

# F. Living in Japan

1. Introduction to Japan
2. Procedures for Staying in Japan
  - 1) Inviting Family Members to Accompany You
  - 2) Re-entry Permits
  - 3) Extension of Period of Stay
  - 4) Change of Status of Residence
  - 5) Work Permit for Part-time Jobs
3. Accommodation
  - 1) Private Housing
  - 2) Household Insurance Policies
  - 3) Moving
4. Health and Medical Care
  - 1) Health Examination
  - 2) Hospitals
  - 3) National Health Insurance (NHI)
  - 4) Medical Fee Reimbursement for International Students
  - 5) Personal Accident Insurance for Students Pursuing Education and Research
  - 6) Counseling
  - 7) Japanese Medicine
  - 8) Medical Emergencies
  - 9) Other Emergencies
5. Children and Education
  - 1) Pregnancy
  - 2) Registration of Birth
  - 3) Alien Registration of a Newborn Child
  - 4) Status of Residence of a Newborn Child
  - 5) Passport of a Newborn Child
  - 6) Coverage of Medical Expenses for Children
  - 7) Kindergarten/Nursery School
  - 8) Elementary/Junior/High School

## **6. Banking**

- 1) Opening an account**
- 2) Overseas Money Transfer and Currency Exchange**
- 3) Direct Debiting of Utility Bills**

## **7. Hanko/Inkan (Personal Seals)**

## **8. Electricity**

## **9. Rubbish Disposal**

## **10. Driver's License and Driving**

- 1) Driver's Licence**
- 2) Automobile Insurance**
- 3) Automobile Inspection**

## **11. Transportation and Tickets**

- 1) Train Types**
- 2) How to Take Public Transportation**
- 3) Tickets and Student Discounts**
- 4) Japan Railway Pass**

## **12. Telephone**

- 1) Public Phones**
- 2) Mobile Phones**
- 3) Dial Systems for International Calls**
- 4) Operator Assisted Calls**
- 5) Installation of Telephone**

## **13. Newspapers**

## **14. Postal and Home Delivery Services**

- 1) Postal Information**
- 2) Financial Account (Postal Savings)**
- 3) Mailing Methods**

## **15. Shipments from Japan**

## **16. Shopping Guide**

- 1) Stores**
- 2) Japanese Sizes**
- 3) Tax and Tipping**

## **17. Japanese Police**

# 1. Introduction to Japan

## Climate

The Japanese islands generally have a mild climate. The changing of the seasons is clearly noticeable: Spring (Haru 春), Summer (Natsu 夏), Autumn (Aki 秋), Winter (Fuyu 冬).

**Spring (March-May):** The plum blossom announces the end of the cold winter and is followed by the cherry blossom (the Japanese national flower) and young fresh green-leaves. Generally warm and sunny. Clothing: Light jackets, light sweaters, and cotton tops.

**Summer (June-August):** Summer begins with the rainy months in general (particularly June), which is the important time for the farmers to plant rice. Summer can be hot, around 30 degrees, and *very humid* in seaside and lowland areas from July onwards. Many Japanese enjoy swimming in the sea (Hayama is part of the Shonan-area, which is famous for sea resorts) and relaxing at cool mountain resorts. The Obon (お盆) period is around mid August, which is the time many Japanese tend to go to their hometowns and some shops may close for a few days. Clothing: light clothes. Cardigans come in handy since indoors are mostly air-conditioned.

**Autumn (September-November):** With nice, cool breezes after the hot and humid summer, it is a very refreshing period. Many leaves turn red and yellow and the temperature at night and in the morning can drop dramatically. Clothing: light jackets, light sweaters.

**Winter (December-February):** Winter is rather cold due to the seasonal wind from the northwest, which brings snow to the north and west sides of Japan in particular. The temperature on the Pacific coast, however, rarely drops below 0 degrees. It is very often sunny and also very dry. Clothing: overcoats and sweaters.



**Average Temperature in Japan**

	Spring		Summer		Autumn		Winter	
	F	C	F	C	F	C	F	C
Sendai (Tohoku)	50.0	10.0	75.7	24.3	60.0	15.5	38.5	3.6
Tokyo (Kanto)	58.1	14.5	81.9	27.7	35.8	18.8	45.7	7.6
Nagoya (Cubu)	56.8	13.8	82.4	28.0	66.0	18.9	43.0	6.1
Osaka (Kinki)	58.3	14.6	83.7	28.7	67.5	19.7	44.6	7.0

## Food

The Japanese diet is traditionally rice with vegetables, fish (even raw fish, Sashimi 刺身) and

some meat. Japanese food, called Washoku (和食), is usually made with a fish soup-stock base, seasoned with soy souse and non-spicy, so that you may find it tasteless until you get used to it.

Japanese also like to eat Youshoku (洋食), international food, such as Chinese, French, Italian and Indian.

☞ *Being a vegetarian or vegan is not common in Japan. Although there are various kinds of vegetables available here, a vegetarian menu/dish is not easy to find in a restaurant.*

## Water

Water in Japan is of high quality and well maintained for good hygiene, so it is safe to drink water from the tap in most places. Bottled mineral water is also available.

## Language

Although English is taught as part of school education, most Japanese still do not speak English, especially in rural areas. All international students are encouraged to learn some Japanese (at least speaking) for daily use while you are in Japan.

## Websites about Japan (URL):

*Japan Ministry of Foreign Affairs*

<http://www.mofa.go.jp/index.html>

*Japan Information Network*

<http://jin.jcic.or.jp/>

*Japan National Tourist Organization*

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

*International Research Center for Japanese*

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

## National Holidays 2005:

January 1	<i>New Year's Day</i>	Ganjitsu(元日)
January 10	<i>Adult's Day</i>	Seijin no hi(成人の日)
February 11	<i>National Foundation Day</i>	Kenkoku kinen-bi(建国記念日)
March 20	<i>Vernal Equinox Day</i>	Shunbun no hi(春分の日)
April 29	<i>Greenery Day</i>	Midori no hi(みどりの日)
May 3	<i>Constitution Memorial Day</i>	Kenpoukinen-bi(憲法記念日)
May 4	<i>National Holiday</i>	Kokumin no kyujitsu(国民の休日)
May 5	<i>Children's Day/Boy's Day</i>	Kodomo no hi(こどもの日)
July 18	<i>Sea Day</i>	Umi no hi(海の日)
September 19	<i>Respect for the Aged Day</i>	Keirou no hi(敬老の日)
September 23	<i>Autumnal Equinox Day</i>	Shubun no hi(秋分の日)
October 10	<i>Sports Day</i>	Taiiku no hi(体育の日)
November 3	<i>Culture Day</i>	Bunka no hi(文化の日)
November 23	<i>Labor Thanksgiving Day</i>	Kinrou Kansha no hi(勤労感謝の日)
December 23	<i>Emperor's Birthday</i>	Tennou Tanjyoubi(天皇誕生日)

## 2. Procedures for Staying in Japan


### 1) Inviting Family Members to Accompany You

To invite family members to accompany you while you are staying in Japan, a Certificate to Authorize the Residence Status (Kazoku Taizai Shikaku 家族滞在資格)<sup>1)</sup> will be needed.

It is available at a regional Immigration Office, and usually takes one month. If you send this certificate to your family and they attach it when they apply for a visa at the Japanese Embassy, this will significantly shorten the time of visa-issue.

#### **Required documents:**

- ❶ Application form for Certificate of Eligibility for Status of Residence (available at the Immigration Office)
- ❷ Proof of relationship between you and the invited person (such as a Marriage Certificate, Birth Certificate, etc.)
- ❸ A document certifying your financial ability to support your family (cf. the receipt of your scholarship; your bank statement; proof of money transfer from a sender)
- ❹ Alien Registration card and passport
- ❺ Certificate of Student Registration (*see Appendix-2*)
- ❻ 2 photos of each family member applying (4x3 cm)

 Please note that it will be quite difficult to change the status after a family member(s) enters Japan with a "temporary visitor visa(s)/tourist visa(s)".


