4JuMV4kFUu1tmLQMJqpYQqvST8-MZbgZFwECgEq8UwC (Saitama branches: Cocoon City, LaLa garden Kawaguchi) • List of Zara stores: https://www.zara.com/jp/ja/z-stores-st1404.html?v1=11108 (Saitama branches: Urawa Parco, Koshigaya Laketown, LaLaPort Fujimi, LaLaport Shin Misato)
Other information	<ul style="list-style-type: none"> • H&M (Japanese only): https://www2.hm.com/ja_jp/sustainability-at-hm/our-work/earn-points.html • Zara: https://www.zara.com/jp/en/help-center/ClothesCollectionProgram



Name	Uniqlo
Items accepted	All Uniqlo and GU clothing items
Collection method	Take clothes directly to any Uniqlo store and place in RE.UNIQLO box.
Other information	<p>Please make sure all items are washed and dried before donation; please refrain from donating markedly stained items.</p> <p>https://www.uniqlo.com/jp/en/contents/sustainability/planet/clothes_recycling/re-uniqlo/</p>



Disposing

You will likely find yourself with items that you need to throw away before you leave, including types of items you haven't had to dispose of before. Some things may be more difficult, expensive, or time-consuming to dispose of here than in your home country, so be sure to prepare ahead of time so that everything will be taken care of by your moveout date.

- As with normal household garbage, be sure to follow the rules of your area. If you do not dispose of your items properly, they may not be collected.
- Be aware that large amounts of garbage may not be collected all at once - try to space out your disposals over several collection days if possible.
- Many electronic devices and household appliances require special procedures, such as arranging for collection by the store they were purchased from, or by their manufacturer. Be sure to research the procedures and cost ahead of time.
- To dispose of furniture and other large objects (粗大ゴミ, *sodai gomi*), you will need to purchase a disposal sticker and make a reservation for the item to be collected. The wait time to have these items disposed of could be a couple weeks or even longer, so be sure to plan ahead and make your reservation early. You will need to submit details such as the item type and size, and you will be assigned a specific pickup location that may be different from the place you usually place your garbage.
- Some areas also have collection centers to bring your large objects to instead of waiting for pickup if you are able to transport them yourself.

For more information, visit your city/town's website.

Transferring Bicycle Ownership

If you are planning to sell your bicycle to your successor or another individual, there are procedures you must follow as part of Japan's bicycle theft prevention system.

- First, you must deregister your bicycle from the theft prevention system at your local police station (*kōban*) or bicycle shop.
- You then need to complete a Certificate of Bicycle Ownership Transfer (譲渡証明書, *jōto shōmeisho*) (see page 13 for a bilingual example).

Please see the Saitama Bicycle Security Association's website for more information (Japanese only):

http://www.saijibou-3916.com/faq_cat/faq2/



When transferring your bicycle registration, the previous owner and new owner should go to the police station (*kōban*) together in person. Be sure to bring ID.

If the predecessor and successor cannot go together, the predecessor can deregister the bicycle before leaving, and then 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 as such, people are sometimes 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.

Bicycle Ownership Transfer Form (example)

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) : _____

Part 3: Financial Matters

There are a number of important financial matters to take care of before and after you leave Japan to avoid issues down the road and help you get the most out of the money you earned here. This section includes important information on tax, the pension refund, and bank affairs.

Inhabitant Tax

Most Saitama JETs are liable for inhabitant tax (住民税, *jūminzei*), also known as resident or residence tax, in Japan unless your country has a tax exemption treaty with Japan. If you are a resident of Japan as of January 1, you will be subject to inhabitant tax, which is calculated based on your income earned in the previous calendar year in Japan. You will begin paying this for the previous year in June.

For example

- January 2025: If you are a resident of Japan on January 1, you will be liable for inhabitant tax based on the income you earned in Japan from January 1, 2024 to December 31, 2024.
- June 2025: Your inhabitant tax bill arrives, or tax payments start being deducted from your paycheck.

Due to this schedule, you it is likely you will have a large lump-sum of inhabitant tax to pay before you leave Japan.

If you are a departing first-year JET, your inhabitant tax should be based only on income earned from your arrival date to December 31, 2024, and therefore relatively lower than the amount for other JETs.

If you are a departing JET finishing your 2nd year onwards, you must pay your inhabitant tax based on a full year of income.

For more information on Local Inhabitant Tax, please see page 79 (page 42 in PDF) of the [2025 General Information Handbook \(English only edition\)](#).

Be sure to ask how this tax will be paid as it may be deducted from your final paycheck, and budget ahead of time.

The following Tokyo JET Wiki page also offers some helpful information about how to pay, 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 an example guide, and your actual income and tax amounts may vary.*



Pension Insurance Refund

Note: This information has been compiled to help get you started, but it is ultimately your responsibility to make sure you complete the correct procedures and paperwork. Examples of corresponding forms can be on pages 18-20 and 23-24.