### 2) Re-entry Permits

If you wish to leave Japan for a short period of time, e.g. for a holiday or for an international conference, you MUST:

- ❶ Obtain permission from your supervisor
- ❷ Inform officials in charge of the graduate program at your department (*see A-1*)
- ❸ Apply for a "Re-Entry Permit", to return on the same visa after travel abroad, for you and/or your family members with you while you are a student in Japan. Without it, NO entry is allowed into Japan upon your return. It can be applied for at your local Immigration Office (*see Appendix-6*).

#### **Required documents:**

- ❶ A ¥ 3,000 revenue stamp (per person) for a single re-entry, or a ¥6,000 revenue stamp for multiple re-entries (available at the Immigration Office)
- ❷ Application form(s) for Re-entry Permit (available at the Immigration Office)
- ❸ Valid passport(s)
- ❹ Alien Registration Card(s)
- ❺ Student ID Card

 When applying for a re-entry permit, you will be asked to take a number and wait for your turn. The desk (for the processing of the applications) will close at 12:00 for lunch, and

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1) Only your spouse and any children that you may be supporting are eligible.

resume from 13:00.

☞ An applicant over 16 has to present him/herself in person, but for an applicant under 15, a parent can apply on their behalf.

### 3) Extension of Period of Stay

As an international student, you are permitted to stay for 1 or 2 years. The registration is automatically done when you enter the country. If you wish to stay longer than 2 years, however, you need to apply for an extension at the Regional Immigration Office (*see [Appendix-6](#)*), about 2 months prior to the expiration date on your visa.

☞ The Immigration Office is especially crowded in March, and an application may take longer to be processed. Early application is recommended.

#### **Required documents:**

- ❶ Application form for Extension of Period of Stay (available at the Immigration Office)
- ❷ Alien Registration Card
- ❸ Certificate of Student Registration (Available at your department office. Please allow some time when applying)
- ❹ Academic Transcripts (Also available at your department office. Please allow some time when applying)
- ❺ A valid Passport
- ❻ Certificate of Research Status or Certificate of Application for Course Registration (available at the Educational Affairs Section)
- ❼ A document certifying your financial ability to support (cf. the receipt of your scholarship; your bank statement proof of money transfer's from sender.) In some cases, financial verification or additional documents may be required from the Immigration Office
- ❽ A ¥ 4,000 revenue stamp (available at the Immigration Office)
- ❾ A work permit (as applicable)

### 4) Change of Status of Residence

Those who have a different visa from a student visa have to apply for a change of residence status at an Immigration Office (*see [Appendix-6](#)*).

#### **Required documents:**

- ❶ Application form for Change of Status of Residence (available at the Immigration Office)
- ❷ A valid passport
- ❸ A Certificate of Entrance Admission or Student Registration (available at your department office)
- ❹ Certificate of Research Status or certificate of application for Course Registration (available at the Educational Affairs Section)

- ⑤ A ¥4,000 revenue stamp (available at the Immigration Office)
- ⑥ Alien Registration Card
- ⑦ A work permit (as applicable)
- ⑧ For non-degree students: Documents certifying the research project or the number of classes from your supervisor

*☞ Students who entered Japan under a different visa cannot apply for medical fee reimbursement or scholarships.*

## 5) Work Permit for Part-time Jobs

Your status is "research student/student (ryugak-sei 留学生)", and you are only authorized to be engaged in study/research related activities. Only those who need to supplement their research and living expenses will be able to apply for a work permit, allowing them to work part time.

### **Working time allowance:**

<i>A full-time research student</i>	28 hours a week
<i>A non-degree student</i>	14 hours a week
<i>During Summer/Winter holidays</i>	Extended to less than 8 hours per day

### **Required documents:**

- ① A valid passport
- ② Application form for Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted (available at the Immigration Office)
- ③ Fukushin-sho (副申書, available at the International Affairs Section): please allow some time when applying
- ④ Certificate of student registration (available at the Educational Affairs Section)

*☞ Please be aware that those who have no permit and are engaged in a part time/full time job will be subjected to punishment or deportation from Japan.*

*☞ It is also important to pay attention to your working hours so they do not exceed the time allowed.*

*☞ It is recommended that research students have some working experience in a research related field, such as an RA (Research Assistant) or TA (Teaching Assistant). Please ask your supervisor or your IURI for more details.*

*☞ Information about part-time jobs can be obtained at the Japan Educational Exchanges and Services (JEES). URL will be available in the near future (<http://www.jasso.go.jp/> in Japanese only).*

## 3. Accommodation

Sokendai does NOT provide student accommodation (Gakuseiryō 学生寮) within the University, since most of our research students locate themselves near their IURI (Inter university Research Institute).

☞ *Sokendai may be able to provide short-term accommodation for you, however this is ONLY for a short period of time, until you find a room somewhere else. For more information, please contact the International Affairs Section.*

☞ *It is strongly recommended not to bring your family until you settled down in Japan.*

## 1) Private Housing

Local real estate agencies are generally useful finding and renting a private house. Rental housing magazines are also available at a bookstore or a real estate agency.

There are also cheap accommodations run by prefectural organizations (Kenei Jyutaku 県営住宅). For more information, please contact your local City/Town Hall.

☞ *A guarantor: A person concluding a lease agreement for private housing is generally required to find a guarantor for payment of the rent and the performance of other obligations under the agreement. Your supervisor may act as a guarantor, so please contact your supervisor.*

☞ *Apartment types are abbreviated as shown, such as "3LDK (L: Living room, D: Dining room, K: Kitchen)."*

☞ *Please check if it contains a bathroom or a toilet, and if you have a car, you may need to check the availability of a parking space.*

☞ *It is quite normal in Japan for apartments to come unfurnished (such as no heater, air-conditioner, stove, oven, etc.).*

☞ *A showing of the house/apartment is free and it is recommended that you see the property before signing the contract.*

☞ *Please note that some owners may refuse a foreign tenant, due to language problems, etc., and should not be taken personally.*

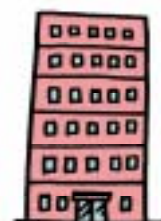


### **Three types of private housing:**

**Apartment(Apâto アパート)** One to three rooms, generally with a bathroom and kitchen



**Mansion(Manshon マンション)** High-class apartment in a building of reinforced concrete or with a (condominium) steel-frame structure. Managed by the owner or a manager. Higher rent than that of an apartment.



**Rental House(Shakuya 借家)** A detached house, rented through a real estate agency.



### **Required funds:**

**Tetsukekin(Initial deposit 手付金)** Pay the initial deposit for the property you are interested in and conclude a provisional agreement with the real estate agency. This will prevent the agency from advertising it to others before you decide to conclude the formal lease



agreement. Tetsuke-kin, paid in advance, will be recognized as a part of your payment when concluding the formal lease agreement. There is NO refund if you cancel.

**Reikin(Key money 礼金)** Paid to the lessor at the conclusion of a lease agreement. There is NO refund upon the termination of the lease.

**Shikikin(Guarantee deposit 敷金)** Deposit paid to the lessor at the conclusion of a lease agreement. Refunded upon the termination of the lease, after some deduction as prescribed in advance under the lease agreement. If the leased property is severely damaged or if you have any unpaid rent, the appropriate amount may be deducted from the shiki-kin.

**Chukai Assenryou (Brokerage Fee 仲介手数料)** Commission for the real estate agency. It is stipulated by law that the agency fee should be no more than the equivalent of one month's rent.

**Kyouekihi (Common Service Charge 共益費)** A common service charge may be included in the monthly payment, for the costs of maintaining and managing public areas of the property, if you stay in an apartment or mansion.

### *Useful Words:*

Vacancy/room to rent	Akishitsu-ari (空室有り)
House	Jyutaku (住宅)
Housing agency	Fudosan (不動産)
Landlord	Oya-san (大家さん)
Rent	Yachin (家賃)
Commission	Tesu-ryo (手数料)

## 2) Household Insurance Policies

### **General Housing Insurance/Comprehensive Lodging Insurance for International Students (Ryugakusei Jyutaku Sougou Hoshou Seido 留学生住宅総合補償制度):**

This insurance is provided by the Japan Educational Exchanges and Services (JEES), in order to reduce the mental and financial burden on a guarantor and the student him/herself and to make it easier to conclude a lease agreement. The insurance covers your personal possessions and furnishing against several events. <http://www.jees.or.jp/crifs/index.htm>(Japanese only)

#### **Basic categories:**

- ❶ Damage to both people and property due to your fault; such as fire, lightning, explosions, water leakage, flooding, etc. (excluding: earthquakes and tidal waves)
- ❷ Damage due to a third party incident; such as fire, explosion, water leakage, etc.
- ❸ Protects your guarantor against unpredictable trouble

It costs ¥7,500 for the A policy (for one year) or ¥14,000 for B policy (for two years), and reduces your liability in case of an emergency.

Please ask for details at the International Affairs Section.

### 3) Moving

In case of moving, the following procedures may be required.

- ❶ Give notice of your intent to terminate the current lease agreement, at least ONE MONTH BEFORE
- ❷ Telephone transfer/disconnection of the telephone line
- ❸ Notify the *electricity* company as soon as you have decided to move. Report your old and new addresses, as well as moving date, with your customer number (okyakusama bango), found on the monthly bill, for a smooth transition

Within a week to a few days before:

- ❶ Submit a Notice for Change of Address to your department
- ❷ Notify the *gas* and *water* companies up to 3-4 days before your move. Report your old and new addresses, as well as moving date, with your customer number (okyakusama bango), found on the monthly bill, for a smooth transition.
- ❸ Inform every Insurance agency your moving date and the new address
- ❹ Inform the new address to your bank
- ❺ Set the mail forwarding service (free, redirecting mail from your old address to the new one automatically for a year) at your local post office
- ❻ For stores and delivery companies, i.e. newspaper, settle all charges and request the discontinuation of the regular deliveries
- ❼ As for Sodai-gomi (large size rubbish), cut them into small pieces and follow the disposal instructions, otherwise arrange a moving company to dispose of them

## 4. Health and Medical Care

Each IURI (Inter-university Research Institute) offers first-aid treatment for minor injuries. At the Hayama campus, a doctor will come once a month for examinations. Please ask for details at the Student Welfare Section.

### 1) Health Examination

All students are required to have a free annual health examination at each NRI between April to June. The result of Health Examination certificate will be sent to each student through the post.

### 2) Hospitals

In Japan there are three types of hospitals such as General Hospital (Sougou Byoin 総合病院), Specialized Hospital (Senmon Byoin 専門病院), and Private Hospital (Kojinn Byoin 個人病院).

An appointment may be required in many hospitals, especially at dental clinics. Without an

appointment, you may have to wait for a long time for your turn.

When you go to see a doctor:

- ❶ Present the National Health Insurance card (see below) at the reception desk
- ❷ Fill out a registration card (if you are asked)
- ❸ A doctor will see you in turn
- ❹ After seeing a doctor, you pay the fee and receive your medicine
- ❺ You may have to go to a designated pharmacy (normally close-by) to pick up the medicine with the prescription given by the doctor

It may be desirable to have insurance from your own country before you leave. Some types of insurance may cover medical fees not covered by the Japanese system, as well as medical costs while you are traveling in other countries.

### 3) National Health Insurance (NHI)

The National Health Insurance (Kokumin Kenko Hoken 国民健康保険) is a nationwide insurance program funded by policyholder's premiums. Local government offices are in charge of its administration. All international students living in Japan for a year or longer (including family members) are required to enroll in this program.

By paying a premium and presenting the insurance card, policyholders will only have to bear 30% of the expenses required for medical treatment and/or hospitalization. Family members also enrolled in the program receive a substantial discount. NHI can be applied for at the National Health Insurance Section of your local City/Town Hall.

#### **NHI covers:**

- ❶ An extended range of medical needs, including some types of dental treatment, chronic diseases and childbirth, that may not be covered by general overseas travelers' personal accident insurance
- ❷ Standard tests, e.g. x-rays and blood tests

#### **Required documents:**

- ❶ Alien Registration Card
- ❷ Certificate of the studying period/student registration, or a letter certifying the research schedule
- ❸ Seal (Inkan; your signature may be accepted)

*☞ Those whose income during the previous year is lower than the standard may be eligible for a partial reduction of the premium. Please ask for further details at the National Health Insurance Section of your local City/Town Hall.*

*☞ Any change in your personal details has to be reported within 14 days, and notice to terminate the policy has to be given before you leave Japan.*

#### 4) Medical Fee Reimbursement for International Students

(Iryouhi Hojyo Seido 医療費補助制度)

This is a program of the Japan Student Services Organization (JASSO) , under which international students who receive medical treatment at a medical institution in Japan are reimbursed, 80% or less, of their medical expenses. This is ONLY available, as a rule, for those students who hold NHI (excluding his/her family).

We will pay the reimbursement, less bank transfer charges to your bank account.

##### **Required documents:**

- ❶ Application form for Medical Fee Reimbursement for International Students (available at your department, or at the International Affairs section)
- ❷ *Receipt* from the medical institution
- ❸ NHI card

With the combination of NHI and this Medical Fee Reimbursement, you only have to pay medical expense around 6 % in total.

Amount of Medical fees paid	100%
Reimbursement from NHI	70%
Reimbursement from Medical Fee Reimbursement	80% of what you have paid
Net Fee	6%

##### **Process of receiving the reimbursement:**

- ❶ Present your NHI card and receive treatment from a doctor.
- ❷ Pay for the treatment (30% of total cost) and ask for a receipt
- ❸ Submit the receipt at the department office and apply for the Medical Fee Reimbursement  
(Note: This has to be done by the 10th of the following month)
- ❹ After 2~3 months, you will receive the 80% reimbursement through your bank account.

For more information, call Ryugakusei Jigyoukeikakuka Shougakuka (日本学生支援機構留学生事業計画課) of Japan Student Services Organization.

Tel. 03-6407-7454 Fax 03-6407-7459.

#### 5) Personal Accident Insurance for Students Pursuing Education and Research

(Gakusei Kyouiku Kenkyu Saigai Shougai Hoken 学生教育研究災害傷害保険 = Gakkensai 学研災)

This insurance covers unexpected physical injuries and/or damages occurring while attending lectures, university events, extra-curricular activities, and research activities (on and off-campus activities). An additional premium covers unexpected trouble that occurs during travel between university facilities or between university facilities and the place of residence is covered.

Application for this insurance, for the period of 3 or 5 years, will be made at the time of registration.

## Additional premium

*Commuting to school and in transit between school facilities* (Tsuugakucyunado Shougai Kiken Tanpo Tokuyaku 通学中等傷害危険担保特約 = Tsuugaku Tokuyaku 通学特約): covers medical fees for the treatment of injuries occurring on your way to the university facilities/events from home, or the other way round.

## Additional plan

*Compensation Insurance Plan* (Gakkensai Futai Baishou Sekinin Hoken 学研災付帯賠償責任保険): covers compensation when a student causes damage to others or their belongings both during school events/related activities, and commuting between university facilities or between the university and the place of residence.