For more information, please refer to the following websites:

- Japan Pension Service: <http://www.nenkin.go.jp/international/english/lumpsum/lumpsum.html>
- 2025 General Information Handbook (GIH): <http://jetprogramme.org/en/gih/>

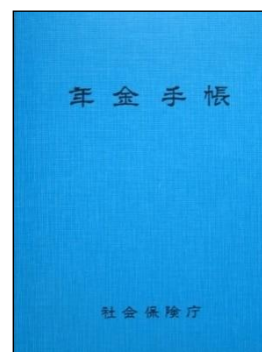
Lump-sum Withdrawal Payment (Pension Refund)

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 (i.e. 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 your pension number and other information (see page 17 for an example). 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. If you don't remember having one, 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 using 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、*shotokuzei・shōhizei no nōzei kanrinin no todokedesho*) form available at your local tax office. See the [National Tax Agency's website](#) for English instructions about how to fill out this form. You will need your tax representative to help 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, in addition to making you liable for inhabitant tax for the following year.
4. Bring the “Lump-sum Withdrawal Payment Claim Form” (脱退一時金裁定請求書, *dattai ichijikin saitei seikyūsho*)* with you to your home country (see example on page 18). You can obtain the form from the Social Insurance Office (SIA, 社会保険事務所, *shakai hoken jimusho*), the National Pension Section of your city/town hall, or you can download it from the links below:
 - [English/Japanese](#)
 - [Spanish/Japanese](#)
 - [Portuguese/Japanese](#)

*Note: *If you were employed by a private school, you may need to file a different claim form. Please see Section 7.3.2 on page 195 (page 100 in the PDF) of the [2025 General Information Handbook \(English only edition\)](#) for more information.*

5. Present your residence card to Immigration at the airport before you leave Japan. Failure to do so while holding a valid status of residence means that your status of residence will not be cancelled. If you do not cancel your status of residence, it is likely you will 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 often takes long (approximately 6 months to 1 year). **You must apply within two years** of the date you no longer have a registered address in Japan.

See the following pages for examples of relevant documents.

*The **Blue** Pension Handbook and Pension Number Notification Card*

基礎年金番号 XXXX-XXXXXX

フリガナ ペンション チャーリー

氏名 ペンション チャーリー

生年月日 XXXX 年 XX 月 XX 日

性別 女

交付年月日 2024 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 number you need to fill in Section 6** 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 number you need to fill in Section 6** on the pension refund application form.

This is the date you were issued your pension handbook.

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

Pension Refund Application Form (example)

Available to print (pages 15-17) from:

<https://www.nenkin.go.jp/international/japanese-system/withdrawalpayment/payment.files/A.pdf>

<p>Lump-sum Withdrawal Payment Claim Form (National Pension / Employee's Pension Insurance)</p> <p>脱退一時金請求書(国民年金/厚生年金保険)</p> <p>※Please fill in legible capital letters. Please fill in only the bold box. ※記入は判読可能なアルファベット大文字をお願いします。太枠内のみ記入してください。</p> <p>1. Date of entry 記入日</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">Year 年 /</td> <td style="width: 33%;">Month 月 /</td> <td style="width: 33%;">Day 日</td> </tr> </table> <p>2. Signature (required) 署名 (必ず記入してください。)</p> <p>I understand that my total enrolment period is less than 120 months (10 years), including the period during which I was enrolled in the pension system of a country that has a pension totalization agreement with Japan and the period eligible for totalization. I acknowledge that receiving the Lump-sum Withdrawal Payment will nullify all enrollment periods in the Japanese Pension System before making this claim.</p> <p>私は日本と年金通算の協定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。</p> <p>Signature of the claimant 請求者本人の署名(サイン) _____</p> <p>3. Permanent residence permission (date of permission) 永住許可の有無 (許可日)</p> <p>Please answer whether you have permission to permanent residence or not. If you have permanent residence permission, please also enter the date of obtaining the permanent residence permission(※).</p> <p>※Please note that this is not the expiration date of your residence card. 永住許可の有無について回答してください。また、永住許可を受けている場合は、永住許可日(※)も併せて記入してください。 ※在留カードの有効期限ではありませんのでご注意ください。</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"><input checked="" type="checkbox"/> No いいえ</td> <td style="width: 30%;"><input checked="" type="checkbox"/> Yes はい</td> <td style="width: 40%;">Permanent residence permission date (永住許可日)</td> </tr> </table> <p>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</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Full name 氏 名</td> <td colspan="10"></td> </tr> <tr> <td>Date of birth 生年月日</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Nationality 国籍</td> </tr> <tr> <td colspan="12">Address after leaving Japan 離日後の住所</td> </tr> <tr> <td>House number, street, apartment number, etc. 番地、通り、部屋番号、その他</td> <td colspan="11"></td> </tr> <tr> <td>City 都市</td> <td colspan="11"></td> </tr> <tr> <td>State/Province 州/省</td> <td colspan="11"></td> </tr> <tr> <td>Postcode 郵便番号</td> <td colspan="11"></td> </tr> <tr> <td>Country 国</td> <td colspan="10"></td> <td style="text-align: center;">◆</td> </tr> </table>	Year 年 /	Month 月 /	Day 日	<input checked="" type="checkbox"/> No いいえ	<input checked="" type="checkbox"/> Yes はい	Permanent residence permission date (永住許可日)	Full name 氏 名											Date of birth 生年月日											Nationality 国籍	Address after leaving Japan 離日後の住所												House number, street, apartment number, etc. 番地、通り、部屋番号、その他												City 都市												State/Province 州/省												Postcode 郵便番号												Country 国											◆	<p>Official use only (日本年金機構記入欄)</p> <p>受付番号</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;"> </td> <td style="width: 33%;"> </td> <td style="width: 33%;"> </td> </tr> </table> <p>—</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;"> </td> <td style="width: 33%;"> </td> <td style="width: 33%;"> </td> </tr> </table>						
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Please also fill out the backside.

裏面も必ず記入してください。

5. Bank account for the transfer of the Lump-sum Withdrawal Payment 脱退一時金受取口座

Official use only 日本年金機構記入欄	1	3	金融機関 コード						支店コード					預金種別	1
SWIFT (BIC) code (11digits) SWIFT (BIC) コード (11桁)															
Bank name 銀行名															
Branch name 支店名															
Branch address (or bank address if there is no branch) 支店の所在地 (支店がない場合は本店の所在地)															
In the column on the right, enter the "City" and "Country" where the above-mentioned bank/branch is located. 上記の所在地のうち、「都市」、「国」を右欄に記入してください。	City 都市										Country 国				
Account number / IBAN code 口座番号 / IBAN コード															
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 各制度の記号番号															

Official use only (日本年金機構 記入欄)	日本年金機構 決定印		日本年金機構 受付印
加入制度 厚年 船員 国年 国共 地共 私学 チェック 1 チェック 2 チェック 3 チェック 4 (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)

Be sure to fill in the next page as well.

次頁も必ず記入してください。

7. Your coverage history (enrollment history in the Japanese public pension systems) 履歴(公的年金制度加入経過)

Please enter the enrollment periods in Japanese public pension systems (Employees' Pension Insurance, National Pension, Seamen's Insurance, and Mutual Aid Association Systems).

公的年金制度(厚生年金保険、国民年金、船員保険、共済組合)加入していた期間を記入してください。

※Please fill in the data in as much detail and accuracy as possible. できるだけ詳しく、正確に記入してください。

(1) Name of your employer (shipowner) and if you are ship crew, the name of the ship 事業所(船舶所有者)の名称及び船員であったときはその船舶名	(2) Address of your employer (shipowner) or your address at the time of enrollment in the National Pension 事業所(船舶所有者)の所在地または国民年金加入時の住所	(3) Employment periods or National Pension enrollment periods 勤務期間または国民年金の加入期間	(4) Types of pension plans that you were enrolled in 加入していた年金制度の種類
		Year 年/Month 月/Day 日 From から To まで	1. National Pension 国民年金 2. Employees' Pension Insurance 厚生年金 3. Seamen's Insurance 船員保険 4. Mutual Aid Association 共済組合
		Year 年/Month 月/Day 日 From から To まで	1. National Pension 国民年金 2. Employees' Pension Insurance 厚生年金 3. Seamen's Insurance 船員保険 4. Mutual Aid Association 共済組合
		Year 年/Month 月/Day 日 From から To まで	1. National Pension 国民年金 2. Employees' Pension Insurance 厚生年金 3. Seamen's Insurance 船員保険 4. Mutual Aid Association 共済組合
		Year 年/Month 月/Day 日 From から To まで	1. National Pension 国民年金 2. Employees' Pension Insurance 厚生年金 3. Seamen's Insurance 船員保険 4. Mutual Aid Association 共済組合

(Note) Please enter only your Japanese address for the period you were enrolled in the National Pension System.

(注) 国民年金に加入していた期間は、住んでいた住所のみを記入してください。

We need your supporting documents

Documents to be attached (If the documents ① to ④ are not attached, we will return your Claim, so be sure to attach all required documents.)

添付書類(①～④の書類等が添付されていない場合は、請求書をお返しすることになりますので添付もれのないようお願いいたします。)

① Copy of your passport (page verifying your name, date of birth, nationality, signature, and status of residence)

パスポート(旅券)の写し(氏名、生年月日、国籍、署名及び在留資格が確認できるページ)

② Documents verifying that you no longer have an address in Japan (copy of resident's card exemption, etc.)

日本国内に住所を有しなくなったことが確認できる書類(住民票の除票の写し等)

◎Suppose you submit a Moving-out Notification at the municipality of your residence before leaving Japan. In that case, we can confirm that you do not have an address in Japan from the deleted information on your resident card, so you do not need to attach this document.

◎出国前にお住まいの市区町村で転出届を提出した場合には、住民票の削除情報から、日本国内に住所を有しないことを確認できますので、本書類の添付は不要です。

③ Please attach a document (such as a certificate issued by the bank) that can verify the "bank name", "branch name", "branch address", "account number", and "that the account holder is the claimant themselves". If you wish to receive the payment at a financial institution in Japan, the account holder's name must be registered in Katakana letters.

※You cannot receive the Lump-sum Withdrawal Payment at the Japan Post Bank.