☞ This insurance is available ONLY to those who are a member of the *Personal Accident Insurance for Students Pursuing Education and Research* described above.

### Insurance fees and periods

<i>Classification</i>	<i>1st year</i>	<i>2nd year</i>	<i>3rd year</i>	<i>4th year</i>	<i>5th year</i>
Art/humanities majors	¥650	¥1,200	¥1,800	-----	-----
Science/engineering and physical education majors	¥900	¥1,600	¥2,350	¥3,000	¥3,600
Special insurance plan	+ ¥300	+ ¥500	+ ¥700	+ ¥900	+¥1,100
Compensation Insurance Plan	+ ¥400	+ ¥800	+¥1,200	+¥1,600	+¥2,000

☞ *The period of insurance coverage extends from the day after joining to March 31 of the academic graduation year.*

☞ *If coverage expires and the student has a further year of study, the student is eligible to join for an additional year.*

## 6) Counseling

For your well-being, we have a counsellor to whom you can talk *via email* about your mental health problems. Your information will be kept strictly confidential.

**Counselor:** Professor Jinsuke Kageyama (影山 任佐)

**Email:** soudan@soken.ac.jp

## 7) Japanese Medicine

For non-serious symptoms, the following medicine are available at a pharmacy:

**Headache/Fever** ..... Contac (コンタック), Nosin (ノーシン), Bufferin (バファリン), Ive (イブ), Pabron (パブロン),  
**Sore throat** ..... Isojin (イソジン)  
**Blocked nose; high fever; runny nose** ..... Contac for rhinitis (コンタック鼻炎用), Kakkonto (葛根湯)  
**Toothache** ..... Seirogann (正露丸), Nosin (ノーシン), Bufferin (バファリン)  
**Cutis** ..... Makiron (マキロン), Akachin (アカチン)  
**Constipation** ..... Corack (コーラック), Biofermin (ビオフェルミン)  
**Diarrhea** ..... Seirogan (正露丸), Biofermin (ビオフェルミン)  
**Stomach problem/hang-over** ..... Solmack (ソルマック), Ootaisan (太田胃散), Sankyo Ichoyaku (三共胃腸薬)  
**Skin problems** ..... Oilax (オイラックス), Menthol (メンソール), Yuskin A (ユースキン A)



## 8) Medical Emergencies

Call **119** (the Fire Department: Shoubousho 消防署) and ask for an ambulance.

For emergencies occurring at night, on Sundays, National Holidays, at the end of the year and New Year holidays, designated medical institutions will be open in your area. See [Appendix-10](#). Please contact your local City/Town Hall for more information.

☞ Please make a call to the hospital before a visit, and bring your NHI card with you even in an emergency.

☞ Emergency treatment is **NOT** fully covered by insurance and the cost will depend on the service you receive or on the hospital.

☞ Any incident should be reported to your department.

☞ See [Appendix-8](#) for Medical Terms.

## 9) Other Emergencies

### Robbery (Goutou / Dorobou 強盗・泥棒)

Call 110 (the Police Department: Keisatsusho 警察署), report the robbery and/or other crimes. Robberies (on the loss of your belongings) on campus must also be reported to your department.



### Traffic Accident (Koutsu Jiko 交通事故)

First call 119 for an ambulance in case of any injury. Then call 110 to report the accident to the police.

If you are involved in an accident, it is important to write down these five points: ① name, ② place of work, ③ telephone number,



license plate number and insurance status of the other party.

Medical costs are usually reimbursed at a later date from the voluntary insurance maintained by the party found to be liable for the accident. For any trouble at a later stage, please contact the Traffic Accident Consultation Section of your City/Town Hall.

The Koutsu Saigai Kyousai (交通災害共済) may issue some money to support the injured in case of a traffic accident. Please contact your local City/Town Hall for further details.

### Fire (Kaji 火事):

A fire extinguisher should be provided/equipped in your residence.

Call 119 for fires you cannot control, and alert your neighbors.



### Earthquake (Jishin 地震):

It is important for you to know beforehand which is the nearest public evacuation site, especially at the University/NRI and at home. It is advisable to always keep an emergency bag (kyukyu bukuro 救急袋) ready and accessible at all times.

The emergency bag should contain at least the following:

- ❶ A portable radio (keitai rajio 携帯ラジオ)
- ❷ A flash light (in the event of a power failure) (kaichu dentou 懐中電灯)
- ❸ A first-aid kit (kyukyu dougu 救急道具)
- ❹ Some cash (okane/genkin お金・現金)
- ❺ Non-perishable food and water at home (hozonshoku 保存食)



Firmly secure furniture to prevent it from falling down. In case of an earthquake:

- ❶ Turn off electric power, extinguish all fires and turn off the gas supply valve.
- ❷ Open doors and windows to secure an evacuation route.
- ❸ Stay calm, protect your head (you can protect yourself from falling objects by getting under a large steady object such as a dining table for a short period), and if the tremors continue for a long period, evacuate the place calmly.

*You can also participate in a local disaster exercise/drill and be informed on what to do in case of an emergency.*

### Typhoon (Taihuu 台風):

From July to September each year, Japan is struck by many typhoons that bring strong winds and heavy rain. These can cause flooding in lowland areas. It is advisable to always keep an emergency bag ready (see above, Earthquake, for details). In case of a typhoon:



- ❶ Secure any light items which may be blown away by strong winds, especially on your

porch or veranda

- ② Drinking water should be kept separate (in bottles or containers) in case the city water supply is affected by the typhoon

### Useful words:

Please help me!	Tasukede (kudasai)! 助けて(ください)
Watch it! Watch out!	Abunai! / Kiotsukete! 危ない! / 気をつけて!
I've been robbed!	Dorobou! 泥棒!
Fire!	Kaji desu! 火事です!
There's been an accident!	Jiko desu! 事故です!
Please send an ambulance!	Kyukyusha wo onegai shimasu 救急車をお願いします Kyukyusha wo yonde kudasai 救急車を呼んでください



## 5. Children and Education

### 1) Pregnancy

Notify your pregnancy to the Public Health Center (Hoken Dentâ 保険センター) and you will receive a Maternity Passbook (Boshi Kennkou Techou 母子健康手帳), in which the growth and inoculations of your child will be recorded.

Members of NHI will receive about ¥300,000 per new baby, after its birth. Please ask for further details at the National Insurance Section of your local City/Town Hall.



### 2) Registration of Birth (Shusseï Todoke 出生届)

Notification must be made within 14 days of childbirth at your City/Town Hall.

#### Required documents:

- ① Maternity Passbook (see above)
- ② Birth certificate issued by a medical doctor
- ③ Parents' Alien Registration cards
- ④ Parents' Passports

### 3) Alien Registration of a Newborn Child

Children born to foreign nationals in Japan must be registered within 60 days of birth at your City/Town Hall.

### 4) Status of Residence of a Newborn Child

If a newborn child stays in Japan for more than 60 days after birth, you have to apply for the Status of Residence at the Immigration Bureau within 30 days of the birth.



**Required documents:**

- ❶ Application form for Status of Residence (available at the Immigration Office)
- ❷ Birth certificate / certificate of acceptance of birth report; issued by the City/Town Hall at the registration of birth
- ❸ Questionnaire form (available at the Immigration Office)
- ❹ Alien registration Card of the child or a maternity passbook
- ❺ Passports of the parents

**5) Passport of a Newborn Child**

Please obtain a passport for a newborn child. A child born in Japan does not automatically qualify for a Japanese passport unless the child has a parent who holds a Japanese passport.

**6) Coverage of Medical Expenses for Children**

There is a system that covers the medical expenses for your child. Various types of inoculations (such as Poliomyelitis vaccine, Tuberculin test, Measles, 3 vaccines, Japanese encephalitis and Rubella) are carried out for infants. For further information, please contact your local City/Town Hall or a Public Health Center (Hoken-sentaa 保険センター).