「銀行名」、「支店名」、「支店の所在地」、「口座番号」及び「請求者本人の口座名義」であることが確認できる書類を添付してください(銀行が発行した証明書等)。なお、日本国内の金融機関で受け取る場合は、口座名義がカタカナで登録されていることが必要です。

※ゆうちょ銀行では脱退一時金を受け取ることができません。

④ Your National Pension Handbook and other documents verifying your Basic Pension Number

基礎年金番号通知書または年金手帳等の基礎年金番号を明らかにすることができる書類

Applying Payments Toward Your Home Country's Social Insurance

You may be able to transfer some or all of your pension payments to a corresponding program in your home country if your home country has an agreement with Japan. See page 201 (page 103 in the PDF) of the [2025 General Information Handbook \(English only edition\)](#) for a list of countries with agreements.

For more information on this option, please refer to the Japan Pension Service website (<https://www.nenkin.go.jp/index.html>), inquire in person, or ask the relevant office in your home country.

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 20.42% flat tax placed on the payment. See the Pension Refund section beginning on page 191 (page 98 in the PDF) of the [2025 General Information Handbook \(English only edition\)](#) for details. Below are additional notes about the process.

- **Designating a tax representative.** The tax representative must be a resident of Japan, but does not have to be Japanese. Find someone you trust with financial matters that you can easily contact once you leave Japan, as they will receive the tax refund into their bank account to send to you. See pages 22 -23 for instructions on how to fill out the Tax Representative Declaration Form.
 - Your tax representative will need to go to the tax office that has jurisdiction over the area where you lived in Japan in order to apply for the tax refund.
- **Apply within 5 years after leaving Japan.** You may file for the pension tax refund as soon as you receive your Notice of Lump-sum Withdrawal Payment (see page 24 for an example notice). You do not need to wait until January 1st of the following year to file as you would with other tax refunds.
- All JETs, whether they pay Japanese taxes or not, will be subject to the 20.42% taxation on their lump-sum withdrawal payment.
- Any further inquiries should 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 (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 services are only available in Japanese.

Tax Representative Declaration Form

You will need to obtain this form from your local tax office as it is not readily available online. Please note that the format and details may vary between municipalities.

The following are some guidelines and useful tips about how to fill out the declaration. The numbers correspond to the sample form on the next page.

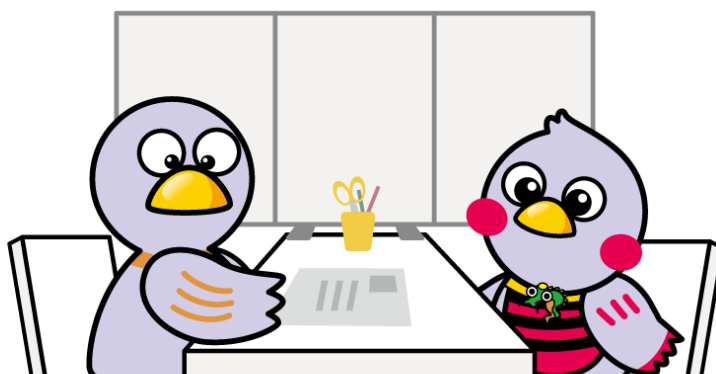
1. Enter the tax office for your jurisdiction. The person you declare on this form will have to return to this same office to claim the tax from the pension refund for you, so please keep this in mind when choosing your tax representative.
2. If you will be living somewhere temporarily, you can include more than one address. You should also list the dates you will be at each address.

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, 2025 - Dec 4, 2025 103 Saitamatch Avenue, Jetville, Queensland 4567 Australia from Dec 5, 2025
---	---

3. It's sufficient just to write 「帰国するからです」 or “Returning to home country,” (or equivalent).

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 to the tax office to get the form.



Tax Representative Declaration Form (example)

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) TO THE CHIEF OF 1 DISTRICT TAX OFFICE 税務署長殿				
<p>This Declaration is to be used to appoint a <u>Tax Representative</u> 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.</p> <p>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の中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。</p>				
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) (First) (Middle) <input type="checkbox"/> Ms.	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	3		Telephone Number 電話番号
Reason for Appointing the Tax Representative 納税管理人を定めた理由				
<p>I hereby declare that the above named Tax Representative is authorized to act for me.</p> <p>Date : _____, 19____ Signature of the Taxpayer : _____</p>				
<p>(Reference) Article 117 of General Law of National Tax (excerpt) :</p> <p>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.</p> <p>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.</p>				
<p>(参 考) 国税通則法第 117 条 (抜粋) :</p> <p>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。</p> <p>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。</p>				

Notice of Lump-Sum Withdrawal Payment

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

Once your application is approved, a Notice 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 20.42% tax charged to this payment, you must send this notice to your tax representative. We recommend making a copy for your records as you will need to send the original copy to your tax representative for submission.

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

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 Japan)

この決定に不服があるときは、この決定があったこと
知った日の翌日から起算して3か月以内に、厚生労働省
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
過後でないと、提起できませんが、審査請求があった日か
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
訴者（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
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.

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

12345678901234

国民年金 National Pension system

支給額 Payments amount	
支給決定年月日 Date of entitlement	Year Month Date
基準月 Last contributed month (base month)	Year Month Half-contribution-exempt months x 1/2
合計 Total	Months 3/4-contribution-exempt months x 1/4

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

CHARLIE PENSION

123 Jet Drive Hometown HS 12345

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

Local Tax Offices

To appoint a tax representative, please visit the tax office with jurisdiction over your place of residence.

Name	Areas of Jurisdiction	Phone	Address
Ageo Tax Office 上尾税務署	Ageo, Kita Adachi-gun (Ina), Kitamoto, Kōnosu, Okegawa	048-770-1800	577 Nishimonsen, Ageo-shi 上尾市大字西門前 577
Asaka Tax Office 朝霞税務署	Asaka, Niiza, Shiki, Wakō	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	Chichibu City, Chichibu District	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	Gyōda, Hanyu, Kazo	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	Higashimatsuyama, Hiki District	0493-22-0990	1-8-14 Yakyū-chō, Higashi-Matsuyama-chi 東松山市箭弓町 1-8-14
Honjō Tax Office 本庄税務署	Honjō, Kodama District	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	Hasuda, Iwatsuki Ward (Saitama City), Kasukabe, Kuki, Miyashiro, Satte, Shiraoka, Sugito	048-733-2111	2-21-1 Ōnuma, Kasukabe-shi 春日部市大沼 2-12-1
Kawagoe Tax Office 川越税務署	Fujimi, Fujimino, Hidaka, Kawagoe, Miyoshi, Moroyama, Ogose, Sakado, Tsurugashima	049-265-9411	452-2 Namiiki, Kawagoe-shi 川越市大字並木 452-2
Kawaguchi Tax Office 川口税務署	Kawaguchi (some areas*), Sōka	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	Koshigaya, Matsubushi, Misato, Yashio, Yoshikawa	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	Fukaya, Kumagaya, Yorii	048-521-2905	41 Naka-chō, Kumagaya-shi 熊谷市仲町 41
Nishi-Kawaguchi Tax Office 西川口税務署	Kawaguchi (some areas*), Toda, Warabi	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	Kita, Minuma, Nishi, Omiya Wards (Saitama City)	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	Hannō, Iruma, Sayama, Tokorozawa	04-2993-9111	1-7 Namiki, Tokorozawa-shi 所沢市並木 1-7
Urawa Tax Office 浦和税務署	Chūō, Minami, Midori, Sakura, Urawa Wards (Saitama City)	048-600-5400	Saitama Shintonshin 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

*Kawaguchi has two tax offices. For more information on your jurisdiction, please check:

<https://www.nta.go.jp/about/organization/kantoshinetsu/location/besshi/kawaguchi.htm#kawaguchi>

Closing Your Bank Account

Be sure to close your Japanese bank account after you have finalized any bills that were paid through bank transfer and no longer need your account. Banks generally require that you close your account if you are leaving Japan permanently, and failing to do so may result in your account (and your money!) being frozen and inaccessible.

To close your bank account, you will need to bring your residence card, bank book, ATM card and/or debit card, and your *inkan* if you used it to open your account. Don't forget to cancel any Japanese credit cards you have as well!

Sending Money Overseas

If you are considering sending money home before you leave, here are a few resources to get you started. New ways to send and transfer funds are emerging all the time, so be sure to research your options before sending your hard-earned cash back home!

- SBI Remit (Shinsei Bank): https://www.remit.co.jp/jp_landingpage/shinsei/kojin_en/
- Wise: <https://wise.com/>
- Seven Bank: <https://www.sevenbank.co.jp/soukin/en/fx/>



Part 4: Immigration Procedures

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

The following information has been compiled from ministry websites and other published material to provide a general idea of the procedures. 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 Services Agency Website (<https://www.moj.go.jp/isa/>) or contact the Tokyo Regional Immigration Services Bureau or one of its branches directly.

Leaving Japan

Residence Card (在留カード, *zairyū kādo*)

If you are leaving Japan permanently (i.e. you will no longer be working/living here), tell the immigration authority that you will not be returning when you present your residence card at the airport. They will punch a hole in your card, indicating that you have cancelled and will not be returning to Japan on your current status of residence.

Traveling After the End of Your Appointment

(A) If your residence card will expire at the end of your appointment

If you want to stay in Japan for a bit longer, you can apply for a 90-day Temporary Visitor (短期滞在, *tanki taizai*) Visa before your current status of residence expires. You must do this even if your nationality does not require obtaining a visa to enter Japan as a tourist.

*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.

(B) If your residence card will not expire soon after the end of your appointment

If your status of residence is not due to expire when you finish JET, you can travel for a couple weeks if you have time left. However, even if you have a year left on your status of residence, you cannot stay and travel around Japan for more than three months without "justifiable reason"*. Please contact the Immigration Bureau for more information (<https://www.moj.go.jp/isa/>).

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

Staying in Japan

Starting a New Job When Status of Residence is Not Expiring

(A) If your new job is under the same status of residence

If your new job is one that you are authorized to engage in under your current status of residence, you may need 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 on the same day you apply. For details, please see the Immigration Bureau's website.

(B) If your new job is under a different status of residence

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*). You should begin the process as soon as your new employment is confirmed. The process takes 1 to 3 months. You will receive a new period of stay based on your new status of residence, rather than how much time you had remaining on your previous one.