**7) Kindergarten/Nursery School (Hoikuen/Youchien 保育園・幼稚園)**

Most children attend kindergarten or nursery school (either private or public) from the age of 3, for three years, before entering elementary school. School is held Monday to Friday, in the morning, for 3-5 hours. For more information, contact the relevant section of the Board of Education of your local City/Town Hall.

*☞ Private kindergartens seem to be more flexible than public ones regarding admission procedures.*

**8) Elementary/Junior/High School (Shou/Chu/Koutou Gakkou 小・中・高等学校)**

Compulsory education consists of six years of elementary school and three years of junior-high school, for a total of nine years. For all of these institutions, the new school year starts in April.

Parents can choose either a Japanese public school or a private International school. Foreign children are eligible for admission to public elementary and junior-high schools. The American and International private schools conduct their classes in English.

There may be an Educational Loan System for the parents who have high school or University students, from your local City/Town Hall. For more information, contact the Board of Education of your local ward or municipal office or Private School Promotion Section, Private Schools Division, Bureau of Citizens and Cultural Affairs.

## Japanese education system

### Compulsory

Age 6-12: Elementary school (6 years)

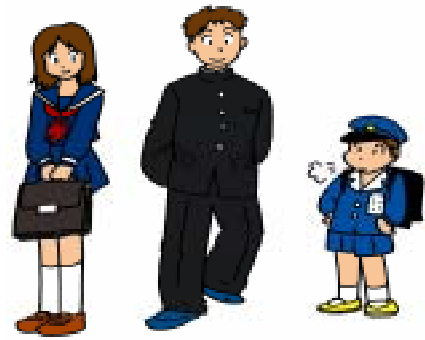
Age 13-15: Junior-high school (3 years)

### Optional

Age 16-18: High school (3 years)

Age 19-20: Collage (2 years)

Age 19-22: University (4 years or more)



☞ For more information on Japan Educational Associations, go to URL: [http://jin.jcic.or.jp/jd/chart/007023000\\_j.html](http://jin.jcic.or.jp/jd/chart/007023000_j.html).

## 6. Banking (Ginko 銀行)

Banks are usually open from 9 a.m. to 3 p.m. and closed<sup>1)</sup> on Saturdays, Sundays, National Holidays, and the New Year period. ATM service (Automatic Teller Machines; also called CDs), for deposits and withdrawals, and transferring and paying bills, is available even after office hours or when the bank is closed.<sup>2)</sup> It may cost you, however, an extra service charge if you use an ATM at a bank where you do not have an account. ATMs are also available at some convenience stores.



☞ Most Japanese ATMs do not accept foreign credit cards. Only the international ATMs found in post offices, a few major department stores, and airports accept foreign credit and debit cards.

☞ Withdrawing money at ATMs outside office hours (generally before 8:45, and after 18:00) and on holidays may cost you a commission charge (generally ¥105).

### Major Japanese banks and their web sites:

**Mizuho Bank (みずほ銀行)**

<http://www.mizuhobank.co.jp/english/>

**Bank of Tokyo-Mitsubishi (東京三菱銀行)**

The Bank of Tokyo-Mitsubishi UFJ (三菱東京UFJ銀行)

<http://www.btm.co.jp/english/>

**Sumitomo Mitsui Banking Cooperation (三井住友銀行) 【January 1, 2006 ~】**



1) New hours may apply for some; i.e. 24 hour service at UFJ Bank.

2) Some ATMs may not be available at the end and the beginning of a New Year.

<http://www.smbc.co.jp/global/>

**UFJ Bank (UFJ 銀行) 【January 1,2006 ~】**

The Bank of Tokyo-Mitsubishi UFJ (三菱東京UFJ銀行)

<http://www.ufjbank.co.jp/ippan/english/>

**Risona Bank (りそな銀行)**

<http://www.resona-gr.co.jp/resonabank/>



## 1) Opening an account

Foreigners can open a bank account in Japan.

### Requirements:

- ① An ID (such as an Alien Registration Card or passport with your address written on the last page)
- ② A seal (see [F-7](#); your hand-written signature may be accepted in some cases)

It is recommended to apply for an ATM card at the same time. It is used with a pre-registered 4-digit pin number (anshou bangou 暗証番号).

Usually two systems are offered: savings and time deposit.

- ① Savings account (futsu yokin 普通預金): intended for money deposits, give a low interest rate, but the money can be withdrawn at any time.
- ② Fixed deposit account (teiki yokin 定期預金): money is invested for a fixed period of time, and the interest rate is higher than Futsu-yokin. No frequent withdrawals are accepted.



*☞ Please note that personal checks are NOT used in Japan on a regular basis. All payments are usually done in cash, by Credit Card, or through bank transfer.*

*☞ Since cash dispensers are NOT available 24 hours a day, you should always have some cash, particularly during weekends and National Holidays.*

*☞ Bank statements are usually printed in your savings passbook (chokin tsuuchou 貯金通帳) by a service machine.*

## 2) Overseas Money Transfer and Currency Exchange

Money transfer (soukin 送金) to and from Japan is also possible from any local banks. Each transfer costs at least ¥ 4,500, and may take 4~5 working days. To send money through a Japanese bank, fill out an application form (kaigai soukin iraisho 海外送金依頼書) with

- ① the *name* of the bank to which you wish to send the money
- ② the bank's *location*
- ③ the *type* and *number* of the receiver's account
- ④ their *address, name* and the *branch code*

*☞ Post offices also provide overseas money transfer service (service charge from ¥400), through*

the payee's postal account (see [p.28](#))

☞ Exchanging foreign currencies and cashing your traveler's checks are only available at designated banks bearing the sign "Authorized by Treasury Department (Zaimu-shou nintei 財務省認定)".

### 3) Direct Debiting of Utility Bills

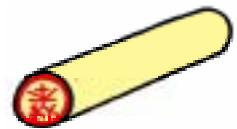
Automatic payment service for paying utility bills (such as gas, electricity, water, telephone calls and NHK subscription (Nihonn Housou Kyoukai 日本放送協会)) is available at banks and post offices. Also check for "Pay-easy" (Peijii ペイジー) service at each bank or post office.

#### Required documents:

- ① An application form (filled in with your customer number or membership number for each bill, and the stamp you used to open a bank account)
- ② Your savings passbook

## 7. Hanko/Inkan (Personal Seals)

In Japan the most common form of signature is a stamp (hanko/inkan はんこ・印鑑) rather than a hand-written one. Each adult usually has three: one of them is registered with the local authority under the owner's name. Hanko can be ordered from a seal maker.



There are cases that require such registered Hanko, such as car ownership, bank loans, or the sale or purchase of real estate. A registered Hanko with your name in Kanji or Katakana, is registered at your City/Town Hall, and you will receive a registered seal card (inkan tourokushou 印鑑登録証). A seal registration certificate (inkan toroku shoumeisho 印鑑登録証明書) proves the Hanko as genuine (jitsuin 実印), and can be obtained by showing the seal registration card at the resident division of your City/Town Hall.



In most cases, however, a normal hand-written signature can be used in place of a Hanko.

## 8. Electricity

Voltage: 100 V

Frequency of electricity: East of the Fuji River (Shizuoka Prefecture 静岡県) is 50Hz and West side is 60Hz. When you use electricity for the first time, the following should be switched on:

- Ampere Breaker 入 (ON)
- Circuit Breaker 入 (ON)
- Wiring Breaker 入 (ON)

## 9. Rubbish Disposal

Rubbish is collected at a designated place at a *designated time and date* in your area.