For ALTs: Please note that your current “Instructor” status of residence may not be sufficient for all teaching jobs. Please be sure to check with your future employer and the Immigration Bureau.

For more information, please consult:

- Foreign Residents Support Center (FRESC): FRESC offers in-person and online consultations regarding immigration procedures in 11 languages. You can make a reservation from this webpage:
<https://www12.webcas.net/form/pub/fresc/yoyaku-eng>
- The Saitama International Association (SIA): 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 or visit <http://sia1.jp/en/foreign/legal/> for more information. Services available in English.
- The Immigration Services Agency of Japan homepage: <https://www.moj.go.jp/isa/?hl=en>
A wide range of application forms as well as immigration and residency-related information are available here:
<https://www.moj.go.jp/isa/applications/procedures/?hl=en>



- The Tokyo Immigration Bureau / the Saitama District Immigration Office (see below):

Tokyo Regional Immigration Bureau, Saitama Branch Office

1st Floor, Saitama Second Legal Affairs Joint Government Building
5-12-1 Shimo-ochiai, Chuo-ku, Saitama-shi 338-0002

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

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

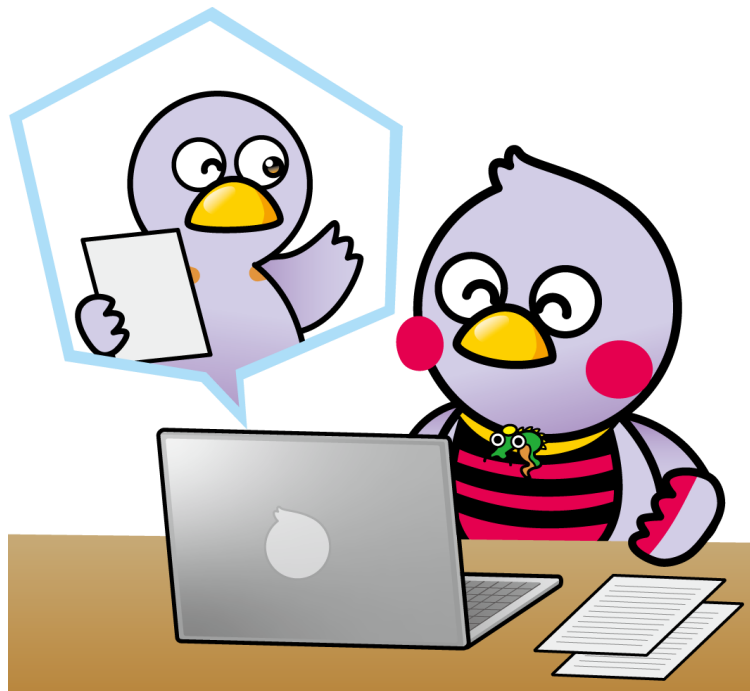
Phone: 048-851-9671

Tokyo Regional Immigration Bureau

5-5-30 Konan, Minato-ku, Tokyo 108-8255

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

Phone: 03-5796-7112



Part 5: Other Matters to Think About Before You Leave Japan

Your Successor

Incoming JETs receive information from CLAIR and their COs, but only you, their predecessor, can provide them with information and advice about their specific placement. On the [International Division's website](#), you will find the [Predecessor's Guide to Saitama Form](#) to fill out for your successor. This is also a great way to give your successor the opportunity to ask for more information if you are happy for them to contact you.

Health and Travel Insurance

Now that you're 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 will 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.

JET Accident Insurance

Even though the National Health Insurance does not cover you after the end of your appointment, you will still continue to be covered by the JET Accident Insurance provided by Tokio Marine & Nichido Fire Insurance for a short amount of 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*. Therefore, if you want health insurance coverage from that point onwards, you will need to make your own arrangements for insurance in your next country of residence. If you are traveling before you return to your home country, you might want to consider arranging travel insurance through your home country.

*Please refer to page 73 (page 39 in the PDF) of the [2025 General Information Handbook \(English only edition\)](#).

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 Omiya Police Station to pick it up.

Where to go:

Identification and Criminal Investigation Laboratory Center

Omiya Police Station, 6th floor

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

Access: Approx. 15 minutes walk from the East Exit of JR Saitama-Shintoshin Station.

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

Phone: 048-641-1050

For more information, visit 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.

Reverse Culture Shock

Reverse Culture Shock is similar to the culture shock you may have experienced when you first arrived in Japan. While everyone's experience is different, it is said that reverse culture shock can be a more difficult

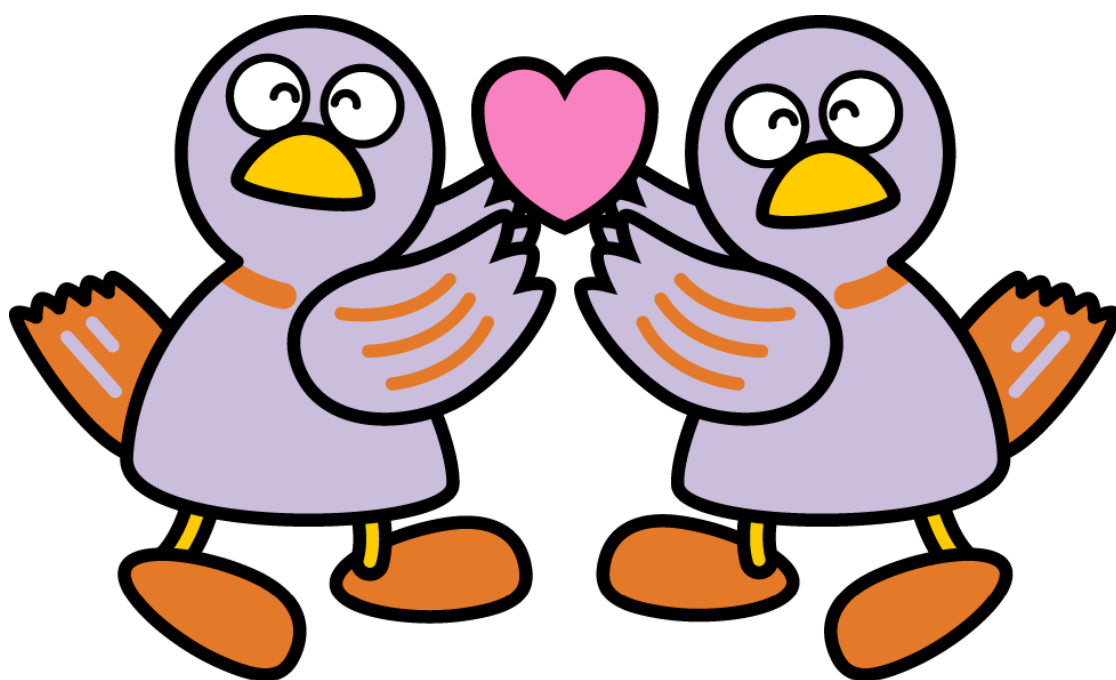
adjustment than regular culture shock, as many people don't anticipate having these difficulties when returning to a place they expect to know. In reality, you have changed during your time on JET, and things back home have also likely changed while you were away.

Luckily, there are a lot of resources online with explanations of reverse culture shock and advice on how to cope with it. Many universities have webpages with in-depth information, and you can also find blog posts or articles of people sharing their personal experiences.

Over the next few months, take time to read over some resources and think about what strategies will work for you, both before and after leaving Japan.

To get you started, here are some resources you can check out:

- CLAIR's After JET Guide:
<https://jetprogramme.org/en/ajg/>
- Section 7.4 of the [General Information Handbook \(English only edition\)](#) starting on page 201 (page 103 in the PDF):
<https://jetprogramme.org/en/gih/>
- KYOTO JETS website (run by Kyoto PAs):
<https://kyotojets.weebly.com/reverse-culture-shock.html>



Part 6: Finding Work in Japan

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

For general employment assistance services, you can also contact the following public offices in Saitama.

Public Employment Security Offices (Hello Work)

Hello Work provides employment-related consultation and support, including career counselling, 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. If you find an opportunity you would like 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 35 or visit their website (Japanese only) at:

<https://www.hellowork.mhlw.go.jp>

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 would like to find work can take advantage of the services offered at this center.

Business Hours

Mon - Fri	10:00am - 7:00pm
Saturday	10:00am - 5:00pm

Phone: 048-826-5931

Website: <https://hwus.jp/corner/young>
(Japanese only)



Youth Independence Support Center (YISC)

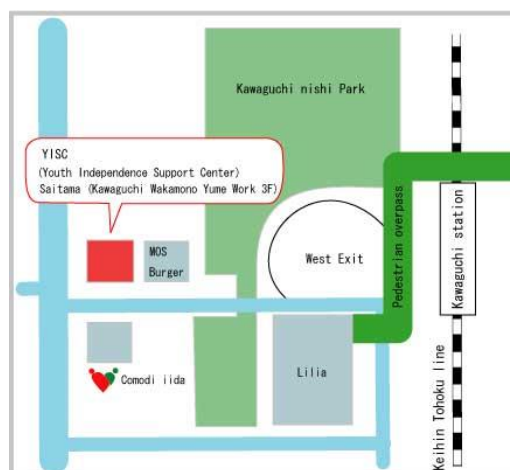
YISC is an organization oriented toward helping young people get a foothold in the working world. They provide career consultations, group work, and opportunities for practical experience.

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.)

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

Phone: 048-255-8680

Website: <http://www.yisc-saitama.com> (Japanese only)



Employment Insurance

All JETs are enrolled in the Employment Insurance System and are generally eligible to claim unemployment benefits if staying in Japan after JET. 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. Check out the following guides for more information on:

- The employment insurance system: ["For those separated from Employment" guide](#)
- How to use Hello Work, as well as matters such as your health insurance and pension after your JET contract ends: ["Checklist for Foreign Nationals Using Hello Work" guide](#)

For questions regarding unemployment benefits, please consult with a Hello Work office near you (see next page for a list of Hello Work offices in Saitama).