Rubbish is generally classified into:

**Moeru gomi** (燃えるゴミ) *burnable rubbish*

**Moenai gomi** (燃えないゴミ/ 不燃物) *non-burnable rubbish*

**Risaikuru gomi** (リサイクル・ゴミ) *recyclable material* such as glass, tin, aluminum, PET (polyethylene terephthalate) bottle

**Sodai gomi** (粗大ゴミ) *large household rubbish*: For disposal of large size household electrical appliances, collection and recycling fees may be required.

**Shuushuu shinai gomi** (収集しないゴミ) *unacceptable rubbish*: Generally soil, rocks, concrete blocks, industrial waste, fire extinguishers, surfboards, pianos, medical waste, gas cylinders, noxious or dangerous items.

☞ *Please check the rules of your City/Town Hall.*

## 10. Driver's License and Driving

### 1) Driver's Licence

#### **Driver's license conversion**

Those with an *international driver's license* "A" are permitted to drive a car in Japan. An international driver's license (kokusai menkyosho 国際免許証) is only valid for one year from the date of issue. (If the license is sent to you from your home country after your arrival in Japan, it is valid for one year from the date of your arrival.) A foreign license can be converted to a Japanese license at your local licensing center and a short test will be given and your driving skill and eyesight will be examined.

#### **Required documents for conversion:**

- ① Application form for Driver's License (available at driver's licensing centers or police stations)
- ② A valid license from your own country, used for more than 3 months in the issuing country
- ③ A Japanese translation of the above license by the Japan Automobile Federation (JAF) or your country's Embassy in Japan
- ④ Your Alien Registration Card
- ⑤ A valid passport with the stamps showing the date of arrival in Japan
- ⑥ One photo
- ⑦ Revenue stamps (Please check the amount at the driver's licensing center or a police station)

☞ *Please check if your international license is valid in Japan before you leave your country.*

## Japanese license (Unten Menkyosho 運転免許証)

You can also apply for a Japanese license by passing a driving test and a written exam (the same as a Japanese driver). It is valid for three years and can be renewed at a driver's licensing center. For more information, go to URL:<http://www.npa.go.jp/english/index.htm>

## Rules of the Road

Explains Japanese driving rules and road signs in English. It is published by the Japan Automobile Federation (¥1,010), and is available by mail, or at certain driving test centers. For more information, go to URL: <http://www.jaf.or.jp/e/road.htm>

*☞ Drive on the LEFT side.*

*☞ Drivers and passengers are required to fasten their seatbelts.*

*☞ Children under six years of age are required to use child seats.*

*☞ Do not drive while using a mobile phone.*

*☞ Do not drive under the influence of alcohol.*

*☞ Cars should be parked in proper parking spaces.*

*☞ You may be able to park your car on the side of the road, but only in the same direction as the traffic.*

## 2) Automobile Insurance (Jidousha Hoken 自動車保険)

The owners of motorcycles and cars are obliged to enroll in the Automobile Third-Party Liability Insurance (jibaiseikin hoken 自賠償保険, kyousei hoken 強制保険). Should an accident occur, this insurance covers medical expenses and compensation of an injured person to some extent. However the amount of coverage is limited and often not enough to cover all the expenses. It does not cover the medical fees of the policy holder or damages of any parties.

## 3) Automobile Inspection (Shaken 車検)

All cars and motorcycles over 250cc by law must be inspected periodically (an automobile inspection). For new cars, an inspection is required in the third year, and after that, once every two years. In the case of buying or receiving second-hand cars or motorcycles over 250cc, the name of the owner should be changed from the former owner to the new one.

# 11. Transportation and Tickets

## 1) Train Types

Japan has a very effective and punctual public transportation network. Due to heavy use of

trains and subways, you may experience "rush hour crowds" in the early morning and in the evening after office hours. There are short distance trains and long distance trains:

### Short Distance Trains

- ① Local (Futsu 普通・Kakueki Teisha 各駅停車): stop at every station.
- ② Rapid (Kaisoku 快速): skip some stations, no different ticket from that of Local train.
- ③ Express (Kyukou 急行): stop less frequently than Rapid train.

### Long Distance Trains

- ① Limited Express (Tokkyu 特急): stop only at major stations, and may cost extra.
- ② Super Express/Bullet-train (Shinkansen 新幹線): use separate tracks and platforms and have a special rate.



## 2) How to Take Public Transportation

### Train

- ① Purchase a ticket at a vending machine: find the destination and the fare on the map above the machine, and insert coins or bank notes (¥1,000 note; some accept ¥2,000 / ¥5,000 / ¥10,000 notes) into the ticket machine.
- ② Alternatively, a ticket (kippu 切符) can be purchased at a ticket counter (kippu uriba きっぷ売り場): It is recommended that you write down detailed information on a sheet of paper (such as traveling date, departure station, destination, number of travelers, ordinary or green car).
- ③ Pass through the automatic ticket gate: most stations have automatic ticket gates. Insert a ticket into the slot, walk through the gate and pick up the ticket at the other end.
- ④ Find the destination and the line, and queue in two lines.

### Useful Words:

Ticket Gate: Kaisatsuguchi 改札口

Fare Adjustment point: Seisanjyo 精算所

Information: Annai 案内

### Bus

- ① For a city bus, board the bus from the rear door and get off at the front.
- ② Take a numbered ticket from a small machine, or insert a bus card into the slot.

- ③ A display above the driver shows the next stop. Press a buzzer on the wall or handle to get off at the next stop.
- ④ Fare will be displayed in yen, according to the number on the ticket.
- ⑤ When getting off, exact change will be required. Exchange machine (for ¥1,000, 500, 100) is available on the fare box next to the driver. For the card user, insert the card into the slot on the fare box.



- ☞ *For some buses, passengers may enter from the front, and pay a fixed fare for any distance.*
- ☞ *Mobile phones are asked to be switched off or set to "manner mode" on public transportation.*

## Taxi

- ① Taxi stands can be found in front of most airports, stations, and hotels.  
To stop a taxi on a street, find one with a red indication of "vacant (aki 空)" raise your hand to draw the attention of the driver.
- ② Remember, the door of a taxi opens and shuts *automatically*.  
Please do not touch them!
- ③ A fare will be added to the basic charge, according to distance.

- ☞ *A late-night rate applies from 11:00 p.m. until 5 a.m.*
- ☞ *Do not tip drivers in Japan*

## 3) Tickets and Student Discounts

- ① A discount pass is available for railway, subway and bus services. Research and non-degree research students are eligible for commuter passes (tsugaku teikiken 通学定期券). A coupon pass (kaisuken 回数券) may work out cheaper depending on how often you use these means of transport.
- ② JR offers graduates a 20% discount for one-way travel of 100 km or longer (gakusei waribiki 学生割引), by presenting a Student ID card or Certificate of Student Registration (Appendix III) issued by the University. The student identification certificates for purchasing such discount tickets are limited to 10 per year.
- ③ *Suica/Icoca card* (Super Urban Intelligent Card for Kantou area / IC Operating Card for Kansai area: スイカ/イコカ): "touch and go" system. Just touch the designated screen on the automatic gate of a station with the Suica/Icoca card, and walk through the gate. For more information, go to URL: <http://www.jreast.co.jp/suica/> (Japanese only).

- ☞ *Convenient, no need to purchase a ticket for each trip*



☞ No discount is available on purchasing Suica/Icoca, except for commuter passes (定期券, see ①)

☞ Rechargeable!

☞ Debit system of these cards are now on trial.

Please check the available area of these cards at a station.



④ Bus card: a convenient way to use the bus. The card will give some discounts (such as ¥1,100 for ¥1,000 card; ¥3,360 for ¥3,000 card; and ¥5,850 for ¥5,000 card). Available on a bus or a bus main station.