You can also find a list of Hello Work offices that offer interpretation services published by the Ministry of Health, Labour, and Welfare on the following link: <https://www.mhlw.go.jp/content/000592865.pdf>

When starting a new job

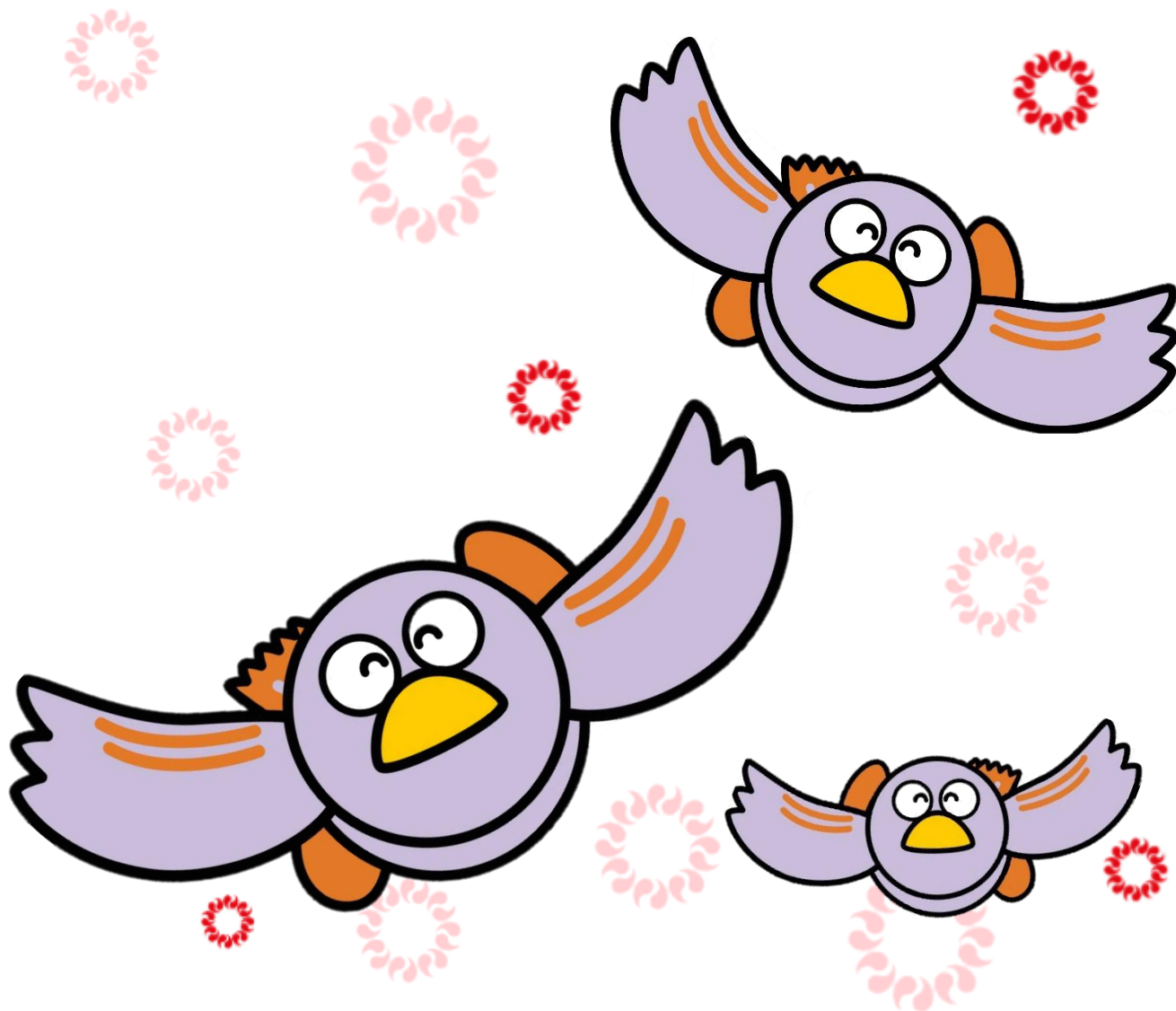
As Hello Work reminds us, when entering into new employment it's important to make sure you receive a written contract stating all the terms and conditions. According to the Labor Standards Laws, employers must clearly state the following matters:

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	Friday 10:00am - 3:30pm	5-8-40 Tokiwa, Urawa-ku, Saitama-shi
Omiya (Saitama City)	048-667-8609	Friday 10:00am - 3:30pm	1-525 Onari-machi, Omiya-ku, Saitama-shi
Kawaguchi	048-251-2901	Mon, Tues, Fri 10:00am - 4:00pm	3-2-7 Aoki, Kawaguchi-shi
Kumagaya	048-522-5656	Tues, Thurs 10:00 - 3:30pm	5-6-2 Hakoda, Kumagaya-shi
Honjo	049-22-2448		2-5-1 Chuo, Honjo-shi (branch of the Kumagaya Public Employment Security Office)
Kawagoe	049-242-0197	Thursday 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	Monday 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	Friday 10:00 - 3:15pm	1-1-37 Honcho, Asaka-shi
Koshigaya	048-969-8609	Tuesday 10:00am - 3:30pm	1-5-6 Higashi-Koshigaya, Koshigaya-shi

*Services not available between 12:00pm - 1:00pm at all offices.



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