☞ Maps of subways (chikatetsu 地下鉄) are available at URL:  
<http://osamuabe.infoseek.livedoor.net/subway/english.htm>

#### 4) Japan Railway Pass

You may visit Japan for a short period (less than 3 months) before you enter Sokendai. There is a special discount for those who visit Japan under the status of "temporary visitor" which is called the Japan Railway Pass.

For Ordinary pass:

##### Adult (Otona 大人)

7 days ¥28,300

14 days ¥45,100

21 days ¥57,700

##### Child (Kodomo 子供)

7 days ¥14,150

14 days ¥22,550

21 days ¥28,850



☞ For more information, go to URL: <http://www.japanrailpass.net>

## 12. Telephone

### 1) Public Phones (Koushu Denwa 公衆電話)

Public phones can be found at airports, stations and in shopping districts. Local calls can be made from any public phones, but international calls can only be made from certain phones.

Three main public phones:

① Green phones: most common

② Grey phones: also common, international calls can also be made

③ Orange phones: new type, international calls can also be made

☞ Occasionally you may encounter the old type of phone (such as a pink phone) which accepts

only ¥10 coins.

☞ Most phones accept either coins or telephone cards (available from vending machines, convenience stores, or Kiosk at stations).

☞ Please note that change will not be returned when you use a 100 yen coin.

## 2) Mobile Phones (Keitai Denwa 携帯電話)

Foreigners residing in Japan can subscribe for cell phones by presenting an Alien Registration Card. Please note that the Japanese signal may differ from that of your home country.

Major mobile phone companies:

<b>au (KDDI)</b>	<a href="http://www.au.kddi.com/english/index.html">http://www.au.kddi.com/english/index.html</a>
<b>Tu-Ka (KDDI Group)</b>	<a href="http://www.tu-ka.co.jp/">http://www.tu-ka.co.jp/</a> (Japanese only)
<b>DoCoMo (NTT)</b>	<a href="http://www.nttdocomo.co.jp/english/index.shtml">http://www.nttdocomo.co.jp/english/index.shtml</a>
<b>Vodafone (Vodafone)</b>	<a href="http://www.vodafone.jp/scripts/english/top.jsp">http://www.vodafone.jp/scripts/english/top.jsp</a>

☞ Mobile phones should be either switched off or set to "manner mode" on public transportation and in public places.

## 3) Dial Systems for International Calls

An international call can be made through the following companies.

### ① KDDI

001-010 + national code + area code (without 0 at the beginning) + individual numbers  
Information (free call): 0057 (24hrs)

### ② NTT

0033-010 + national code + area code + individual numbers  
Information (free call): 0120-54-0033 (9:00-21:00)

### ③ ITJ

0041-010 + national code + area code + individual numbers  
Information (free call): 0088-41 (9:00-21:00)

### ④ IDC

0061-010 + national code + area code + individual numbers  
Information (free call): 0066-11 (9:00-21:00)

☞ International calls can be made from public phones (both grey and green phones) which have a panel: INTERNATIONAL & DOMESTIC, that can be used to make both domestic and international calls.

☞ Note: a telephone card is now NOT accepted to make international calls. Please purchase a prepaid phone card in shops (such as convenient stores).

☞ In Japan phone numbers are commonly written with the use of a - (hyphen), distinguishing the national code and area code from the individual numbers. For instance, when the area

code is the same as yours, it is not necessary to dial the area code.

☞ Other common area codes:

0120: NTT free dial (toll free)

070, 080, 090: Mobile/PHS number

#### 4) Operator Assisted Calls

Dial KDDI (0051) to access an operator.

- ❶ A person-to-person call: designate the person you are calling
- ❷ A station-to-station call: designate the telephone number you are calling
- ❸ A collect call: designate the person and payment on the other side you are calling



#### 5) Installation of Telephone

Installation of a telephone line can be applied for at the NTT office (charged). It is also possible to buy the line from someone "second hand". Your Alien Registration card or passport is required for the application for "Change of Ownership" with NTT.

### 13. Newspapers

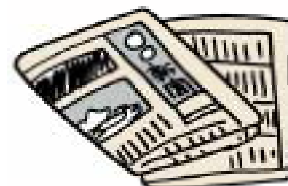
Papers in English are available:

The Daily Yomiuri (読売新聞)

The International Herald Tribune/The Asahi Shinbun (朝日新聞)

The Japan Times

Mainich Daily News (毎日新聞)



Paper in English on the Web:

*Yomiuri Shinbun* (読売新聞)

<http://www.yomiuri.co.jp/>

*Asahi Shinbun* (朝日新聞)

<http://www.asahi.co.jp/>

*Mainichi Shinbun* (毎日新聞)

<http://www.mainichi.co.jp/>

*Sankei Shinbun* (産経新聞)

<http://www.sankei.co.jp/>

*Nikkei Shinbun* (日経新聞)

<http://www.nikkei.co.jp/>

*Japan Times*

<http://www.japantimes.co.jp/>

☞ English newspapers can be obtained at major stations, or more commonly by subscription.

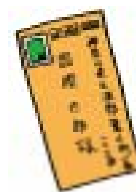
## 14. Postal and Home Delivery Services

### 1) Postal Information

#### Office hours:

Small post offices 9:00 - 17:00 (except weekends and National Holidays)

Large post offices 9:00 - 19:00 (may be open on Saturdays and Sundays)



### 2) Financial Account (Postal Savings)

You can open an account (yuubin chokin/yuuchu 郵便貯金/郵貯 or a giro account in cooperation with Eurogiro) at a post office through a similar procedure required at a bank. The post office's automatic payment service is available for utility bills.

ATMs are also available, however, it is different from that of a bank, and a Post Office ATM card has to be applied.

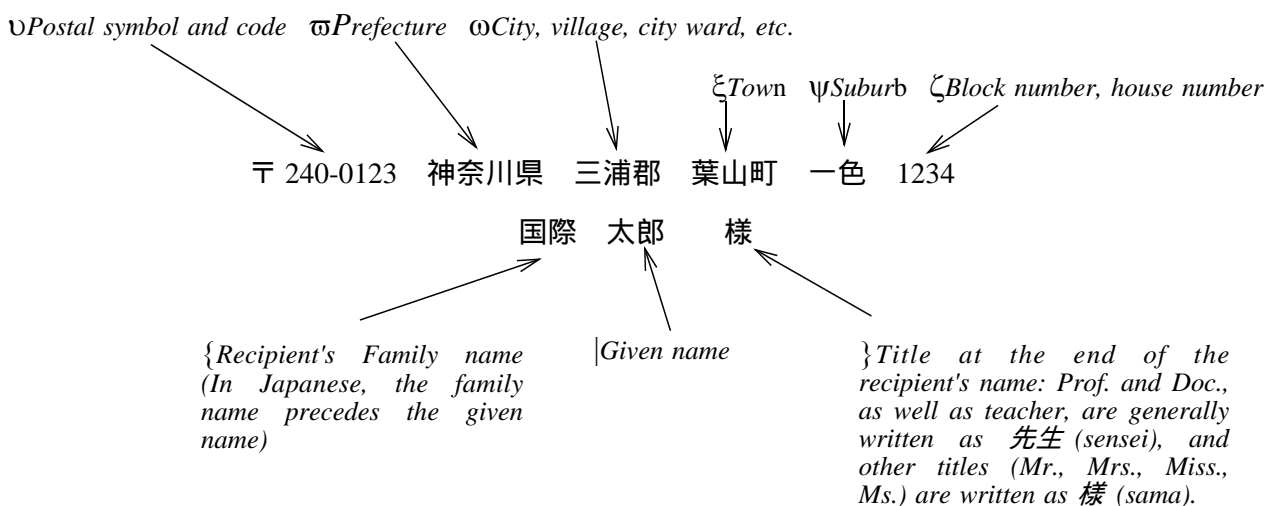
For more information, go to URL: [http://www.yu-cho.japanpost.jp/e\\_index.htm](http://www.yu-cho.japanpost.jp/e_index.htm) and go for "Yucho products and Services".



*If you are Monbukagakusho Scholarship student, it is necessary for you to open an account at a post office.*

### Japanese address:

A typical Japanese address looks like this;



### 3) Mailing Methods

#### Post card

International: ¥70 worldwide (¥60 for surface Domestic ¥50)

Kansei hagaki (官製はがき), which do not require a stamp (kitte 切手), can be purchased at a post office



#### Letter

International: Weight to 2 kg, ¥90-130 depending on the destination

Domestic: standard ¥80 (up to 25g) and ¥90 (up to 50g)

#### Aerogramme

Available at a post office, ¥90 worldwide.



#### Greeting Card

Up to 25g, treated the same as a "letter" price wise, Write "Greeting Card" on the envelope

#### Parcel (Kozutsumi 小包)

Up to 20 kg in general. Size and weight limitations may vary according to the destination, please check with a post office. **Yu pakku 郵便パック** for domestic packages can be sent from a post office or a shop with a "Yu pakku" sign. You can also arrange Yu pakku to pick up your package from your residence (Call 0121-356-250).

#### Small Packet (kogata kozutsumi 小型小包)

Small items weighing up to 2 kg can be sent at a lower rate than ordinary parcel, and may be quicker customs label and a customs declaration are required (available at a post office).

#### EMS (Express Mail Service; Kokusai Supiido Yuubin 国際スピード郵便)

A quick way to send documents, up to 30 kg. EMS can now be sent to 118 countries. A tracking system is available for some countries. A green Customs label or a declaration and invoice for customs clearance is required for overseas destinations.

#### Printed Matter (Insatsubutsu 印刷物)

Christmas cards, copied documents, and catalogues may be sent at reduced rates. Write "Printed Matter" on the upper left corner of the addressed side of the envelope and hand it in unsealed at a post office.

#### Economy Air (SAL = Surface Air Lifted)

An economical way to send parcels (up to 30 kg), printed matter (up to 2/5 kg depending on the destination) and small packets (up to 2 kg) is by using open space on airplanes. It is less expensive than airmail and faster than surface mail. Attach an "SAL" sticker or write "SAL" on the upper left corner of the addressed side of the item.

#### Express Mail (Sokutastu 速達)

This service enables your mail to be delivered by a special messenger as soon as possible after its arrival at the delivery office. Write "EXPRESS" in red ink on the upper left corner of the addressed side of the item.

### **Registered Mail (Kakitome 書留)**

When sending registered mail, a receipt is issued. Registered mail usually requires the signature of the receiver upon delivery. For the loss or damage of registered mail, you may claim indemnity in an amount not exceeding ¥6,000.

### **Insured Mail (Hokentsuki 保険付き)**

When sending valuables overseas via airmail, SAL mail or surface mail, it is advisable to have them insured. The contents of your mail may also be insured. You can complete the necessary procedure at the post office counter, however some offices may not accept insured mail

### **Delivery Notice (Uketori Tsuuchi 受け取り通知)**

This service is available for registered letters, insured letters, and insured/uninsured parcels. (However, there are countries where this service is not available for uninsured parcels.) Forms for "advice of delivery" mail are available at the post office.

☞ Please write *PAR AVION* or *AIR MAIL* in blue or black ink on the left corner of the addressed side of your letter or package (under the name and address of the sender).

☞ Standard size: 14-23.5 cm x 9-12 cm, thickness up to 1 cm; weight up to 50g

☞ Other home delivery services (*Takuhai*) are provided at convenience stores and other shops with a home delivery company sign (see below; English available).

## 15. Shipments from Japan

Students should contact several companies (some are listed below; for English you may have to give them a call) to find out the best quote and the most appropriate service for their own needs. It may be dealt with as International Moving (Kaigai Hikkoshi 海外引越). A good agent offers collection packing, warehousing, documentation and insurance services.



A similar procedure may required to send your belongings back to your home country as that of to Japan. You may need to prepare the following documents:

黒猫ヤマト: Kuroneko-Yamato	<a href="http://www.kuronekoyamato.co.jp/">http://www.kuronekoyamato.co.jp/</a> 03-3541-3411
日通ペリカン: Nitsu-perikan	<a href="http://www.nittsu.co.jp/">http://www.nittsu.co.jp/</a> 0120-41-0202
佐川急便: Sagawa-kyuubin	<a href="http://www.sagawa-exp.co.jp/">http://www.sagawa-exp.co.jp/</a>
西濃運輸: Seinou-unyu	<a href="http://www.seino.co.jp/seino/">http://www.seino.co.jp/seino/</a>
Fedex	<a href="http://www.fedex.com/jp_english/">http://www.fedex.com/jp_english/</a> 0120-003200

☞ Please contact a freight company for details.

☞ Please check customs details for the destined country.

## 16. Shopping Guide

### 1) Stores

#### Supermarkets: (Sûpâ Mâketto スーパーマーケット)

Japanese supermarkets are organized in much the same way as those of Western. They offer all kinds of goods such as fresh fruits and vegetables, fresh seafood, meat, tofu, pickles, dried and canned food, bread, dairy products, snacks, ready-to-eat meals, alcoholic and non-alcoholic beverages and household articles.

#### Department Stores (Depâto デパート)

Department stores generally offer excellent services. Many elevators are operated by elevator ladies who announce the floors and open/close the doors and many floors feature women's clothes, but also sell various kinds of products. Various kinds of restaurants can be found on the top floor or several floors, and a food department is usually located on the basement floor. They are usually closed one-day per week and generally open on Saturdays, Sundays, and National Holidays. Stores found in Tokyo are Mitsukoshi (三越), Takashimaya (高島屋), Isetan (伊勢丹), Seibu (西武), Daimaru (大丸), Tobu (東武) and so on.

#### Convenience Stores (Konbini コンビニ)

Convenience stores operate 24 hours a day. They are spread throughout various urban areas and smaller villages. Goods at these stores are, in general, slightly more expensive than those of supermarkets. Stores found in your town are Seven-Eleven, Lawson, Sunkus, Family Mart and so on.



### 2) Japanese Sizes

The following tables show the comparison of Japanese sizes of shoes and clothing to those of U.S., U.K., and Europe. Note that the sizes may vary depending on the company.

Conversion Table for Clothing Size

Women						Men				
Japan	7/S	9/M	11/L	13/L	15/LL	Japan	S	M	L	LL/3LL
U.S.	2/XXS	4/XS	6/S	8/S	10/M	U.S.	XS	S	M	L
U.K.	8	10	12	14	16	U.K.	S	M	L	XL
Europe	36	38	40	42	44	Europe	36	38/40	42/44	46

### 3) Tax and Tipping

A 5% consumption tax is added to the cost of goods and services.

There is no tipping in Japan.

## 17. Japanese Police

Koban (Police boxes 交番) are located itself in every town and village.

Omawarisan (uniformed Policeman in the police box お巡りさん) are stationed at Koban to

Conversion Table for Shoes Size

Women						Men						
Japan	23	23.5	24	24.5	25	Japan	25	26	26.5	27	27.5	28
U.S.	5.5	6	7	7.5	8	U.S.	7	8	9	9.5	10	10.5
U.K.	3	3.5	4	5	5.5	U.K.	7	7.5	8	7.5	9	9.5
Europe	36	36.5	37	38	38.5	Europe	41	42	43	44	45	46

ensure the safety of residents in the area. They also:

Give directions

Handle lost property

Patrol the area

Control traffic

Pursue and arrest criminals

